



REQUEST FOR BOARD ACTION

ITEM NO. 41.

DATE OF MEETING: January 18, 2011

REQUESTED BY: Wayne Raynor, Interim Health Director

SHORT TITLE: Resolution Amending the Pender County Pay & Classification Plan

BACKGROUND: In response to recent departmental assessments, including evaluation of staffing and operational issues by the State Nursing Consultants, recommendations are being made to create two new positions within the Health Department organizational structure. The recommendation is to create an Accounting I position, and a PHN Director 1 (Director of Nursing) position. The purpose of creating the new positions is to improve financial oversight and management of the department's \$5 million annual budget, and to ensure proper oversight and management of the department's public nursing services. The Accounting I position will replace the former Administrative Officer I position in the department which is recommended to be abolished. The PHN Director 1 position will replace one PHN II position in the Department.

The Office of State Personnel has been consulted on the positions and has assisted in drafting position titles, job descriptions and in recommending the appropriate salary grades. The Board of Health has previously discussed and concurs with these recommended position changes.

The Accounting I position is recommended at a salary grade of 67 (\$40,383-\$64,613). The PHN Director I (Director of Nursing) position is recommended at a salary grade of 73 (\$54,117-\$86,588). A copy of the complete job description for each position is attached.

The Department will be able to operate in a more cost effective and efficient manner, better manage finances, and provide proper oversight for the nursing program with the addition of these two positions. Funds have been identified in the FY 10-11 budget to support both positions.

SPECIFIC ACTION REQUESTED: To consider a resolution amending the Pender County Pay & Classification Plan to create an Accounting I position and a PHN Director I (Director of Nursing) position, and to abolish the Administrative Officer I position and one PHN II position.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

MB
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

the Board hereby authorizes amending the Pender County Pay & Classification Plan as follows: (1) To create an Accounting I position at a salary grade of 67 (\$40,383-\$64,613) to replace the Administrative Officer I position in the Health Department, which is to be abolished; (2) To create a PNP Director I (Director of Nursing) position at a salary grade of 73 (\$54,117-\$86,588) to replace one PHN II position in the Health Department. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ Tate ___ Rivenbark ___ Ward ___ Williams ___

George R. Brown, Chairman Date

ATTEST Date

Pender County Health Department

Organizational Assessment and Recommendations

December 20, 2010

The Health Department currently has two major priorities as identified in an ongoing operational assessment by the Interim Health Director and a team of State Nurse Consultants. The first is to establish a Director of Nursing position as recommended by the State (see attachment) to provide oversight to one of the largest division's in the department. The other is to establish an Accounting Specialist I position to improve financial oversight of the department.

The Director of Nursing responsibilities will include serving as the chief administrator for all nursing activities, with accountability for administrative, supervisory, and technical components of a varied and complex nursing program. Responsibilities further include programmatic and personnel guidance, management, planning, organizing, budget planning and financial management, performance appraisal and supervision of the nursing division. This employee will directly supervise two Public Health Nursing Supervisor II positions who manage day-to-day operations of multiple program areas. The employee will have responsibility for program planning and management, nursing policy development and implementation, service coordination, staffing, planning, recruiting, training, and staff development. Staff reporting to this position will be located in the agency and provide a variety of nursing services within the health department, in homes, schools, day care centers, and other agencies as appropriate and necessary. This position will report directly to the Health Director and serve as a key member of the Senior Management Team. The employee will seek input from the Health Director, Medical Director, Nurse Supervisors, Community Partners, and certain Administrative Support staff in establishing goals and setting priorities and deadlines for reaching goals for clinic and community health nursing programs.

The Accounting Specialist I position manages the financial operations of the Health Department and reports to the Health Director. An employee in this position will assist Management Team members with service cost analysis, forecasting, monitoring of expenditures and revenues, and financial policies/procedures. The employee will be responsible for the annual budget, revisions, cost reports, and state/local financial reporting to the Health Director, Board of Health, county officials, and state budget offices. The Accounting Specialist I will serve as the internal auditor for the health department and be responsible for compliance with all program audits, third-party payer regulations, and accreditation standards. The individual will assist with grants and contracts administration/reports, and train managers and staff in financial operations for their respective program areas. The employee will assist in the development of computer spreadsheets for uniform budget reporting by the various programs. The employee must have considerable knowledge of generally accepted accounting principles; knowledge of department programs and requirements; knowledge of requirements and guidelines for relevant state and federal agencies such as Medicare and Medicaid; skill in establishing priorities and organizing work; skill in performing mathematical calculations; skill in oral and written communications and possess good interpersonal skills.



