



THE COUNTY OF SUTTER

Invites Applications for PUBLIC HEALTH NURSE I

\$5,884 - \$6,547/Monthly
\$70,603 - \$78,560/Annually

FINAL FILING DATE:
Open until Filled
Apply Immediately!

***BSN Graduates pending PHN
Certificate are encouraged to apply.***

THE POSITION: *There is currently one vacancy that will be filled at either the I, II or Staff Nurse level depending upon qualifications.* Under general supervision, provides a wide variety of nursing services in homes, clinics and other community sites; to serve as a case manager for high risk clients; to coordinate specialized clinic activities; to provide preventive nursing services including health assessment, teaching, and health counseling and referral; and to do other work as required. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.***

The Public Health Branch is implementing a **9/80** work schedule. Under a **9/80** workweek **schedule**, employees **work** 80 hours during a 2-week period spread over 9 days, instead of the usual 10. The office is closed every other Friday.

JOB DUTIES: Current vacancies may include primary assignments to the following areas:

Communicable Disease (CD) Control:

The Public Health Nurse (PHN) assigned to the Communicable Disease Program conducts investigations, case management, and follow-up for specific mandated communicable diseases. The PHN also performs clinical services, including administration of vaccines, testing for infectious diseases, and packaging lab specimens.

California Children's Services (CCS) Program:

The Public Health Nurse (PHN) assigned to the California Children's Services (CCS) Program provides care coordination for children with serious medical conditions. The PHN frequently interacts with families, medical providers, vendors, hospitals, specialists, managed care plans, and community-based organizations. This work involves considerable telephone and computer work on a multitude of county and state systems.

Maternal Child Adolescent Health (MCAH) Program:

The Public Health Nurse assigned to the MCAH Program conducts home visits to low-income pregnant women and families of young children. The PHN also provides outreach related to maternal, child, and adolescent health to community-based organizations and the community as a whole.

MINIMUM QUALIFICATIONS: **The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.**

Knowledge of: Principles and practices of public health nursing, including community aspects of nursing programs and provisions for continuity of patient care; federal, state, and local laws and regulations governing public health; causes, means of transmission, and methods of control of communicable diseases, including tuberculosis and sexually transmitted diseases; child growth and development; procedures involved in promoting maternal and child health; environmental, sociological and psychological problems encountered in carrying on a health program; current literature, trends and advances in the profession; work of other social and health agencies and functions of other professions in relation to public health nursing; sociological and emotional problems involved in care of patients with tuberculosis, sexually transmitted diseases and chronic diseases, substance abuse and addictions, handicapped and crippled children, and other afflicted persons; principles of mental health; use and effects of medications; principles of medical record keeping; basic computer applications and techniques; and standard office equipment.

Ability to: Assess health care needs and develop and implement health care plans; learn to provide public health nursing services independently in home, clinics and community sites; learn to serve as a case manager for high risk clients; coach, counsel, teach and inform client concerning health issues; administer treatments and medications; deal with sensitivity to the needs of people with different cultural, environmental, and social backgrounds; establish and maintain effective interpersonal relations with patients, families and agencies; analyze situations accurately and take effective actions; communicate effectively both orally and in writing; speak effectively before groups; write and prepare a variety of statistical and other reports; maintain medical charts and records; maintain confidentiality of patient/client information; assume a leadership role in community health programs; exercise a moderate amount of physical exertion and manual dexterity in the handling of clients or equipment; distinguish colors; operate/utilize specialized nursing equipment, tools and supplies relevant to the position; operate standard office equipment; utilize various software programs relevant to the position; learn to input, access and analyze data using a computer; and operate a motor vehicle.

Education and Experience: Graduation from an accredited College or University with a Bachelor's Degree in Nursing.

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; ability to think and act quickly in emergencies; must be able to support the weight of patients for brief periods of time in positioning/ transporting; ability to operate and use a variety of health care equipment and tools; and must be able to work in a health care environment; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

License or Certificate: Possession of a current valid license to practice as a Registered Nurse in the State of California. Possession of a California State Public Health Nursing Certificate. Meets state requirement for Training in Child Abuse Detection as indicated in California Administrative Code Title 17, Section 4501(4). Possession of valid CPR Certification. Must possess and maintain a valid California Driver's License.

The recruitment process for this position includes completing an application, participating in oral interview(s) and for some positions, successfully passing a bilingual examination (written and oral components) or sign language examination. Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.
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The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>				<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS) in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.