

Health Services Manager

1. Plans, directs, reviews and coordinates programs within Public Health.
2. Hires, supervises, trains and evaluates program staff.
3. Prepares and manages program budgets.
4. Keeps abreast of legislation and issues impacting program.
5. Coordinates case management protocols and activities.
6. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers.
7. Maintains records and prepares reports.
8. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (including Medi-Cal eligibility and services). (A, B)
9. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to PHN field Nursing clients and families. (F)
10. Develops strategies to increase health and Medi-Cal system capacity and close service gaps; develops grants and proposals for health and Medi-Cal program expansion and enhancement. (F)
11. Assists the MAA Coordinator with MAA claims administration. (G)

Public Health Nurse II/III

1. Plans, assigns, schedules, the day-to-day activities in a division of public health nursing.
2. Provides on-the-job training, information and instruction to subordinates.
3. Reviews and evaluates work completed by subordinate staff.
4. Coordinates activities with other services, outside agencies and the community.
5. Provides consultation for difficult and complex cases.
6. Evaluates and disciplines staff.
7. Keeps the program manager informed of difficult or unusual problems.
8. May prepare and monitor grant funded or contract programs and services.
9. Assists in developing, coordinating and delivering in-service training programs.
10. Serves as an internal consultant or resource person.
11. Represents the agency at inter-disciplinary and inter-agency meetings.
12. May assume responsibility for division operations in the absence of the Public Health Program Manager.
13. Reviews charts to assure completeness, assess need for referral and education and for quality control.
14. Provides a wide variety of public health nursing services in homes, clinics and other community sites.
15. Serves as a case manager for medically high-risk clients.
16. Coordinates specialized clinic activities; provides preventative nursing services.
17. May plan, coordinate, supervise and evaluate programs for special populations.

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Public Health Nurse II/III – cont'd.

18. Manages the day-to-day activities of CD program, advises patients, parents, day care providers, schools and others on communicable diseases, and determines the requirement for further public health action.
19. Develops policies and procedures for communicable disease investigation and follow-up.
20. Assists in grant or demonstration project preparation, implementation and evaluation.
21. Assists in the preparation and/or prepares procedure manuals, forms, instructional materials, surveys and questionnaires.
22. Attends meetings, in-service training, and conferences.
23. Assists in developing and maintaining automated and manual record keeping systems.
24. May testify in court and serve as an expert witness.
25. Inputs, accesses and analyzes data using a computer.
26. Prepares statistical and other reports, charts, records and other required documentation.
27. Provides information to individuals and families about Medi-Cal services, refers to Medi-Cal and Healthy Families eligibility sites, and assists with access to Medi-Cal covered services to meet identified health needs. (A, B)
28. Assists individuals and families with aspects of the Medi-Cal and Healthy Families/Medi-Cal for Children application process. (C)
29. Arranges transportation for, and if necessary, and accompanies individuals and families, including Medi-Cal enrolled, to Medi-Cal covered health services. (D)
30. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (F)

Public Health Investigator/Sr. PH Investigator

1. Obtains referrals/reports from providers; makes investigations of persons suspected of being either the source or contact of known cases of sexually transmitted and other communicable diseases.
2. Records content of interviews.
3. Attempts to determine source (s) of infection.
4. Explains procedures and treatment.
5. Initiates treatment procedures.
6. Locates persons whose treatment is incomplete and endeavors to secure their further examination or treatment.
7. Maintains appropriate logs.
8. Compiles and tabulates statistics.
9. Prepares written reports.
10. Maintains records and files.
11. Provides information to general public, schools and organizations.
12. Provides information to individuals and families about Medi-Cal services, refers to Medi-Cal and Healthy Families eligibility sites, and assists with access to Medi-Cal covered services to meet identified health needs. (A, B)
13. Assists individuals and families with aspects of the Medi-Cal and Healthy Families/Medi-Cal for Children application process. (C)
14. Arranges transportation for, and if necessary, and accompanies individuals and families, including Medi-Cal enrolled, to Medi-Cal covered health services. (D)
15. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (F)

Continued on following page

Public Health Investigator/Sr. PH Investigator – cont'd.