**North Carolina Department of Health and Human Services
Division of Public Health • Women's & Children's Health Section
1928 Mail Service Center • Raleigh, North Carolina 27699-1928
Tel 919-707-5600 • Fax 919-870-4880**

Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

November 29, 2010

MEMORANDUM

TO: Wayne Raynor
Interim Health Director

Rick Benton
Pender County Manager

FROM: Jean Vukoson, State Child Health Nurse Consultant, for DPH Consultant Team listed below

RE: Hire Recommendation for Nursing

Background

In September, Mr. Benton asked the DPH consultants to make a recommendation regarding moving forward with a Child Health and a Maternal Health nurse position for the health department clinics. Consultants from the Children and Youth Branch (C&Y), Women's Health Branch (WHB) and the Office of Public Health Nursing and Professional Development (OPHNP) reviewed the status of program issues and assessed the current staffing, HSIS/HIS visit data for all programs for a six-month period, the Medicaid Cost Study financial data, the agency O-Chart and current clinic efficiency. At that time the consensus of the group, was that current staffing is sufficient to cover current clinics and that hiring of the two positions be delayed until further evaluation of the situation and improvements can be made in productivity, efficiency, and staff assignment.

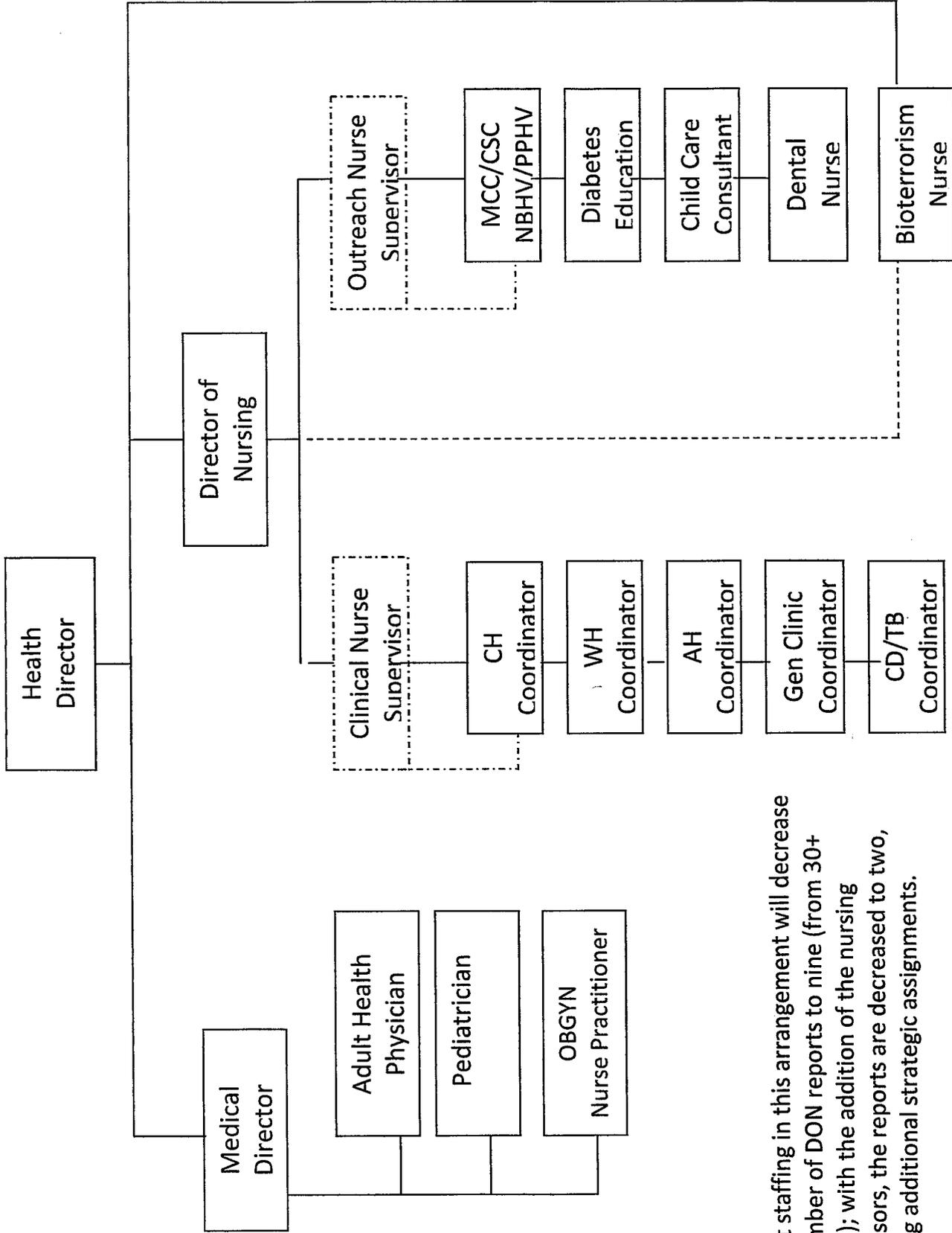
Consultants from the TB Program, OPHNP, WHB, and C&Y have been onsite several times per month addressing significant regulatory and infrastructure issues; work is currently on target to meet the Management Plan components for November and December. Final staffing recommendations were delayed as the more urgent issues were addressed. The consultants are scheduled to meet on December 15 to finalize staffing recommendations. Once the final staffing plan is approved, individual and group training and competency assessments will be completed prior to March 1, 2011.

