

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Nursing Board Executive Director

SERIES NUMBER

2164

MAJOR AGENCIES

Board of Nursing Only

EFFECTIVE

08/20/2006

SERIES PURPOSE

The purpose of the nursing board executive director occupation is to administer & direct activities &/or all orders of the State Board of Nursing.

At the executive level, incumbents administer & direct all orders of State Board of Nursing.

Note: This class to be used by the Board of Nursing only.

CLASS TITLE

Nursing Board Executive Director

CLASS NUMBER

21642

PAY RANGE

18

EFFECTIVE

08/20/2006

CLASS CONCEPT

The executive level class works under administrative direction & requires extensive knowledge of nursing administration, nursing education, laws & rules regulating nursing practices & licensure, current practices & standards of nursing & dialysis care, managerial principles/ techniques & supervisory principles/techniques in order to administer & direct all orders of State Board of Nursing.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
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JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers & directs all orders of State Board of Nursing (e.g., serves as chief administrative officer of nursing board, implements all actions of board & assists board in administering & enforcing provisions of Chapter 4723, Ohio Revised Code, in promulgating rules & developing policies & procedures with respect to pre-licensure & nursing education programs, continuing education, licensure of registered & practical nurses, certification of nurse-midwives, nurse practitioners, nurse anesthetists, clinical nurse specialists, & dialysis technicians, surveillance of nursing practice, dialysis care, & discipline of violators, represents board as official spokesperson to government agencies, health care professionals & general public; maintains records of official proceedings of board & supervises employees).

Directs all agency operations & provides direction & consultation to staff; supervises development of all agency policies & procedures; analyzes & plans for manpower & financial needs of agency; oversees compliance with all requirements.

Prepares & directs preparation of all printed material published by board including statements on matters pertaining to nursing & dialysis technician, or dialysis care, education & practice of nursing, brochures, pamphlets, newsletters, census data, reports, & a variety of statistical information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of managerial principles/techniques; public relations; nursing administration; nursing education; board & state rules & laws regulating nursing practices & licensure; current practices & standards of nursing & dialysis care; supervisory principles/techniques; manpower planning; budgeting. Ability to deal with many variables & determine specific action; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences; handle sensitive contacts with health care community, licensees & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current licensure as registered nurse in State of Ohio as issued by Board of Nursing per Sections 4723.03 & 4723.09 Ohio Revised Code; completion of graduate core program in nursing; 5 yrs. exp. as registered nurse; 18 mos. trg. or 18 mos. exp. in management; 18 mos. trg. or 18 mos. exp. in supervision; 12 mos. trg. or 12 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in employee training & development; must provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Requires travel.