REVISED: 1-10-94

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Public Health Nurse 5	CODE: 01025
	MAJOR AGENCIES: General Health Districts	JURISDICTION: County

FUNCTION: Under administrative supervision from health commissioner or other administrative superior, plans & administers division public health nursing operations, supervises division staff & represents agency in community &/or school health programs;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	55-65	Plans & administers public health nursing operations as director of health division, develops standards of quality assurance & division policies & procedures, arranges contract services & monitors contractor activities, assists health commissioner &/or administrative personnel in preparation of budget & statistical reports, reviews financial status of division & acts as liaison with fiscal representatives to ensure proper status of accounts & compliance with state & federal laws & regulations, develops orientation & continuing education programs for staff, compiles information & applies for alternative funding sources, maintains lists of clients, payment sources & accurate accounting of Title XX hours available on monthly basis & coordinates & monitors multi-program activities.	Knowledge of (1) management, (2) human relations, (3) budgeting, (4) nursing techniques & methodologies in detection, prevention & treatment of disease & disability, (5) health education; ability to (6) calculate fractions, decimals & percentages, (7) establish friendly atmosphere as division chief. (*) 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 4, 01024, or in comparable position . Valid driver's license.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	25-35	Supervises division staff composed of public health nurses, student interns, nursing support personnel &/or clerical employees; assigns territories & schedules activities of nursing staff; evaluates work performance & recommends or initiates promotions or disciplinary actions; interviews applicants for vacancies & recommends selection or selects employees; assigns & reviews work & reviews reports; trains & orients new employees in agency policies, procedures & work activities; approves/disapproves leave requests of employees; develops new &/or revises existing policies & procedures for division; assists nurses in resolving problems & answers questions from staff; performs nursing care in absence of public health nurses.	Knowledge of 4, 5, (8) supervision, (9) employee training & development, (10) interviewing, (11) counseling; skill in (12) use of medical instruments/materials in examination of clients; ability to (13) communicate with & educate clients in health matters.
3	5-15	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 2, 4, 5, (14) public relations; ability to (15) prepare & deliver speeches before school or community groups.

(*) Developed after employment.