Recommendation:

A draft plan developed by the consultants was based on staffing available in September, without the additional hires, to cover all clinical programs. Since that time, the RN responsible for communicable disease has resigned. The consultants recommend filling the recently vacated position.

The consultant team also recommends that one of the two positions, held in our previous recommendation, be reclassified to a Director of Nursing position to oversee all clinical functions as well as regulatory compliance. See attached recommended O-chart.

cc: Carol Tant
Joy Reed
Pamela Serrell
Stephanie Fisher
Betty Cox
Ann Moore



Current staffing in this arrangement will decrease the number of DON reports to nine (from 30+ reports); with the addition of the nursing supervisors, the reports are decreased to two, allowing additional strategic assignments.

STATE OF NORTH CAROLINA

Approved Classification: _____

OFFICE OF STATE PERSONNEL

Effective Date: _____

Analyst: _____

POSITION DESCRIPTION FORM (PD-102R-92)

(This Space for Personnel Dept. Use Only)

1. Present Classification Title of Position Administrative Officer II	7. Pres. 15 Digit, Pos.No., Prop.15 Digit, Pos. No.
2. Usual Working Title of Position SAME	8. Dept. University, Commission, or Agency Pender County Health Department
3. Requested Classification of Position Accounting Specialist I	9. Institution & Division Health and Human Services
4. Name of Immediate Supervisor Wayne Raynor	10. Section and Unit Administration/Fiscal Management
5. Supervisor's Position Title & Position Number Director I 521-16-351	11. Street Address, City and County 803 S. Walker St., Burgaw, Pender
6. Name of Employee	12. Location of Workplace, Bldg, and Room No. Pender County Health Department

I. A. Primary Purpose of Organizational Unit:

The Pender County Health Department is a tax supported health agency. It is concerned with all the health problems affecting the residents of Pender County. The Health Department's director and the local Board of Health are responsible for organizing and administering the Health Department.

The basic goals are:

1. to protect its county from disease
2. to detect disease and abnormalities in early stages
3. to lessen the ill effects of disease
4. to promote health
5. to provide a safe and healthful environment
6. to keep the community informed about health matters

It is the policy of the Pender County Health Department to offer services only to the residents of Pender County with very few exceptions.

B. Primary Purpose of Position:

The primary purpose of this position is to coordinate financial functions to meet the needs of the health programs, keep the Health Director informed of finance issues that will impact the Department, and manage the Health Department's fiscal issues and records. Discretionary judgment is required of the person in this position.

C. Work Schedule:

This exempted position has regular working hours of work are from 8:00 a.m. to 5:00 p.m., Monday through Friday, 40 hours per week or 160 hours per month. Subject to after hour call during emergencies or disasters.

D. Change In Responsibilities or Organizational Relationship:

Updating of position with changes in complexity of requirements. This position will be responsible for the annual budget, revisions, cost reports, and state/local financial reporting to the Health Director, Board of Health, county officials, and state budget offices. This position will serve as the internal auditor and be responsible for compliance with all program audits, third-party payer regulations, and accreditation

II. A. (Cont.)

DESCRIPTION OF RESPONSIBILITIES AND DUTIES: (Use additional sheets of paper if required)

No. %

Financial Reporting (cont.)

2. Prepare and submit monthly expenditure report to the State Controller's Office. Responsible for separating programmatic salary and fringe from operating expense expenditures.
3. Prepare and submit monthly financial reports to Health Director on all revenues received and resources expended. Responsible for ensuring that projected revenues are collected.

10% Provides specialized reports/information at the Directors request

1. Performs on-going program reviews to assist Health Director to plan and evaluate health programs.
2. Study and evaluate the needs of the department and the possibilities of expanding or curtailing programs or personnel.