Senior level:

16. Trains and may lead the work of the Public Health Investigator.
17. Coordinates referrals and follow-up.
18. Provides consultation to physicians and clinics regarding sexually transmitted diagnoses, treatment and follow-up.
19. Performs pre/post counseling including patients with positive HIV.
20. Develops procedures for new programs.
21. Gathers, analyzes, reports demographic information to support CD surveillance activity.
22. Provides information to individuals and families about Medi-Cal services, refers to Medi-Cal and Healthy Families eligibility sites, and assists with access to Medi-Cal covered services to meet identified health needs. (A, B)
23. Assists individuals and families with aspects of the Medi-Cal and Healthy Families/Medi-Cal for Children application process. (C)
24. Arranges transportation for, and if necessary, and accompanies individuals and families, including Medi-Cal enrolled, to Medi-Cal covered health services. (D)
25. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (F)

Assistant Director of Nursing

1. Plans, directs, reviews and coordinates programs within Public Health.
2. Hires, supervises, trains and evaluates program staff.
3. Prepares and manages program budgets.
4. Keeps abreast of legislation and issues impacting program.
5. Coordinates case management protocols and activities.
6. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers.
7. Maintains records and prepares reports.
8. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (including Medi-Cal eligibility and services). (A, B)
9. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to PHN field Nursing clients and families. (F)
10. Develops strategies to increase health and Medi-Cal system capacity and close service gaps; develops grants and proposals for health and Medi-Cal program expansion and enhancement. (F)
11. Assists the MAA Coordinator with MAA claims administration. (G)

Departmental Systems Analyst

1. Develops and administers automated records processing applications for the department.
2. Consults with and advises departmental administration and representatives of organizations participating in related programs on automated records processing matters.
3. Analyzes and adapts programs within the system to provide necessary reports.
4. Conducts studies to determine the feasibility of modifying systems and procedures to incorporate efficiencies of automated records processing.
5. Conducts cost vs. benefit analyses of proposed systems.
6. Charts work flow and develop alternative approaches to system processes.
7. Reviews and interprets Federal or State regulations and incorporates reporting requirements within system reports.
8. Prepares program formats for data input and output.
9. Designs and revises forms for use with automated records processing systems.
10. Provides information to, and works closely with Information Services Programmer/Analysts to implement and modify systems and programs.
11. Prepares and maintains departmental manuals on records processing operations and procedures.
12. Reviews progress of various programs and makes schedule and modifications when necessary to meet deadlines.
13. Maintains current knowledge of the various applications of the automated records processing equipment available.
14. Coordinates the purchase and maintenance of hardware and software with vendors.
15. Makes recommendations on the use of automated records processing equipment.

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Departmental Systems Analyst – cont'd.

16. Prepares written correspondence and reports.
17. Trains departmental staff in the use of automated systems; may supervise clerical staff.
18. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (F)

Program Coordinator

1. Coordinates, implements and monitors program activities.
2. Assists in developing plans, policies and procedures to meet the needs of County programs.
3. Recommends changes in programs as appropriate.
4. Prepares reports, documents and correspondence related to program activities.
5. Develops program materials, including educational materials for training and outreach purposes.
6. Reviews program materials for accuracy and appropriateness.
7. Represents program on community boards.
8. Makes public presentations to groups of up to several hundred individuals.
9. Works with County departments and agencies, private agencies and community groups to coordinate programs and to promote communication and cooperation.
10. Trains, coordinates and monitors staff/volunteers and assists them in solving problems.
11. May gather and provide information for grant proposals, monitor grants and assist in budget preparation.
12. May recruit volunteers.
13. May supervise subordinate staff/volunteers.
14. Inputs, accesses and analyzes data using a computer.
15. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal, and directs clients to application and eligibility staff for eligibility determination. Refers Medi-Cal eligible individuals and families directly to provider services. (A, B)
16. Collaborates with agency and outside agency staff by engaging in program planning and policy development activities to enhance and expand health services, including Medi-Cal services to meet client and family needs. (F)

