

# Glenn County NOW HIRING NURSES



## Public Health Supervising Nurse

Annual Salary Range \$100,048—\$121,638

**Plus \$12,000 Hiring/Retention Bonus**

**DEADLINE TO APPLY: Friday, September 23, 2022**



GLENN COUNTY  
**HHSA**  
HEALTH & HUMAN SERVICES AGENCY



The Glenn County Public Health Department is a division of the Glenn County Health and Human Services Agency. We are committed to protecting the public through the promotion of individual, community, and environmental health. We offer programs that serve children, mothers, and adults. We offer community-based activities that engage our residents in the planning, evaluation, and implementation of health



## **Public Health Supervising Nurse**

Under general direction of the Public Health Manager II, to plan, organize, coordinate, direct and supervise various Public Health nursing programs and services within the County's Health and Human Services Agency; to assist in program planning for Public Health; to plan, organize and coordinate medical services. To perform public health nursing work, and to do related work as required.

### **EXAMPLES OF DUTIES**

Position engages in a variety of community programs; evaluates policies, procedures, programs, organization and rules and formulates improvements; analyzes workloads and develops criteria for determining personnel needs; prepares preliminary budget expenditure and staff allocations; consults with the senior management on work programs, schedules and departmental policy; works with the staff of other divisions, departments and agencies in the development of joint procedures, program planning, and resolution of administrative problems; initiates, develops, recommends and implements policies and procedures; ensures that federal state and local regulation and the programs and policies of the department are effectively implemented; develops position statements for presentations to the Board of Supervisors and other agencies; promotes desirable community health actions based on departmental objectives, and provides technical advice and consultation to other County departments, partner agencies, committees, school personnel, and community groups; selects, assigns, trains and evaluates subordinate nursing staff; participates in departmental policy and program development with other top management staff; keeps senior management informed of changes and problems; monitors budget, grant and contract administration activities; prepares reports and correspondence; directs staff orientation and in-service training activities; directs or participates in the collection and analysis of program data; develops and implements treatment and disease surveillance programs; evaluates and prepares recommendations for improvements in nursing and related medical services; develops and maintains manual of policies and procedures; coordinates case management of difficult cases; discusses medical case management of difficult cases with Health Officer; coordinates other community services to ensure proper follow-up care.

### **DISTINGUISHING CHARACTERISTICS**

This classification is responsible for planning, organizing and coordinating medical and nursing program services of Public Health, a major division of the Health and Human Services Agency; may acts as the Director of Public Health Nursing. The position is responsible for hiring and training key nursing staff on all appropriate shifts and developing policies and procedures that keep the program in compliance with state and federal requirements. The position is responsible for assuring that the Public Health component in the programs of Disease Control, Maternal Child and Adolescent Health, Immunizations and Children's Medical Services, is fully staffed and that medical services are provided consistently on all shifts. The incumbent is also responsible for supervising the nursing staff to the above Public Health.



## **EXPERIENCE AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Three years of supervisory or administrative experience in nursing, including one year of experience in program development and evaluation and for the position managing Public Health these three years must be in a public health setting.

### **Training:**

A master's degree in Nursing Administration or Public Health Administration may substitute for one of the three years of required supervisory or administrative experience. Possession of one of these master's degrees is highly desirable.

## **LICENSE OR CERTIFICATE**

Possession of a valid Registered Nurse License issued by the State of California.

Possession of a California Public Health Nursing Certificate.



## **QUALIFICATIONS**

### **Working Knowledge of:**

The principles and effective practices of supervision, training, organization and administration.

The principles and techniques of effective employee supervision, training, evaluation and development.

The causes, treatment and prevention of communicable disease.

The procedures involved in promoting maternal and child health and providing for health needs of children.

The sociological problems involved in public health and health systems.

Laws pertaining to the practice of nursing.

Medical case management.

Medical/psychological assessment techniques.

### **Some Knowledge of:**

Community resources available for assistance in public health programs.

Nursing administration; Principles and practices of treatment and surveillance programs for communicable diseases; Governmental budgetary procedures and finance.

Use and effect of, and adverse reactions to, medications and controlled substances.

Emergency response systems; Nursing principles and practices in an acute care facility.

### **Ability to:**

Plan, implement and direct through nursing staff a broad range of community health and nursing services.

Exercise initiative, ingenuity and sound judgement in solving difficult administrative, technical and personnel problems.

Evaluate policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve operations.

Understand and interpret to others the aims, concepts, principles and practices of the Health and Human Services Agency.

Coordinate operational activities with other divisions, departments and agencies.

Establish and maintain effective working relationships with administrative, medical and non- medical staff, personnel from other agencies and departments and the general public.

Prepare clear and concise administrative and technical reports.

Express ideas effectively in oral and written form.

Provide after hours, on-call response services to health programs.

Collect and analyze demographic and other data as required.

Participate effectively in budget development and analysis.

Devise and adapt work procedures to meet changing program needs.

Establish and maintain a cooperative working relationship with others.

Coordinate treatment and in-service training programs.

Prepare and present clear and concise reports, instructions and correspondence.

Develop and evaluate program policies and procedures and implement them as they are approved.

Use a computer for general business functions.

Deal effectively with manipulative, hostile and anti-social behaviors.

Respond effectively in emergency and stressful situations.

Make effective, reasonable and responsible decisions in emergencies and take appropriate action.

Deal firmly and fairly with patients and demonstrate tact and diplomacy.

Identify alcohol, drug and street drug related symptoms and behaviors.



Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

Applications will be accepted until:

**Friday, September 23th, 2022 at 5:00 p.m.**

A complete application packet MUST include:

• **A Glenn County Employment Application**

• Résumé • Cover Letter • Transcripts

**To apply for this job opportunity, submit a completed County of Glenn application packet for Employment online at [calopps.org](http://calopps.org) or to:**

**GLENN COUNTY PERSONNEL DEPARTMENT**

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: [www.countyofglenn.net](http://www.countyofglenn.net)

**THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.**

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY.

WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT.

**BENEFITS**

- 13 paid holidays per year and an additional twenty-four hours of holiday leave.
- 88 hours per year vacation during first two years of services; 128 hours per year years 3 through 12; 168 hours during years 13 through 19; and 208 hours per year after 20 full years of service.
- 96 hours per year of paid sick leave.
- 40 hours bereavement leave.
- The County pays a portion of the CalPERS medical insurance premium for employees.
- County paid term life insurance
- The County offers vision and dental insurance for employees.
- The County coordinates with EDD SDI for short-term disability insurance.
- The County pays the premium on \$5,000 life insurance, Employees have the option of contributing to program.

Summary of Benefits for  
Mid-Managers' Association Employees