10% Direct Supervision

1. Supervise regular employees who are included in the fiscal management of the Health Department.
2. Review work of individual employees through work performance evaluations and conferences to ensure that quality and efficient services are delivered, and is responsible for updating services as needed.
3. Coordinate several contracts.
4. Coordinate on-the-job training for new employees, cross training and educational workshops for staff with financial responsibilities.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

Highly accurate work is required to manage state and local health department resources (e.g., equipment, facilities, money) to ensure that sufficient and appropriate funding is available for the provision of health department services.

-
2. Consequence of Error:

Errors will result in the loss of all state monies if criteria are not applied correctly. Loss of funding would also mean the loss of services for county residents.

-
3. Instructions Provided to Employee:

Work fairly independently, while relying on experience gained from years of involvement with health department services and knowledge of federal, state, and local regulatory and health guidelines. Provide support in the planning process for developing health department policies and procedures, and conducting health department activities with the consent of the health director.

4. Guides, Regulations, Policies and References Used by Employee:

Must be completely familiar with and knowledge about a multitude of guidelines from local, state and federal programs (e.g., Federal guidelines concerning WIC regulations, State Consolidated Contact guides, local policies and procedures of the Pender County Finance Office, State, County and Health Department personnel policies, etc.).

5. Supervision Received by Employee:

Work independently with consultations and direction by the Health Director.

6. Variety and Purpose of Personal Contacts:

- a. Department employees – financial management procedures within the health department, staffing, and review issues.
- b. County Finance Officer, County Manager, Purchasing Officer – to discuss and coordinate appropriate ways to handle fiscal matters locally. Also in budget preparation meetings.
- c. County Department Heads – in meetings at local level, provide information concerning health department programs, if necessary, or in matters related to other departments and health department.
- d. State and Regional Consultants – to discuss budgetary guidance concerning state programs.
- e. Other Health & Department Personnel – at meetings, workshops, Public Health Association meetings.
- f. Other administrative personnel from other counties through state organization or workshops.
- g. County Commissioners, Board of Health and general public.

7. Physical Effort:

Minimum physical effort other than skill in use of office equipment.

8. Work Environmental and Condition:

The main health department building is a one story structure that is centrally heated and cooled. The annex building is a one story modular unit.

9. Machines, Tools, Instruments, Equipment and Materials Used:

Variety of computer systems and software (PC and State Network), calculator, high speed copy machines, FAX machine, typewriter, audiovisual equipment, multi-line telephone system, postal equipment, dictionary,

and policy and procedure manuals.

10. Visual Attention, Mental Concentration and Manipulative Skills:

Mental concentration and attention to details are of vital importance. Planning, analyzing, conferring, all take skill. Manipulative skill in use of computer and calculator continual. Ability to maintain concentration and accuracy despite constant interruptions is required. Also must be able to jump for one problem or program to another with little or no time between.

11. Safety for Others:

Participate in and facilitate trainings as appropriate.

12. Dynamics of Work:

Changes in local fiscal policies, federal or state policies concerning use of funds can impact greatly on this position. Deadlines for use of funds preparing budgets, reports, etc., can impact greatly on this position. Deadlines for use of funds, preparing budgets, reports, etc. can be stressful.

III. KNOWLEDGE, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS:

A. Knowledges, Skills and Abilities:

Thorough knowledge of bookkeeping principles and practices. Thorough knowledge of established governmental budgeting and bookkeeping practices and procedures. Ability to understand, interpret, and apply the laws and regulations governing the maintenance of financial records.

Ability to plan, supervise, and instruct subordinate personnel in record keeping and other clerical work. Accounting and business administration experience. Considerable knowledge of office techniques. Ability to practice effective communication techniques both orally and in writing. Considerable knowledge of effective supervisory practices and ability to plan and direct the work of others. Skill in organizing work flow and coordinating activities.

B. 1. Required Minimum Training:

Graduation from a four-year college or university with a major in accounting, business administration, or other curriculum that would provide a core curriculum in financial management coursework; Or a two-year degree in accounting from a business school or community college and two years of accounting or auditing experience; or graduation from high school and six years of experience as an accounting technician, three of which must have been at an advanced level.

2. Additional Training/Experience:

Workshops on local policies and procedures, state contract system and other state and federal policies and procedures.

3. Equivalent Training and Experience:

General office work with budget responsibilities.

C. License or Certification Required by Statute or Regulation:

N/A

IV. CERTIFICATION: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

**NORTH CAROLINA OFFICE OF STATE PERSONNEL
POSITION ACTION FORM, PD-118**

INSTRUCTIONS

1. Submit this form and a copy of the position description (PD-102) for all requests (except abolishment of a position) to OSP by email attachment, or US Mail (**please DO NOT FAX**). Electronic signatures are acceptable.
2. Complete Sections 1, 2, 3, 4 and 5, including signature of County official, if required.
3. Attach a copy of the organization chart as it will look if the classification request is approved. Indicate on the chart the position to be reviewed.