Director of Nursing

1. Plans, organizes and directs through subordinate managers and supervisors the work of staff in Family Health, Public Health Nursing Services, Detention Medical Services, and other health divisions.
2. Position engages in a variety of community programs.
3. Evaluates policies, procedures, programs, organization and rules and formulates improvements. (Medi-Cal related program planning activities will be coded to F)
4. Analyzes workloads and develops criteria for determining personnel needs.
5. Prepares preliminary budget expenditure and staff allocations.
6. Consults with the senior management on work programs, schedules and departmental policy.
7. Works with the staff of other divisions, departments and agencies in the development of joint procedures, program planning, and resolution of administrative problems. (Medi-Cal related program planning activities will be coded to F)
8. Initiates, develops, recommends and implements policies and procedures. (Medi-Cal related program planning activities will be coded to F)
9. Ensures that federal, state and local regulations and the programs and policies of the department are effectively implemented.
10. Develops position statements for presentations to the Board of Supervisors and other agencies.
11. Promotes desirable community health actions based on departmental objectives, and provides technical advice and consultation to other County departments, partner agencies, committees, school personnel, and community groups.
12. Selects, assigns, trains and evaluates subordinate supervisors.
13. Participates in departmental policy and program development with other top management staff. (Medi-Cal related program planning activities will be coded to F)
14. Keeps senior management informed of changes and problems.

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Director of Nursing

15. Monitors budget, grant and contract administration activities.
16. Prepares reports and correspondence.
17. Directs staff orientation and in-service training activities.
18. Directs or participates in the collection and analysis of program data. (Medi-Cal related program analysis/planning activities will be coded to F)
19. Develops and implements treatment and disease surveillance programs.
20. Evaluates and prepares recommendations for improvements in nursing and related medical services. (Medi-Cal related program planning activities will be coded to F)
21. Develops and maintains manuals of policies and procedures.
22. Orients newly hired physicians and mid-level practitioners to the Detention process and procedures for medical and health related issues.
23. Coordinates case management of difficult medical/psychiatric inmate cases.
24. Discusses medical case management of difficult cases with other health care professionals and private physicians/psychiatrists. (Medi-Cal outreach/referral activities will be coded to A, B)
25. Coordinates and oversees institutional medical and related services with other community services to ensure proper follow-up care.
26. Participates in on-call duties after regular hours.
27. Responds in emergency situations.
28. Authorizes orders for medical supplies and equipment and assures proper care and security.
29. Directs the maintenance of medical and administrative records.
30. Acts as the official custodian of medical records.
31. Develops and implements budgets.

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Director of Nursing

32. Acts as an official witness in court cases requiring interpretation of medical records.
33. Acts as a liaison between Health Services and the Sheriff's Office.
34. Coordinates conferences and staff meetings.
35. Attends meetings and conferences.
36. May input, access, and analyze data using a computer terminal.

37. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (including Medi-Cal eligibility and services). (A, B)

38. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to PHN field Nursing clients and families. (F)

39. Develops strategies to increase health and Medi-Cal system capacity and close service gaps; develops grants and proposals for health and Medi-Cal program expansion and enhancement. (F)

40. Assists the MAA Coordinator with MAA claims administration. (G)

Epidemiologist

1. Initiates and plans epidemiological assignments, and reviews the regular and special work of assigned staff.
2. Trains, instructs and evaluates staff as necessary.
3. Develops and implements methodology and systems to be used, and initiates policy and plans overall operations.
4. Prepares grants and special reports in support of communicable disease control activities.
5. Assesses and determines program goals and priorities.
6. Maintains liaison with business, labor and industrial organizations, and public, private and community organizations and agencies, to render advice on program policies, seek improvement in facilities, services and activities, and perform other important liaison/planning functions. (Medi-Cal planning activities will be coded to F)
7. May manage a specialized service of the facility.
8. Responsible for the planning, organizing, staffing, directing, and controlling the particular service.
9. May conduct programs to train on techniques related to the various phases of community health activities.
10. Plans course of study, and implements and evaluates its effectiveness.
11. May represent the Health Officer at meetings, conferences, and seminars.
12. Makes recommendations to administrators regarding allocation of resources and program design based upon epidemiological evidence.
13. Collects and analyzes data applying advanced bio-statistical methodologies to calculate risk of disease and appropriateness of intervention.
14. Performs lead role in technical and informational presentations to the professional medical community.

