INVITES APPLICATIONS FOR THE POSITION OF:

Public Health Nursing Manager/Public Health Nursing Director

An Equal Opportunity Employer

<table>
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<th>SALARY</th>
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<tbody>
<tr>
<td>Hourly</td>
<td>$61.06 - $74.22</td>
</tr>
<tr>
<td>Biweekly</td>
<td>$4,884.80 - $5,937.60</td>
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<tr>
<td>Monthly</td>
<td>$10,583.73 - $12,864.80</td>
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<tr>
<td>Annually</td>
<td>$127,004.80 - $154,377.60</td>
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**OPENING DATE:** 03/23/21  
**CLOSING DATE:** Continuous  
**JOB TYPE:** Full Time  
**Job Category:** Administration and Management, Public Health  
**DEPARTMENT:** Health & Human Services Agency  
**LOCATION:** 2751 Napa Valley Corporate Dr. Napa, CA 94558

THE NAPA VALLEY

PLEASE READ THIS BULLETIN IN ITS ENTIRETY

The Napa Valley - Internationally known for its fine wines exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

COUNTY OF NAPA AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.
As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: integrity, accountability, and service.

**THE POSITION**

Under general direction, serves as Napa County's Director of Public Health Nursing with responsibility for planning, coordinating, implementing, and overseeing public health nursing community and clinical services including assigned programs, projects, services, and initiatives; directs, coordinates, and monitors the work of assigned staff, consultants, and contractors; and performs a variety of professional, administrative, and programmatic work in support of assigned programs within the service areas including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to County staff, boards, committees, and outside agencies.

A Section Manager in HHSA is responsible for the management of one or more sections or areas of significant depth and complexity. Positions in this class lead the administration and implementation of section activities to ensure that the section successfully meets identified objectives.

This is a single position class that serves as the Director of Public Health Nursing per code and statutory requirements and is responsible for functioning as a consultant and advisor on health and public health nursing issues. The Director of Public Health Nursing provides public health nursing leadership, evaluates nursing programs in terms of present and future needs of the community, and implements plans for professional development of nursing personnel. This position is responsible for the operational activities of assigned health units including the Maternal, Child, and Adolescent Health Units (MCAH), Women Infants and Children (WIC), and Therapeutic Childcare Center. In addition, this position assists the Deputy Director of HHSA/Public Health Officer in providing nursing oversight for County-wide programs including control and prevention of communicable disease, injury prevention, health promotion and wellness, health education, preventative health care, and immunization clinic services. This position works with the Deputy Director of HHSA/Public Health Officer and other public health managers to provide policy oversight and direction to public health programs to ensure a coordinated response to community health needs by public health nursing staff.

**The Recruitment Process**

1. Applications will be reviewed for minimum qualifications. Those that possess the minimum qualifications will be placed on the eligibility list and referred to the hiring department for further consideration.

*Human Resources reserves the right to make changes to the recruitment process and schedule at any time.*

**EXAMPLE OF DUTIES**

The following duties are typical for this classification. Incumbents may perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assume management responsibility for public health nursing community and clinical services including assigned programs, projects, services, and initiatives within HHSA including public health nursing, Therapeutic Child Care Center, WIC, MCAH program, and Targeted Case Management. Serves as a nursing clinical advisor for the health services nursing supervisor for
Manage and participate in the development and implementation of service area goals, objectives, policies, and priorities; recommend and administer policies, protocols, and procedures. Provide leadership and evaluation of current and future needs for and oversight of the professional development of public health nurses employed by Napa County HHSA. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels. Plan, direct, coordinate, and review the work plan for assigned staff; work with unit supervisors in needs assessment, planning, coordinating, delivering, and assessing services provided by the unit; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. Participate in the selection, training, motivation, and evaluation of assigned personnel; identify training needs; provide or coordinate staff training; work with employees to correct deficiencies. Provide consultation and direction on public health policy and nursing activities to other health units in the Agency; provide back up to clinical services as necessary. Oversee and participate in the development and administration of the service area's budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; ensure that expenditures and cost estimates are adequately documented and monitored throughout the area; review and approve expenditures; implement adjustments. Develop grant applications and program proposals to obtain state, federal, and private funding for public health programs; negotiate and monitor grant funded and contract programs/services with government agencies. Work with the Deputy Director of HHSA/Public Health Officer to advise and apprise the Director of Health & Human Services on issues relating to County public health; initiate and determine public health policy in consultation with the Deputy Director of HHSA/Public Health Officer and under the general supervision of the Director of Health & Human Services; advise other managers of such health policies. Participate in the Agency's management team and work with other managers to achieve coordination, collaboration, consistency, and effectiveness of Agency-wide issues; foster Agency values of compassion, empowerment, community, and excellence; help support, clarify, and enrich Agency mission, vision, and values. Assist in monitoring and evaluating effectiveness of public health programs and, as necessary, make recommendations and modifications to achieve desired outcomes; assist in monitoring the health outcomes of low-income populations served by managed care and other health insurance programs. Encourage the development and utilization of both public and private community resources to address community health needs; ensure the visibility and accessibility within the community of health services. Represent the division and Agency at various community, regional, and state meetings as Director of Nursing; serve as liaison to professional and community groups as appropriate. Provide responsible staff assistance to the Deputy Director of HHSA/Public Health Officer; conduct a variety of organizational studies, investigations, and operational studies; summarize and analyze public health nursing community and clinical services issues and provide recommendations on strategies to resolve these issues; recommend modifications to functional areas, policies, and procedures as appropriate. Attend and participate in professional group meetings; maintain awareness of new trends and developments in fields related to public health; incorporate new developments as appropriate. Maintain current knowledge of federal, state, and local laws and regulations that govern the assigned programs and services including an understanding of the fiscal rules and regulations pertaining to public health programs; disseminate this information to and ensure compliance by staff. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Act for the Deputy Director of HHSA/Public Health Officer in that person's absence. Perform related duties as required.