1. Agency: Pender County Health Department Date Submitted: December 22, 2010
 Unit/Section: _____ Location (City): Burgaw, NC
 Contact Name: Wayne Raynor, Health Director Phone Number: 910-259-1499

2. Basic Position Information: (Complete for all actions)

Current Classification: Administrative Officer I
 Type of position: Permanent Temporary; End Date: _____ Part-time, hours /week: _____
 Name and classification title of immediate supervisor: Wayne Raynor, Interim Health Director
 Vacant Name of Incumbent: _____

3. Position Action:

Requested Effective Date: _____

- Establish New Position: Requested Classification: Accounting Specialist I
 Salary Grade: 67 Approved Salary Range: \$ 40,383 – 64,613
- Reallocate: Proposed Classification: _____ Position #: _____
 Approved Salary Grade: _____ Approved Salary Range: \$ _____
- Abolish: Existing Position Classification Administrative Officer I Position #: 521-16-200

4. **EXPLANATION:** (State the reason for the requested action. Identify special project positions.)
 In an ongoing operational assessment the need for an Accounting Specialist I has been identified as a major priority. This position will assist management team members with service cost analysis, forecasting, monitor expenditures/revenues, and financial policies/procedures. This position will be responsible for the annual budget, revisions, cost reports, and state/local financial reporting to the Health Director, Board of Health, county officials, and state budget offices. This position will serve as the internal auditor and be responsible for compliance with all program audits, third-party payer regulations, and accreditation standards. The individual will assist with grants, contracts administration/reports, and train managers in financial operations for the programs.

5. **AUTHORIZATION BY LOCAL DEPARTMENT:** This request has been officially authorized and sufficient funds are budgeted and approved for use.

Wayne Raynor 12/30/10
 Agency Director Date County Official (if applicable) Date

6. Approved Classification: Acct Spec I Position #: _____
 Action Revised and Approved (reason on reverse) Effective Date: _____
 Action Request Disapproved (reason on reverse)
 (Continue on reverse side or additional sheet if needed)

THE Budget Officer

OFFICE OF STATE PERSONNEL

Approved: [Signature]

Date: 1-6-11

STATE OF NORTH CAROLINA

Approved Classification: _____

OFFICE OF STATE PERSONNEL

Effective Date: _____

Analyst: _____

POSITION DESCRIPTION FORM (PD-102R-92)

(This Space for Personnel Dept. Use Only)

1. Present Classification Title of Position PHN II	7. Pres. 15 Digit, Pos.No., Prop.15 Digit, Pos. No.
2. Usual Working Title of Position Same	8. Dept. University, Commission, or Agency Pender County Health Department
3. Requested Classification of Position PHN Director I	9. Institution & Division Human Services
4. Name of Immediate Supervisor Wayne Raynor	10. Section and Unit Nursing
5. Supervisor's Position Title & Position Number Health Director 521-16-351	11. Street Address, City and County 803 S. Walker Street
6. Name of Employee	12. Location of Workplace, Bldg, and Room No. Health Department Building

I. A. Primary Purpose of Organizational Unit:

The Pender County Health Department is a tax supported health agency. It is concerned with all the health problems affecting the residents of Pender County. The Health Department's director and the local Board of Health are responsible for organizing and administering the Health Department.

1. to protect its county from disease
2. to detect disease and abnormalities in early stages
3. to lessen the ill effects of disease
4. to promote health
5. to provide a safe and healthful environment
6. to keep the community informed about health matters.

B. Primary Purpose of Position:

Professional Nursing in directing the public health nursing and other personal health programs. Direction is provided over a large number of nursing, other health professionals, and clerical personnel. While work is primarily performed on an independent basis, general supervision is received from the Health Director, who reviews work through analysis of reports received and through periodic conferences.

C. Work Schedule:

Routine work schedule is Monday through Friday, 8:00am to 5:00 pm. There will be occasions when the employee is expected to be involved in meetings or activities extending the work day beyond the routine 8-hour work schedule or weekends. Employee is subject to be called anytime a situation exist requiring disaster health services or emergency shelters. **This is an exempt position.**

D. Change In Responsibilities or Organizational Relationship:

Updating of position with changes in complexity of services provided. This position will serve as the chief administrator for all nursing activities, with accountability for administrative, supervisory, and technical components of a varied and complex nursing program. This position will directly supervise

two Public Health Nursing Supervisor II positions who manage day-to-day operations of multiple program areas. This position will be responsible for programmatic and personnel guidance, management, planning, organizing, budget planning and financial management, performance appraisal and supervision of nursing division.

