



# Supervising Public Health Nurse

Hiring Range: \$5,990 — \$6,607/mo

Official County Application and complete Class Specifications available at:  
[www.co.yuba.ca.us](http://www.co.yuba.ca.us) - See Human Resources & Organizational Services Department

Final Filing Deadline:  
Friday, September 24, 2010 - 5:00 PM

The County of Yuba is currently recruiting for the position of Supervising Public Health Nurse in the Health and Human Services Department. Under general supervision, plans, assigns, reviews and evaluates the work of public health nursing and related staff; develops goals, objectives, standards of performance and policies and procedures to meet legal, organizational and public health nursing guidelines; provides programmatic oversight and review to multiple public health nursing programs; performs the full range of public health nursing services including teaching, health assessment, and counseling services in connection with the prevention and control of diseases and adverse health conditions; and performs other duties as assigned.

### Examples of knowledge, skills and abilities required for successful performance:

- Knowledge of principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline; administrative principles and practices, including program development, implementation and evaluation; principles, practices and techniques of providing public health nursing services; and applicable laws, codes and regulations, including the California Nurse Practice Act.
- Skill in administering and overseeing specific programs and program budgets; training others in work procedures; interpreting, applying and explaining laws, rules, policies, procedures and technical information; communicating clear and accurate information regarding clients to physicians and other health providers; and dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Ability to exercise initiative and sound judgment and make appropriate recommendations; use patience, tact and courtesy; communicate and work effectively with health professionals, representative of other agencies and the public.

### EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Minimum:** Graduation from a four year college or university with major course work in nursing, possession of a license as a Registered Nurse, a Public Health Nurse certificate, and four years of public health nursing experience which includes either one year of experience equivalent to the County's class of Public Health Nurse III or one year supervisory experience in the medical setting.

**Preferred:** In addition to the minimum requirements, a Master's Degree in Nursing or a health related field and additional years of experience at a level equivalent to the County's class of Public Health Nurse III.

**Special Requirements:** Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.

**Working Conditions:** Work in a standard office or clinic setting; work may require exposure to sources of potentially contagious pathogens in the course of field duties, while wearing personal protective equipment; may be required to work extended hours; and will be required to be available for call back in emergency situations.

### BENEFITS AND COMPENSATION

<b>MERIT INCREASE:</b>	Typically 5% each year for the first 4 years	<b>HEALTH/DENTAL/VISION/LIFE:</b>	The County pays 100% of the Basic Plan premium for employee only and 80% for dependent(s) / County provides \$20,000 in life insurance coverage
<b>LONGEVITY:</b>	After 6 yrs of County service approximately 1.5% each yr through 30 yrs	<b>DEFERRED COMPENSATION:</b>	Voluntary Deferred Compensation plan(s) are available
<b>RETIREMENT:</b>	2% @ 55 PERS Misc Formula. Yuba County does not participate in Social Security.	<b>EMPLOYEE ASSISTANCE PLAN:</b>	County paid confidential family wellness plan
<b>VACATION:</b>	12 days for first 5 yrs with incremental increases every 5 yrs thereafter, up to 20 yrs	<b>UNION AFFILIATION:</b>	Yuba County Employees Association
<b>HOLIDAYS:</b>	An average of 13 paid holidays per year, including 2 floating holidays		
<b>SICK LEAVE:</b>	Accrued every payroll period, up to 12 days per year		

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## COUNTY OF YUBA

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**Yuba County** is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000 Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, and boating and skiing opportunities.

**County Mission Statement:** The County of Yuba shall promote quality and diverse employment and shall pursue financial health and well being of our local economy for all residents by leveraging and strengthening economic development partnerships, opportunities and resources.

### APPLICATION/SELECTION PROCEDURES

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#### **TO APPLY FOR SUPERVISING PUBLIC HEALTH NURSE:**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtaining information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov./accreditation/Search.asp>.**

#### **APPLICATION SCREENING:**

To begin the hiring process an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. All applicants will be given written notice regarding the status of their application and selection procedures. Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

#### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

#### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

#### **QUALIFICATIONS APPRAISAL PANEL:**

This is the final step in the examination process. If the pool of qualified candidates that have successfully completed the previous examinations result in more than ten (10), the remaining applicants will be invited to participate in a qualifications appraisal panel. The process consists of three or four panel members which will include a subject matter expert who will ask individuals questions related to the essential functions and/or attributes required for the position.

#### **TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

#### **VETERAN'S CREDIT:**

All applicants that have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war of national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

#### **EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a maximum of six months from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**DEPARTMENTAL INTERVIEW:**

The Health and Human Services Department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

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**CONDITION OF EMPLOYMENT**

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All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, Live Scan fingerprinting, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) that successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.