

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Public Health Nurse IV	
<b>TITLE CODE:</b> 2025	<b>SERIES:</b> Nursing
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$24.18-\$30.06/HR</b> <b>GRADE: 20</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Nurse Supervisor	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Independent application of experienced judgment and skills. Provides a strong positive leadership among assigned staff and promotes a strong team orientation. Serves as a resource person and consultant to team members. Applies a variety of technical, interpersonal, analytical and organizational skills to problems of health as they affect clients, families and the community. Conducts communicable and preventative disease case finding investigations for the purpose of preventing and controlling diseases and disabling conditions and the promotion and maintenance of health populations. At this fully proficient level performs delegated management duties, as well as, consulting responsibilities.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** See Special Requirements

**EXPERIENCE:** Three (3) years of Registered Nurse (RN) experience.

**SUBSTITUTION CLAUSE:**

**EDUCATION:** N/A

**EXPERIENCE:** BSN may substitute for two (2) years required experience. Master's Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for the three (3) years of experience.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must have RN license in Kentucky or compact state.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

Must maintain current RN licensure in Kentucky or compact state. Must complete required annual updates.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Serves as a team leader, coordinating the work of a group of assigned staff; facilitates role as a clinical expert and consultant; leads the team in identifying, distributing and balancing workload among staff in accordance with established workflow, skill level and/or occupational specialization; serves as a liaison between the PHN's and the supervisor's; may coordinate and provide overall management and guidance to specifically assigned programs; as needed provides basic nursing care consistent with the Core Clinical Service Guide (CCSG), Nursing Scope and Standards of Practice, established policies, procedures and licensing laws; documents services according to the CCSG and Administrative Reference (AR); maintains confidentiality and privacy according to guidelines; as needed, develops and conducts educational counseling and teaching activities; may serve as a working supervisor to assigned staff consistent with the KY Board of Nursing Advisory Opinion on Delegated Authority as well as local and state guidelines. Provides a variety of nursing services to particular at-risk or high-risk populations or populations with limited access to care; performs management functions delegated by the supervisor that could include planning and implementing service delivery guidelines and overseeing public health programs; monitors compliance with policies, procedures and protocols; analyzes health status assessments and participates in the development of policies and continuous review of plans to prioritize and address the health services and program needs of the targeted population; provides generalized and comprehensive public counseling to individuals and groups in the clinic and community settings.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the clinic or in a community setting.

**ADDITIONAL REQUIREMENTS:**

May be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/07

**DATE OF LAST REVISION:** 10/3/22

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.