- II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:
Method Used (Check One) Order of importance _____
 Sequential order _____

15 % PLANNING AND DIRECTING

1. Plan and establish health program goals in nursing and community outreach.
2. Implement changes in standards and procedures as needed.
3. Responsible for writing grants in order to obtain funding for new or expanded projects. Taking lead responsibility in gathering data, including community input, and writing grant proposals or being part of a grant-writing team for a larger project.
4. Review current nursing, community outreach programs and use information to assist Health Director with planning and evaluating program efficiency and effectiveness.
5. Participates in local coalition/community groups in order to meet the need of the county such as special task forces to complete grants such as Smart Start, Child Fatality Prevention Team and Community Based Alternatives Program which address problems in the community.
6. Assist in the preparation of the Community Diagnosis every two years. Use the Community Diagnosis as a tool for modeling and implementing new programs to meet the communities' ever-changing needs.
7. Review staff assignments and adjust as necessary hands on work load, staff availability. Review and approves monthly clinical calendars developed by nurse supervisor.

13% ORGANIZING AND DIRECTING

1. Plan, organize, and review all program activities in clinical and community outreach. Retain complete accountability for administrative, over-all supervisory and technical components.
2. Carry out organizational changes implemented by the Health Director.
3. Review and assist staff in agreement addendum's writing for state fund programs: approval of final draft.
4. Write job descriptions for new staff positions; keep current employees job descriptions updated to reflect any changes in job duties/responsibilities.
5. Develop and delegate overall responsibilities for nursing support for emergency situations.
6. Review nursing and community outreach programs through record reviews, audits and other aspects of the division's quality assurance programs. Use findings in planning, developing and conducting health department programs.
7. Delegate to program coordinators immediate supervision of staff assigned, including record reviewing and evaluations, developing statistical data on performance of staff, and immediate personnel problems in quality nursing care.

10% BUDGETING

1. Study and evaluate needs of all clinical and outreach programs and the possibilities of expanding services.
2. Prepare proposals to justify Nursing and Community Outreach budget needs to Health Director.
3. Review and approve plans from the Lead Nurse Managers regarding personnel training and equipment.
5. Assist the Health Director with planning and justifying budget expenditures/revenues, the Community Health Assessment and SOTCH report.

10% TRAINING

1. Provide for Health Department orientation and in service training for all new staff.
2. Determine and provide for training of staff based upon need and the availability of revenue.
3. Coordinate with several Schools of Nursing for field and clinical experience for nursing students in the agency.
4. Participates on committees to identify medical and educational needs of staff.

10% SETTING WORK STANDARDS

1. Review nursing, nutritional and community activities, problems and functions with the Health Director to evaluate and revise work standards.
2. Oversee the implementation of changes and ensure that standards, policies and procedures are current.
3. Stays abreast of all programs.
4. Assist the Health Director in planning, evaluating and implementing new health programs.
5. Keep abreast of issues in all aspects of the divisions including nursing, and nutrition.

10% REVIEWING WORK

1. Evaluate work of PHN's, Practical Nurse, Medical Assistants, and CHA Staff regularly through written reports, conferences and occasionally on site to ensure quality and efficiency in all services delivered and update them as needed.
2. Performs regular evaluations of divisions' services for the Health Director.
3. Evaluates performance of staff and provides assistance and guidance for routine and problem areas.
4. Performs annual performance evaluations and recommends level of merit increases to Health Director.

II. A. (Cont.)

DESCRIPTION OF RESPONSIBILITIES AND DUTIES: (Use additional sheets of paper if required)

5% **COUNSELING AND DISCIPLINE**

1. Resolve serious problems subject to review initially received. Health Director intervenes when serious disciplinary considerations are required.

7% **PERFORMING OTHER PERSONNEL FUNCTIONS**

1. Interview and recommend new employees to the Health Director.
2. Recommend salary adjustments, promotions, and disciplinary actions to the Health Director.
3. Typically make decisions concerning assignment and reassignment of work task.

15% **GENERAL DUTIES WITHIN HEALTH DEPARTMENT**

1. Function as active member of health department's multidisciplinary management team. Provide leadership in both long range and short term planning and implementation of the health care delivery system of Pender County Health Department.
2. Direct the department's ongoing community assessment activities to facilitate policy development and effective interventions based on existing and/or potential health problems and needs of Pender County. Collect and analyze data to identify population groups at risk and thereby establish target populations for interventions.

5% **OTHER**

Employee will perform other duties as assigned by the Health Director, necessary to provide effective public health services. Duties may include participation in staffing Disaster shelters, educational in-service programs and professional development, and grant writing.

