

### **TESTING ACCOMODATIONS**

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in section 13 of the application form.

### **APPLICATION AND/OR EXAMINATION APPEALS RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Office within seven days after the results are mailed.

### **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Establish and maintain effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, color, national origin, ancestry, political affiliation, sex, sexual orientation, religion, marital status, age (over 40), pregnancy related condition, medical condition (cancer related), physical (including AIDS) or mental disability.
- Maintain confidential information according to the legal standards and/or County regulations as required.

### **NOTES**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies Manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/Personnel.



# **Assistant Director/Public Health Director of Public Health Nursing**

Health Services Agency



Salary: \$78,728 - \$118,081 Annually

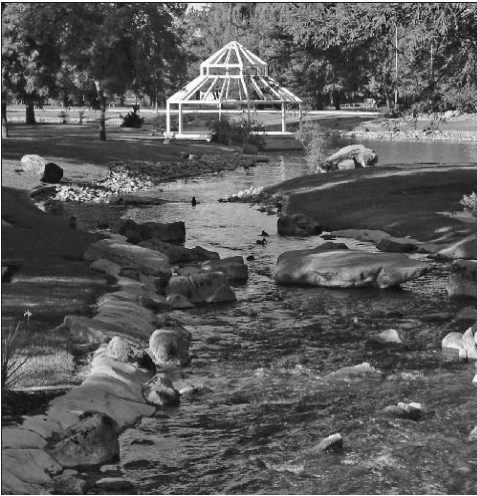
Final Filing Date: Open Until Filled

### **TO APPLY**

Applications may be obtained from and must be returned to:

**STANISLAUS COUNTY PERSONNEL**  
**1010 10<sup>th</sup> Street, Suite 2300**  
**Modesto, CA 95354**

County Personnel: 209-525-6341  
County Job Line: 209-525-4339  
Web Page: [www.stanjobs.org](http://www.stanjobs.org)



## **OUR COMMUNITY**

Located in the heart of California's Central Valley, Stanislaus County is blessed with mild weather year-round and a strong agricultural economy.

With a population exceeding 500,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles.

Modesto, the largest city and seat of Stanislaus County, offers the diversity and facilities of a metropolitan city while maintaining an atmosphere of old-fashioned hospitality.

West of the Valley and over the coastal mountains lies the San Francisco Bay Area, a 90-minute drive from Modesto. Eastward are the foothills of the famed Mother Lode gold country that leads to the majestic Sierra Nevada mountain range, Yosemite National Park, and Lake Tahoe.

Stanislaus County is home to California State University, Stanislaus and Modesto Junior College. Stanislaus County is a general law County established in 1854, governed by a five-member Board of Supervisors with assistance from the County Chief Executive Officer, elected officials and appointed department heads.

Stanislaus County has a current year total budget of \$946 million and 4,582 full-time positions within 26 agencies and departments.

## **ABOUT THE DEPARTMENT**

The Health Services Agency (HSA) is comprised of public health, a network of outpatient primary and specialty care clinics and a family practice physician residency program operated in partnership with Doctor's Medical Center.

The HSA holds strongly to its vision of "healthy people in a health stanislaus" by developing its services with the community, in ways that support community need.

## **JOB TASK ANALYSIS**

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management."

## **CLASSIFICATION INFORMATION**

Unless otherwise provided, the Assistant Director classification is part of the unclassified service of the County. Assistant Director is considered "at-will" and is designated Management for labor relations purposes.

## **MANAGEMENT COMPENSATION AND BENEFITS**

Retirement:

- Defined benefit retirement plan (1937 Act Retirement System)
- 1/5% County paid deferred compensation
- Participates in Social Security system

Annual Leave Program:

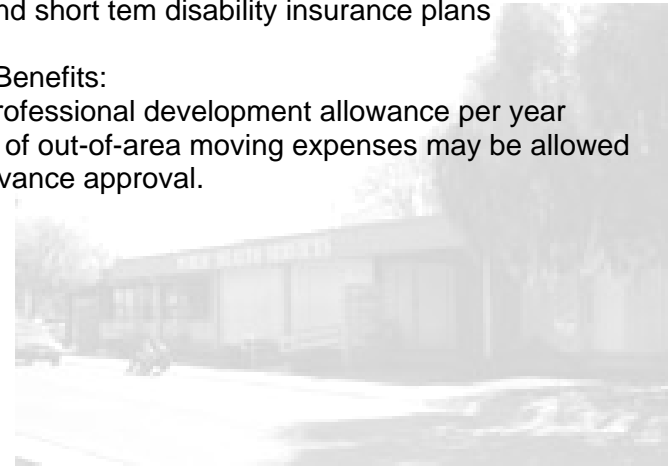
- 80 hours vacation accruals starting year one
- 32 additional vacation "floating" hours per year
- 40 hours administrative/management leave annually
- 96 hours sick leave annually
- 10 paid holidays

Insurance:

- Health - Choice of two health plans with at least one fully paid for employee and dependents
- Dental/Vision - annual flexible spending allowance to purchase dental, vision and supplemental life insurance
- \$30,000 of basic life insurance, supplemental insurance available
- Long and short term disability insurance plans

Additional Benefits:

- \$700 professional development allowance per year
- Portion of out-of-area moving expenses may be allowed with advance approval.



## **MINIMUM QUALIFICATIONS (Continued):**

### **Education/Experience:**

- Bachelor's degree from an accredited four year college or university with a degree in public health, nursing, or a closely related field **and**
- Five years of full-time progressive experience in public health and managerial roles in a health care delivery system supervising Public Health Nurses (or RNs) for at least three of the five years.

### **License:**

California Registered Nurse License and Public Health Nurse Certificate.