**TYPICAL QUALIFICATIONS**

**KNOWLEDGE OF:**
Operational characteristics, services, and activities of a public health nursing community and clinical health services area including assigned programs, projects, services, and initiatives.

Principles and practices of public health nursing program development and administration.

Principles and procedures for planning, organizing, and managing public health nursing programs.

Business principles and practices for the program area.

Project management techniques and principles.

Principles and practices of public health administration.

Nursing theory and nursing theoretical frameworks for delivery of nursing care.

Fundamentals of clinical health care including health programs, functions, and services.

Principle and practices of public health nursing including preventive medicine, epidemiology, public health education, gerontology, and sociological problems involved in public health nursing.

Causes, treatment, and prevention of communicable diseases.

Principles and practices of work place safety, especially as related communicable diseases.

Community standards of care.

Current nursing, medical, and other literature related to community health, wellness, health maintenance, and prevention of disease.

Child growth and development and procedures involved in promoting maternal and child health.

Current trends and concepts relative to professional nursing practice.

Community needs and resources related to public health nursing.

Current social and economic factors and trends influencing community health care services.

Program requirements for the range of public health nursing community and clinical services and activities available in the division.

Grant writing procedures, contract negotiations, administration, and monitoring procedures.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Methods and techniques of technical, administrative, and financial report preparation and presentation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations including laws pertaining to the practice of public health in the State of California.

SKILL TO:

Oversee and participate in the management of a comprehensive public health nursing community and clinical services area that includes a series of interrelated programs, projects or functional areas of significant depth and complexity.
Plan, organize, direct, coordinate, and evaluate public health nursing programs.

Plan, schedule, and review the work of assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Participate in the preparation and administration of budgets.

Analyze and prepare grant proposals and contracts.

Understand, interpret, and apply federal, state, and local policies, laws, and regulations relating to community health.

Integrate information from a variety of disciplines as related to health and health care delivery.

Coordinate services with other sections, programs, and services within the County and with outside organizations, agencies, and facilities.

Work effectively under pressure, meet deadlines, and adjust to changing priorities.

Recognize social problems that affect health and assist in securing adjustments.

Operate a variety of office equipment including personal computers and related peripheral equipment and software applications.

Communicate clearly and concisely, both orally and in writing.

ABILITY TO:

Work primarily in a standard office setting with some travel to different sites and locations.

Stand or sit for prolonged periods of time.

Stoop, bend, kneel, crouch, reach, and twist.

Lift, carry, push, and/or pull light to moderate amounts of weight.

Use repetitive hand movement and fine coordination including using a computer keyboard.

Verbally communicate to exchange information.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess the following combination of experience and education that would likely produce the required knowledge, skills, and abilities. Required minimum qualifications:

Experience:
Four years of increasingly responsible public health nursing experience including two years of related project management, administrative, and supervisory responsibility.

Education:
A Bachelor's degree from an accredited college or university with major course work in nursing or a related field.
License or Certificate:
Possession of valid license as a Registered Nurse issued by the State of California Board of Nursing.

Possession of a valid certificate as a Public Health Nurse issued by the State of California Department of Public Health.

Possession of a valid driver's license.

Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Loss of the required State license may result in termination or reassignment.

**ADA Accommodation**
Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

Napa County is an Equal Opportunity Employer.

**Public Health Nursing Manager/Public Health Nursing Director Supplemental Questionnaire**

* 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated. **Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.

☐ Yes  ☐ No

* 2. Do you possess a Bachelor's degree from an accredited college or university with major course work in nursing or a related field.

☐ Yes  ☐ No

* 3. In order to qualify for this position you must have the following license and certification. Do you currently possess: 1. A valid license as a Registered Nurse issued by the State of California Board of Nursing. 2. A valid certificate as a Public Health Nurse issued by the State of California Department of Public Health.

☐ Yes  ☐ No
* 4. Describe your experience in Public Health Nursing and in supervisory/management positions. What training and experience has prepared you for the PHN Director position?

* 5. Please describe a complex, work-related project with multiple stakeholders that you have led. This project must have been long term (6 months or longer). Be specific about the project goals and outcomes, how your leadership affected the success, how you established/strengthened collaboration and the effectiveness of collaboration among the stakeholders.

* 6. Describe your experience managing budgets. Please include the size of the budgets you have managed, the sources of funding, the method used to track throughout the cycle and the approach used to cover deficits.

* 7. Please tell us about your experience incorporating health and race equity and the Social Determinants of Health (SDoH) and Trauma Informed Practices into Public Health practice and outline why this is important for this work.

* Required Question