II. B. **Other Position Characteristics:**

1. **Accuracy Required in Work:**

This position serves as a director of multiple programs and disciplines. Accuracy in the interpretation of directives and administration of health services is crucial in establishing and maintaining credibility with the community and to the delivery of quality health services. Accuracy and efficiency are absolutely necessary in developing program policies, plans and is a vital part of program administration and effectiveness.

2. **Consequence of Error:**

Errors could result in inappropriate or inadequate health services endangering the health and safety of patients. Errors may also precipitate malpractice lawsuits and/or disciplinary action by the North Carolina Board of Nursing resulting in serious ethical, legal and financial consequences.

3. **Instructions Provided to Employee:**

Work is reviewed whenever necessary by the Health Director. The Health Director provides instruction through written memos and oral conferences. State Board of Nursing and Office of Public Health Nursing also provide consultation and CLIA. The Director of Nursing and Community Outreach has substantial latitude from the Health Director to carry out day to day activities associated with her duties with periodic review by the Health Director.

4. **Guides, Regulations, Policies and References Used by Employee:**

North Carolina Nursing Practice Act and Board of Nursing Directives
Public Health Nursing Manual
Pender County Health Department Policies and Procedures
State, Federal and Local Mandates
POHR Manual
Immunization Guidelines
Control of Communicable Disease in Man
Sexually Transmitted Disease Treatment Guidelines by MMWR
OSHA Regulations
WIC Program Manual
Public Health Law and Rules

5. **Supervision Received by Employee:**

Administrative decisions that reflect upon the agency and major program changes are reviewed by the Health Director. Has latitude to plan and manage all Nursing and Dental programs. Regularly reviews program activities and functions with the Health Director. Participate in long-range planning for the agency. Performance appraisals are made at least annually by the Health Director.

6. **Variety and Purpose of Personal Contacts:**

Requires continuous contact with staff within the Health Department on a daily basis and occasionally requires dealing with clients that are upset or dissatisfied, and with sensitive or volatile situations. Must have good communication and negotiation skills. This position also requires employee to develop and maintain ongoing working relations with other community agencies and service organizations, including physicians, hospitals, and rural health center. Serves as resource as a board member on several community committees. Works and interacts closely with the Health Director, Regional and State Consultants.

7. **Physical Effort:**

Good physical health and stamina is needed. This position is primarily involved in office work and clinical supervision. Some travel is involved. There is a moderate level of stress to be anticipated due to the nature, scope, and complexity of the job functions.

8. **Work Environmental and Condition:**

Most work is performed at the Pender County Health Department, which is a one story well-equipped building, with ongoing clinics every day of the week. The primary facility is located in Burgaw, NC and another unit in Hampstead. This position falls under the Category I of the OSHA guidelines for exposure, meaning tasks will involve exposure to blood, body fluids, or tissue. Employee also attends

appropriate seminars and workshops to remain abreast of program changes, updates and available resources. Employee may be exposed to bad weather, hazardous driving conditions, night travel, and hazardous social environments.

9. **Machines, Tools, Instruments, Equipment and Materials Used:**

Standard office equipment, telephone, facsimile, computer, and photocopier. Other equipment that may be used include: Otoscope, Stethoscope, BP Cuff, syringes, speculum, ophthalmoscope, and kits for thin prep, hemocult, GC culture, wet mount, Chlamydia, darkfield, sputum for AFB, gram stains, and venipunctures.

10. **Visual Attention, Mental Concentration and Manipulative Skills:**

The majority of work requires good mental concentration and visual activity. Good manipulative skills in order to perform procedures. It is absolutely necessary that all nursing decisions, judgments, and functions be done with much thought, accuracy, and precision. Active listening is essential to carrying out the duties of the nursing director and requires keen mental concentration and visual attention to assess both verbal and non-verbal communication. Observation, analytical thinking and problem solving activities also involve a high level of mental concentration and visual attention. These skills are necessary to adequately make assessments, plan, implement and evaluate interventions and the processes are constant.

11. **Safety for Others:**

Complies with health and safety standards to safeguard the well-being of all clients and co-workers according to state and local guidelines. Complies with universal blood and body fluid precautions.

12. **Dynamics of Work:**

Supervises a variety of public health services which periodically changes due to changing guidelines or shifts in community needs. Responsible for staying abreast of changing needs, adjusting services and keeping the Health Director up-to-date. Actively participates in community activities and Board meetings, as well as, other activities concerning public health. Has direct supervisory responsibility for division program supervisors and clerical staff. This position requires the employee to be resourceful, versatile, self-motivated, energetic, competent, possess good communication skills, an ability to motivate others, and be able to work with individuals, organizations, and interest groups.