### **Desirable Qualifications:**

Masters degree with a nursing focus in community health or nursing management, Public Health Administration or Masters in Public Health.

### **Drivers License:**

Applicants must possess and maintain a valid California Driver's license and remain free from repeated preventable accidents.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to apply for positions.

## **APPLICATION PROCEDURES/FINAL FILING DATE**

Applications are to be completed and returned no later than 5:00 p.m. on the final filing date to Stanislaus County Personnel Department, 1010 10<sup>th</sup> Street, Suite 2300, Modesto, CA 95354.

Make your application as complete as possible so a full and realistic appraisal may be made of your qualifications. Applicants are invited to submit a brief resume outlining paid or not-paid experience relevant to the position. **Resumes will not be accepted in lieu of a completed application.** Postmarks will not be accepted.

## **ABOUT THE POSITION**

Under the direction of and in coordination with the Associate Director of Public Health Services, this position is responsible to develop, organize, coordinate and manage budgetary, operational and staffing aspects of public health nursing and clinical programs; to plan, organize schedule, assign and supervise the work of staff providing public health services; to advise staff on the interpretation and application of Agency and program policies and public health laws; and to do other related work, as required.

This is a senior management classification with responsibility for developing, organizing, and managing major public health programs, and the work of public health staff assigned to those programs. This class is distinguished from the Public Health Manager or Public Health Nurse coordinator by its responsibility to plan and coordinate across programs to support budget development and monitoring, and program development, evaluation and implementation. This position functions as the Director of Public Health Nursing as required by the California Administrative Code.

## **TYPICAL TASKS:**

- Formulates, plans, organizes and directs programs to meet community health needs;
- Analyzes and evaluates data for program planning;
- Prepares and recommends program plans and funding proposals;
- Assists in evaluating program results for quality and fiscal accountability;
- Provides leadership in department and division strategic planning;
- Provides nursing direction to coordinate nursing services across division and departmental lines;
- Provides guidance, supervision and/or consultation to colleagues, subordinate public health managers and supervisors in planning and implementing public health programs, including but not limited to public health nursing field services, Children's Medical Services, Public Health Disease control and clinical services, emergency preparedness and Health Promotion programs;
- Advises department administration and human resource staff on issues effecting nursing and other staff;
- Provides guidance to supervising staff regarding performance expectations; recommends disciplinary action;
- Provides guidance to staff regarding departmental ethics, values and work practices;
- Develops, implements and updates policies and standards for the conduct of nursing services within established departmental policies and procedures;

- Defines scope of public health nursing practices;

### **TYPICAL TASKS (Continued):**

- Establishes standards for practice;
- Develops and maintains nursing and clinical protocols;
- Ensures appropriate licensure/practice parameters for staff;
- Organizes and directs the work of subordinate professional and para-professional staff performing various personnel activities including performance evaluations, training, selection and disciplinary actions;
- Participates in the initial development of the division budget; and preparation and monitoring of program budgets;
- Directly and/or through subordinate managers; ensures budgetary activities are performed within County and departmental guidelines, monitoring expenditures;
- Participates in or leads the preparation or approval of grant applications;
- Represents the department as assigned with State agencies, County departments and community organizations to facilitate funding and operations and meet the department and county public health responsibilities;
- Provides technical consultation to staff, partner agencies and community partners;
- Makes presentations on health issues, trends, and legislation to professional and community groups;
- Performs related administrative tasks; develops and approves plans and activities for staff development;
- Prepares reports, position papers and agenda items; acts as a member of the department management team;
- Participates in disaster preparedness and response activities.

### **MINIMUM QUALIFICATIONS:**

#### **General Skills:**

- Operate a personal computer and other office equipment;
- Communicate effectively with others in person, over the telephone, in writing and through electronic means;
- Analyze data, interpret policies, procedures and regulations, develop appropriate conclusions, and prepare reports;
- Evaluate the quality, effectiveness and fiscal viability of programs and services;
- Meet deadlines under stressful conditions;
- Resolve conflicts and respond appropriately to complaints;
- Complete multiple priority projects with conflicting deadlines;
- Establish, implement and achieve goals and objectives;
- Maintain confidential information in accordance with legal standards and/or County regulations;

### **MINIMUM QUALIFICATIONS (Continued):**

#### **General Skills (Continued):**

- Represent the County with the community and other agencies;
- Make presentations;
- Train, evaluate and supervise staff;
- Interpret nursing and public health scope of practice and responsibilities to others;
- Function as the Director of Public Health Nursing pursuant to the requirements of the State of California and the California Administrative Code.

#### **Ability to**

- Develop, organize and implement program goals and objectives;
- Develop and monitor program budgets;
- Plan, organize, supervise, and evaluate the work of assigned professional nursing and public health staff;
- Train, assist, and direct professionals in planning and executing programs;
- Develop, analyze and interpret program data;
- Utilize and coordinate local resources for assigned programs;
- Perform program planning and evaluation work;
- Prepare clear and concise reports;
- Effectively represent assigned programs with the public, committees, community organizations, and other government agencies;
- Establish and maintain cooperative working relationships.

#### **Knowledge of:**

- Principles and practices of population based public health practice;
- Principles, methods, and procedures of general nursing and of public health nursing;
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS, and tuberculosis;
- The definition and application of the three core functions and ten essential services of Public Health;
- Mandated reporting responsibilities related to child and elder dependant adult abuse, and domestic violence;
- The concepts related to the broad determinants of health;
- Budget development and fiscal planning and control;
- Contract administration and monitoring;
- Applicable local, state and federal ordinances, codes, laws, rules and regulations related to public health and the statutory responsibilities;
- Principles of supervision, training, and staff evaluation.