



The County of Humboldt

Invites your application for the position of

Director of Public Health Nursing

\$6,301 - \$7,692 Monthly

2.7 @ 55 PERS Retirement

FILING DEADLINE: Open Until Filled

The Position

The Director of Public Health Nursing is an integral member of the Public Health Branch management team and works in collaboration with the Social Services Branch of the Department of Health and Human Services in several innovative programs. This position supervises approximately 35 nursing staff as well as 22 administrative and support staff in programs such as Field Nursing Services, Nurse Family Partnership, Public Health Clinic Services, and communicable disease surveillance in addition to providing nursing support for programs such as Foster Care, Emergency Response, General Relief, and In Home Support Services/Adult Protective Services.

Examples of Duties

- Plans, organizes, coordinates and directs the work of the Public Health Nursing Division.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
- Develops and implements management systems, procedures and standards for program evaluation.
- Directs the preparation of studies and reports relating to current and long range services.
- Directs the selection, supervision, and work evaluation of division staff.
- Oversees the applications for grants; reviews scope of work, budgets and periodic reports.
- Prepares and directs the preparation of reports to State agencies for health issues.
- Coordinates the work of the division with that of other divisions, departments, and outside agencies.
- Monitors developments related to health promotion and public health matters, evaluates their impact on County programs and operations and recommends policy and procedural improvements.

Minimum Qualifications

Must possess a valid license to practice as a Registered Nurse in the State of California and a valid California Public Health Nursing Certificate. Must possess a valid California driver's license. Two years of supervisory public health nursing experience which involved project leadership and program planning are desirable.

Salary and Benefits

SALARY — \$6,301 - \$7,692 Monthly.

RETIREMENT — The County participates in the Public Employees' Retirement System (PERS), 2.7% at 55, single highest year. The County also participates in Social Security.

MEDICAL /DENTAL/VISION INSURANCE — The County participates in the CalPERS health insurance program, providing several options for employees. The County pays nearly all of the employee premium and a portion of dependent coverage. The County provides a dental and vision plan with premium for the employee and family paid in full by the County.

DEFERRED COMPENSATION— An employee paid deferred compensation plan is available.

VACATION — 12 – 30 days per year based on length of County service.

HOLIDAYS — 14 paid days per year.

SICK LEAVE — 12 days per year, unlimited accumulation.

ADMINISTRATIVE LEAVE — 10 paid days per fiscal year.

LIFE INSURANCE — \$20,000 paid life insurance with employee option to purchase up to \$300,000.

VACATION CONVERSION — Annual conversion of up to 10 days vacation to cash or as a contribution to deferred compensation.

LONGEVITY — 5% salary increase upon completion of 10 years of County service; an additional 5% increase after twenty years of service.

The Selection Process

A Humboldt County Application is required for this position. **Applications can be completed online at www.co.humboldt.ca.us or obtained from the Humboldt County Personnel Department, phone (707) 476-2349.** Faxed or photocopied applications will not be accepted and **resumes may not be submitted in lieu of a completed application.** A screening committee will review all applications and those candidates considered to be the most qualified based on the application materials submitted will be invited for an oral examination. Completed applications should be returned to Personnel, 825 Fifth Street, Room 100, Eureka, CA 95501. **Final Filing Date: Open Until Filled.**

About Humboldt County

Humboldt County is located in the heart of northern California's coastal redwood region. The County's two million acres cover an area comprised primarily of range and timberland, including hundreds of streams and lakes, as well as parks and beaches. Humboldt State University and College of the Redwoods provide excellent educational opportunities and cultural enrichment to the area. Eureka, the County seat, is 277 miles north of San Francisco, and overlooks historic Humboldt Bay. Humboldt County is an ideal area for individuals and families who seek a relaxed pace of life. With a low crime rate, moderate weather all year round and a lively local arts scene Humboldt County offers the best of community living, without the stresses and financial burdens characteristic of more urbanized areas in California.

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its program or activities. The Personnel Department is wheelchair-accessible by entering the Courthouse from the 4th Street side and taking the elevator to the first floor, or by parking in the designated parking places in the lot on 5th Street to the north of the correctional facility and taking the ramp to the first floor of the Courthouse. The County encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical or mental disability, medical condition or marital status. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact the Personnel Department at (707) 476-2349 well in advance of the examination for assistance.