III. **Knowledge, Skills & Abilities and Training & Experience Requirements:**

A. **Knowledges, Skills and Abilities:**

Thorough knowledge and skill in the administration and organization of public health nursing program; thorough knowledge of public health nursing and supervision of staff and programs; considerable knowledge of the resources and organizations concerned with public health work in North Carolina and current social and economic problems pertaining to public health; considerable knowledge of public health administration on the local level; considerable knowledge of educational methods and training techniques; considerable knowledge of State and Federal laws relating to public health.

Ability to plan, coordinate, and supervise the work of others and to present findings, comments, and opinions clearly and concisely in oral and/or written form; ability to exercise good judgment in appraising situations and making decisions; ability to plan and execute work effectively and to deal tactfully with the public and other health professionals.

B. 1. Required Minimum Training:

Master's Degree in Nursing, Public Health Administration or related field, three years of experience in Public Health Nursing including one year of experience in a supervisory capacity; or graduation from a four-year-college or university with a B.S. Degree in Nursing which includes a Public Health Nursing rotation, four years of Public Health Nursing experience in a supervisory capacity; or graduation from an accredited school of professional nursing, five years of professional nursing experience four of which must have been in Public Health including two years of experience in supervisory capacity; or an equivalent combination of education and experience.

2. Additional Training/Experience:

Public Health Nurse Supervisor Course with thorough knowledge in the application of nursing theory, practice, principles and techniques; Considerable knowledge of public health theory and maternal health services; Exceptional ability to plan, coordinate, and integrate services; Ability to tactfully and effectively work with others in team approach service delivery.

3. Equivalent Training and Experience:

N/A

C. License or Certification Required by Statute or Regulation:

Duly licensed to practice as a Registered Nurse in North Carolina by the North Carolina Board of Nursing. Must possess a valid North Carolina driver's license.

IV. CERTIFICATION: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

**NORTH CAROLINA OFFICE OF STATE PERSONNEL
POSITION ACTION FORM, PD-118**

INSTRUCTIONS

1. Submit this form and a copy of the position description (PD-102) for all requests (except abolishment of a position) to OSP by email attachment, or US Mail (**please DO NOT FAX**). Electronic signatures are acceptable.
2. Complete Sections 1, 2, 3, 4 and 5, including signature of County official, if required.
3. Attach a copy of the organization chart as it will look if the classification request is approved. Indicate on the chart the position to be reviewed.

1. Agency: Pender County Health Department Date Submitted: December 22, 2010
 Unit/Section: _____ Location (City): Burgaw, NC
 Contact Name: Wayne Raynor, Health Director Phone Number: 910-259-1499

2. Basic Position Information: (Complete for all actions)

Current Classification: PHN II

Type of position: Permanent Temporary; End Date: _____ Part-time, hours /week: _____

Name and classification title of immediate supervisor: Wayne Raynor, Interim Health Director

Vacant Name of Incumbent: _____

3. Position Action: Requested Effective Date: _____

Establish New Position: Requested Classification: PHN Director I
 Salary Grade: 73 Approved Salary Range: \$ 54,117 – 86,588

Reallocate: Proposed Classification: _____ Position #: _____
 Approved Salary Grade: _____ Approved Salary Range: \$ _____

Abolish: Existing Position Classification PHN II Position #: 521-50-119

4. EXPLANATION: (State the reason for the requested action. Identify special project positions.)

In an ongoing operational assessment by State Nursing Consultants, the need for a PHN Director I was identified. This position will serve as the chief administrator for all nursing activities, with accountability for administrative, supervisory, and technical components of a varied and complex nursing program. Responsibilities will include programmatic and personnel guidance, management, planning, organizing, budget planning and financial management, performance appraisal and supervision of the nursing division. This position will directly supervise two Public Health Nursing Supervisor II positions who manage day-to-day operations of multiple program areas. This position will have responsibility for program management and planning, nursing policy development and implementation, service coordination, staffing, planning, recruiting, training, and staff development. This position will report directly to the health director and serve as a key member of the Senior Management Team.

5. AUTHORIZATION BY LOCAL DEPARTMENT: This request has been officially authorized and sufficient funds are budgeted and approved for use.

Wayne Raynor 1-6-11 _____
 Agency Director Date County Official (if applicable) Date

6. Approved Classification: PHND I Position #: _____
 Action Revised and Approved (reason on reverse) Effective Date: _____
 Action Request Disapproved (reason on reverse)
 (Continue on reverse side or additional sheet if needed)

OFFICE OF STATE PERSONNEL

Approved: Kita Cannon Date: 1-7-11