

**CLASS SPECIFICATION**

10/20/05

NURSE MANAGER, 2316

Summary of Duties: Assigns, reviews and evaluates the work of the clinical coordinators, nurses, and ancillary staff in the provision of services within the Medical Services Division. Applies sound supervisory principles and techniques in building and maintaining an effective work force; may perform clinical duties; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Nurse Manager is responsible for the provision of nursing services provided in the Medical Services Division. Employees in this class are distinguished from those in the class of Clinical Coordinator by the fact that the latter employees are responsible for the provision of nursing services in the City jail clinics rather than for the Division and do not direct work through subordinate supervisors.

Incumbents in the class of Nurse Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Examples of Duties: A Nurse Manager:

- Is responsible for the provision of services in the Medical Services Division which includes the jail clinics that are open twenty-four hours/day;
- Supervises, directs, and works with subordinate nursing supervisors, nurses, and ancillary staff;
- Supervises supervisory staff;
- Prepares budgetary items and maintains fiscal compliance;
- Instructs subordinates in the proper performance of duties;
- Maintains safety standards;
- Ensures supervisory approval of time off and reviews time sheets for accuracy as necessary;
- Is responsible for personnel issues;
- Develops and revises policies, protocols, and procedures;
- Trains and advises other personnel on nursing protocols and procedures;
- Advises supervisors on the performance of subordinate personnel;
- Develops work schedules and receives call offs from nursing and medical staff to maintain twenty-four hour clinic operations;
- Ensures adequate inventory of equipment, medication/drugs, and emergency equipment;
- Provides clinical care and documents the care provided in the patient's medical record;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program; and

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Knowledge of:

- Problems, procedures and techniques in the administration of emergency medical treatment;
- Legal provisions, policies and procedures for the provision of nursing care;
- Safety regulations and practices necessary in a medical environment;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluating subordinate work performance;
- Techniques for counseling, disciplining and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;
- Memoranda of understanding as they apply to subordinate personnel; and
- City personnel rules, policies and procedures.

Ability to:

- Follow instructions and act independently in conformance with established medical practices;
- Operate medical emergency equipment and apparatus and render first aid;
- Keep accurate records;
- Deal tactfully and effectively with employees, subordinate staff, patients, and the public;
- Supervise the work of professional and ancillary staff;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Proactively determine the requirements and components of the programs being managed;
- Monitor functions and make adjustments necessary to achieve program goals and objectives; and
- Communicate effectively through oral and written communication with a variety of audiences.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements:

1. Possession of a current and valid Registered Nurse License issued by the California Board of Registered Nursing; **and**
2. Graduation from a recognized four-year college or university with a degree in Nursing, Healthcare Administration, Public Health, or Public Administration; **and**
3. Five years of full-time paid professional registered nursing experience, three years of which must provide experience as a Charge Nurse, Unit Manager, or Clinical Coordinator.

A Master's degree in Nursing is preferred. Ambulatory clinics and urgent care experience is preferred.

License: A valid California driver's license may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.