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Epidemiologist – cont'd.

15. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal, and directs clients to application and eligibility staff for eligibility determination. Refers Medi-Cal eligible individuals and families directly to services to meet their needs. (A, B)
16. Develops various health services and programs, and plans, executes and evaluates the work of the facilities, agencies or community groups with which they work. (activities related to Medi-Cal planning – F)
17. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (F)

Public Health Nurse I/II/III

1. Plans, assigns, schedules, the day-to-day activities in a division of public health nursing.
2. Provides on-the-job training, information and instruction to subordinates.
3. Reviews and evaluates work completed by subordinate staff.
4. Coordinates activities with other services, outside agencies and the community.
5. Provides consultation for difficult and complex cases.
6. Evaluates and disciplines staff.
7. Keeps the program manager informed of difficult or unusual problems.
8. May prepare and monitor grant funded or contract programs and services.
9. Assists in developing, coordinating and delivering in-service training programs.
10. Serves as an internal consultant or resource person.
11. Represents the agency at inter-disciplinary and inter-agency meetings.
12. May assume responsibility for division operations in the absence of the Public Health Program Manager.
13. Reviews charts to assure completeness, assess need for referral and education and for quality control.
14. Provides a wide variety of public health nursing services in homes, clinics and other community sites.
15. Serves as a case manager for medically high-risk clients.
16. Coordinates specialized clinic activities; provides preventative nursing services.
17. May plan, coordinate, supervise and evaluate programs for special populations.

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Public Health Nurse II/III – cont'd.

18. Manages the day-to-day activities of CD program, advises patients, parents, day care providers, schools and others on communicable diseases, and determines the requirement for further public health action.
19. Develops policies and procedures for communicable disease investigation and follow-up.
20. Assists in grant or demonstration project preparation, implementation and evaluation.
21. Assists in the preparation and/or prepares procedure manuals, forms, instructional materials, surveys and questionnaires.
22. Attends meetings, in-service training, and conferences.
23. Assists in developing and maintaining automated and manual record keeping systems.
24. May testify in court and serve as an expert witness.
25. Inputs, accesses and analyzes data using a computer.
26. Prepares statistical and other reports, charts, records and other required documentation.
27. Provides information to individuals and families about Medi-Cal services, refers to Medi-Cal and Healthy Families eligibility sites, and assists with access to Medi-Cal covered services to meet identified health needs. (A, B)
28. Assists individuals and families with aspects of the Medi-Cal and Healthy Families/Medi-Cal for Children application process. (C)
29. Arranges transportation for, and if medically necessary, and accompanies individuals and families, including Medi-Cal enrolled, to Medi-Cal covered health services. (D)
30. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (F)

Director of Nursing

1. Plans, organizes and directs through subordinate managers and supervisors the work of staff in Family Health, Public Health Nursing Services, Detention Medical Services, and other health divisions.
2. Position engages in a variety of community programs.
3. Evaluates policies, procedures, programs, organization and rules and formulates improvements. (Medi-Cal related program planning - 15, 16, 17, 18)
4. Analyzes workloads and develops criteria for determining personnel needs.
5. Prepares preliminary budget expenditure and staff allocations.
6. Consults with the senior management on work programs, schedules and departmental policy.
7. Works with the staff of other divisions, departments and agencies in the development of joint procedures, program planning, and resolution of administrative problems. (Medi-Cal related program planning – 15, 16, 17, 18)
8. Initiates, develops, recommends and implements policies and procedures. (Medi-Cal related program planning – 15, 16, 17, 18)
9. Ensures that federal, state and local regulations and the programs and policies of the department are effectively implemented.
10. Develops position statements for presentations to the Board of Supervisors and other agencies.
11. Promotes desirable community health actions based on departmental objectives, and provides technical advice and consultation to other County departments, partner agencies, committees, school personnel, and community groups.
12. Selects, assigns, trains and evaluates subordinate supervisors.
13. Participates in departmental policy and program development with other top management staff. (Medi-Cal related program planning – 15, 16, 17, 18)
14. Keeps senior management informed of changes and problems.

