REVISED: 1-10-99

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Public Health Nurse 4	CODE: 01024
	MAJOR AGENCIES: General Health Districts	JURISDICTION: County

FUNCTION: Under general supervision from higher-level public health nurse, health commissioner or other administrative superior, assists director of nursing or community health in administration & planning of division operations in large health district; or supervises nursing unit in general health district, develops, plans & coordinates major public health nursing program & represents agency in community &/or school health programs;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	50-70	In large health district, assists director of nursing or community health in administration & planning of division operations, assists in implementation of public health nursing services, assists in developing standards & quality assurance & division policies/procedures, collects statistical & financial information & assists in preparation of budgets & other reports, researches potential fund sources (e.g., grants, foundations) & recommends application for specific funds, establishes records retention system & periodically reviews records, acts as liaison with fiscal office to ensure proper status of accounts, assists in developing orientation & continuing education programs for staff & administers division operations in absence of director; or in general health district, supervises unit of public health nurses, student interns &/or clerical staff,	Knowledge of (1) nursing techniques & methodologies in detection, prevention & treatment of disease & disability, (2) human relations, (3) health education, (4) management*, (5) budgeting, (6) supervision*, (7) employee training & development, (8) interviewing, (9) counseling; skill in (10) use of medical instruments/materials in examination of clients; ability to (11) prepare concise & accurate reports. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May requires travel.	MINIMUM CLASS REQUIREMENT (including license, if any.): Must be licensed registered nurse pursuant to Section 4723.03 of Revised Code & 6 mos. exp. as Public Health Nurse 3, 01023, or in comparable position or 18 mos. equivalent nursing experience. Valid driver's license.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		assigns territories & schedules activities, evaluates work performance & recommends promotions or disciplinary actions, assigns & reviews work & reports, interviews applicants for vacancies & recommends selection to supervisor, trains & orients new employees in agency policies, procedures & work activities, recommends policy or procedure changes to supervisor & assists nurses resolve problems.	
2	20-30	Develops, plans & coordinates major public health nursing program (e.g., clinic services, school health, financial); independently monitors program activities; develops & implements program policies & procedures with administrative approval; arranges contract services as needed; determines program & client needs & formulates services/activities to meet needs; evaluates program effectiveness; participates in program activities (e.g., direct nursing care, instruction classes, health assessments); prepares program-related reports & documentation.	Knowledge of 1, 2, 3, 8, 9; skill in 10; ability to 11, (12) communicate with & educate clients in health matters, (13) coordinate public health nursing program.
3	10-20	Represents agency in community &/or school health programs; speaks before groups & presents informative data to local governmental planning groups; attends community, professional &/or board meetings as agency representative.	Knowledge of 1, 2, 3, (14) public relations; ability to 11, (15) prepare & deliver speeches before school or community groups. (*) Developed after employment.