NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: June 4, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 65 FY 14/15 (copy attached).

Pursuant to completion of discussion with SEIU, Local 1021 regarding this classification action, the classification action contained in the above referenced notice became effective June 4, 2015.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 65
Fiscal Year: 2014/2015
Posted Date: 05/15/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2830</td>
<td>Public Health Nurse</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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INTRODUCTION

Under general supervision, performs public health nursing duties in clinics, health centers and individual homes; teaches general hygiene and disease prevention methods; assists in the prevention of communicable diseases; and performs related duties as required.

Requires responsibility for: Carrying out, interpreting and enforcing existing policies, methods and procedures with reference to public health nursing activities; achieving moderate economies and/or preventing moderate losses through efficient handling of equipment, material and supplies; making regular contacts with the general public, persons in other departments or outside organizations, for furnishing or obtaining information or making explanations of specialized matters; gathering, preparing and maintaining operation, statistical and case record data concerning various aspects of public health nursing.

DISTINGUISHING FEATURES

This class is the journeyman level of public health nurse; employees are certified both as Registered Nurses and Public Health Nurses and perform public health nursing services requiring professional skill, knowledge of the community and its resources, independent judgment and initiative. Supervision is received from the Nurse Manager and involves review of completed work, regular conferences and discussions of problem cases.

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Renders public health nursing services in the field of maternal and child health; conducts home visits to expectant mothers in assigned district; interprets medical orders and assists mothers; explains nutritional needs, hygiene and safety measures; advises mothers after delivery to give postpartum care and explains how to obtain emergency medical assistance; inspects and observes physical condition and development of newborn infants and assists new mothers with the care of the infants.

2. Renders direct nursing service to aged, infirm, chronically ill, mentally ill and emotionally disturbed individuals or families in the assigned district; obtains medical care as needed; refers cases to appropriate welfare and social agencies; maintains supervision of cases and keeps appropriate records of nursing and other services rendered.

3. Renders nursing services and care in connection with the control of infections and non-infectious diseases; interviews cases and those suspected of active infections in their homes, in the assigned district or at the district health center; interprets medical advice in regard to care and treatment and instructs patients how to assist themselves.
4. Applies concepts of community organization in working with communities to meet their health needs and refers patients and families to proper agency for financial assistance, casework service, and other human services for continued patient care.

5. Performs case finding in a variety of settings, maintains related case records of visits and services rendered, and makes such information available to medical and administrative staff.

6. Prepares and maintains individual case records of patients and cases in family folders; uses related forms for referrals, consent reports, narrative and statistical records and for other purposes; prepares various statistical information such as clinic attendance, tests and immunizations given and other pertinent records.

7. Assists with health promotion/risk reduction intervention and provides health teaching, screening, advocacy, and counseling to clients of all ages, including high risk populations.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Modern nursing techniques and principles of public health nursing; community resources available to persons in need of health services; epidemiological principles; public health concepts; case management; socio-behavioral concepts; effects of illness on individuals and on home environmental conditions; mechanical, chemical and biological effects of substances on the health of individuals, families, and communities.

Ability to: Work with the general public; plan, organize and execute public health nursing routines on own initiative and responsibility; apply time management practices; communicate effectively orally and in writing; and prepare and maintain related professional and technical reports and case histories.

**MINIMUM QUALIFICATIONS**

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

**Education:**

**Experience:**

One (1) year (equivalent to 2,000 hours) of verifiable experience as a Registered Nurse in an acute hospital, primary care facility, home health agency, and/or public health agency within the last five (5) years.

**License and Certification:**

Requires possession of a valid permanent or temporary license as a registered nurse issued by the California Board of Registered Nursing AND

Possession of a valid Public Health Nurse Certificate issued by the California State Department of Health AND

Possession of a valid California driver’s license.
Title: Public Health Nurse
Job Code: 2830

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2322 Nurse Manager
From: Original entrance examination

ORIGNATION DATE:


REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN