

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Public Health Nurse III

**CLASS CODE:** 5654

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification coordinate and supervise various health programs and facilitate access to healthcare in order to promote community wellness.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level professional classification in the Public Health Series – Public Health Nurse Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include supervising health care staff and providing case management and/or program coordination.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

**EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Provides guidance and instruction to subordinate staff; reviews work and provides feedback.

Coordinates outreach programs to educate the community on health issues; acts as a medical resource in specialized health issues.

Supervises and provides direct client care which includes immunizations, health screening and assessments; reviews care provided by subordinates and sub-contractors.

Conducts health education classes in prevention and other issues; prepares training materials.

Evaluates effectiveness of health education efforts; evaluates role of sub-contractors.

Counsels clients regarding needs, education and resources; makes referrals based on client need.

Inspects day care facilities; provides information and referrals.

Completes administrative records, reports and information; prepares statistical reports.

Organizes and participates in department meetings.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:**

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, adding machine, syringe, stethoscope and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as time sheets, patient records, lab reports, policy manuals and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Requires the ability to lift, carry, push and pull objects and materials of moderate weight, twelve (12) to twenty (20) pounds, such as vaccines and ice packs.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of stooping, kneeling and crouching, such as administering vaccinations to children.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as determining if polio vaccine has expired or listening to a client's heart.

**EDUCATION AND EXPERIENCE STATEMENT:**

Bachelor's degree in Nursing; plus two (2) years of public health nursing experience; or an equivalent combination of education, training and experience.

**SPECIAL REQUIREMENTS:**

Be certified in CPR at the time of filing application and while employed by the City of St. Louis.

Be licensed by the State Board of Nursing as a Registered Nurse at the time of filing application and while employed by the City of St. Louis.

Possess and maintain a valid Missouri driver's license at the time of filing application and while employed by the City of St. Louis.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.