Continued on following page

Director of Nursing – cont'd.

15. Monitors budget, grant and contract administration activities.
16. Prepares reports and correspondence.
17. Directs staff orientation and in-service training activities.
18. Directs or participates in the collection and analysis of program data. (Medi-Cal related program analysis/planning – 15, 16, 17, 18)
19. Develops and implements treatment and disease surveillance programs.
20. Evaluates and prepares recommendations for improvements in nursing and related medical services. (Medi-Cal related program planning – 15, 16, 17, 18)
21. Develops and maintains manuals of policies and procedures.
22. Orients newly hired physicians and mid-level practitioners to the Detention process and procedures for medical and health related issues.
23. Coordinates case management of difficult medical/psychiatric inmate cases. (Medi-Cal related case coordination – 6)
24. Discusses medical case management of difficult cases with other health care professionals and private physicians/psychiatrists. (Medi-Cal related case coordination - 6)
25. Coordinates and oversees institutional medical and related services with other community services to ensure proper follow-up care. (Med-Cal related case coordination – 6)
26. Participates in on-call duties after regular hours.
27. Responds in emergency situations.
28. Authorizes orders for medical supplies and equipment and assures proper care and security.
29. Directs the maintenance of medical and administrative records.

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Director of Nursing – cont'd.

30. Acts as the official custodian of medical records.
31. Develops and implements budgets.
32. Acts as an official witness in court cases requiring interpretation of medical records.
33. Acts as a liaison between Health Services and the Sheriff's Office.
34. Coordinates conferences and staff meetings.
35. Attends meetings and conferences.
36. May input, access, and analyze data using a computer terminal.
37. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (including Medi-Cal eligibility and services). (4, 6)
38. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
39. Assists individuals and families with aspects of the Medi-Cal application process. (8)
40. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
41. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to PHN field Nursing clients and families. (15, 16, 17, 18)
42. Develops strategies to increase health and Medi-Cal system capacity and close service gaps; develops grants and proposals for health and Medi-Cal program expansion and enhancement. (15, 16, 17, 18)
43. Assists the MAA Coordinator with MAA claims administration. (19)

Continued on following page

Director of Nursing – cont'd.

44. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Public Health Investigator/Sr. PH Investigator

1. Obtains referrals/reports from providers; makes investigations of persons suspected of being either the source or contact of known cases of sexually transmitted and other communicable diseases.
2. Records content of interviews.
3. Attempts to determine source (s) of infection.
4. Explains procedures and treatment.
5. Initiates treatment procedures.
6. Locates persons whose treatment is incomplete and endeavors to secure their further examination or treatment.
7. Maintains appropriate logs.
8. Compiles and tabulates statistics.
9. Prepares written reports.
10. Maintains records and files.
11. Provides information to general public, schools and organizations.
12. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
13. Coordinates Medi-Cal covered health services for a client. (6)
14. Assists individuals and families with aspects of the Medi-Cal application process. (8)
15. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

Continued on following page

Public Health Investigator/Sr. PH Investigator – cont'd.

16. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
 17. Attends training related to the performance of MAA. (20)
- Senior level:**
18. Trains and may lead the work of the Public Health Investigator.
 19. Coordinates referrals and follow-up. (Medi-Cal case coordination – 6)
 20. Provides consultation to physicians and clinics regarding sexually transmitted diagnoses, treatment and follow-up.
 21. Performs pre/post counseling including patients with positive HIV.
 22. Develops procedures for new programs.
 23. Gathers, analyzes, reports demographic information to support CD surveillance activity.
 24. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
 25. Coordinates Medi-Cal covered health services for a client. (6)
 26. Assists individuals and families with aspects of the Medi-Cal application process. (8)
 27. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

Continued on following page

Public Health Investigator/Sr. PH Investigator – cont'd.

28. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)

29. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Public Health Nurse I/II/III

1. Plans, assigns, schedules, the day-to-day activities in a division of public health nursing.
2. Provides on-the-job training, information and instruction to subordinates.
3. Reviews and evaluates work completed by subordinate staff.
4. Coordinates activities with other services, outside agencies and the community.
5. Provides consultation for difficult and complex cases.
6. Evaluates and disciplines staff.
7. Keeps the program manager informed of difficult or unusual problems.
8. May prepare and monitor grant funded or contract programs and services.
9. Assists in developing, coordinating and delivering in-service training programs.
10. Serves as an internal consultant or resource person.
11. Represents the agency at inter-disciplinary and inter-agency meetings.
12. May assume responsibility for division operations in the absence of the Public Health Program Manager.
13. Reviews charts to assure completeness, assess need for referral and education and for quality control.
14. Provides a wide variety of public health nursing services in homes, clinics and other community sites.
15. Serves as a case manager for medically high-risk clients. (Medi-Cal related case coordination – 6)
16. Coordinates specialized clinic activities; provides preventative nursing services.
17. May plan, coordinate, supervise and evaluate programs for special populations.

Continued on following page

Public Health Nurse II/III – cont'd.

18. Manages the day-to-day activities of CD program, advises patients, parents, day care providers, schools and others on communicable diseases, and determines the requirement for further public health action.
19. Develops policies and procedures for communicable disease investigation and follow-up.
20. Assists in grant or demonstration project preparation, implementation and evaluation.
21. Assists in the preparation and/or prepares procedure manuals, forms, instructional materials, surveys and questionnaires.
22. Attends meetings, in-service training, and conferences.
23. Assists in developing and maintaining automated and manual record keeping systems.
24. May testify in court and serve as an expert witness.
25. Inputs, accesses and analyzes data using a computer.
26. Prepares statistical and other reports, charts, records and other required documentation.
27. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
28. Coordinates Medi-Cal covered health services for a client. (6)
29. Assists individuals and families with aspects of the Medi-Cal application process. (8)
30. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

Public Health Nurse II/III – cont'd.

31. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 16, 17, 18)

32. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Epidemiologist

1. Initiates and plans epidemiological assignments, and reviews the regular and special work of assigned staff.
2. Trains, instructs and evaluates staff as necessary.
3. Develops and implements methodology and systems to be used, and initiates policy and plans overall operations.
4. Prepares grants and special reports in support of communicable disease control activities.
5. Assesses and determines program goals and priorities.
6. Maintains liaison with business, labor and industrial organizations, and public, private and community organizations and agencies, to render advice on program policies, seek improvement in facilities, services and activities, and perform other important liaison/planning functions. (Medi-Cal planning activities will be coded to F)
7. May manage a specialized service of the facility.
8. Responsible for the planning, organizing, staffing, directing, and controlling the particular service.
9. May conduct programs to train on techniques related to the various phases of community health activities.
10. Plans course of study, and implements and evaluates its effectiveness.
11. May represent the Health Officer at meetings, conferences, and seminars.
12. Makes recommendations to administrators regarding allocation of resources and program design based upon epidemiological evidence. (Medi-Cal related planning - 15, 17)
13. Collects and analyzes data applying advanced bio-statistical methodologies to calculate risk of disease and appropriateness of intervention. (Medi-Cal related planning - 15, 17)

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Epidemiologist – cont'd.

14. Performs lead role in technical and informational presentations to the professional medical community.
15. Coordinates Medi-Cal covered health services for a client. (6)
16. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 17)
17. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (15, 17)
18. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Assistant Director of Nursing

1. Assist in managing, directing, and evaluating nursing services in one or more public health units, or major health division. (Medi-Cal related evaluation/planning – 15, 16, 17, 18)
2. Coordinate activities with administrative, medical and other staff.
3. Review, update and develop new program protocols, quality metrics, policies and procedures. (Medi-Cal related planning – 15, 16, 17, 18)
4. Maintain positive public relations with State, local health jurisdictions, and community agencies.
5. Act as a liaison and work collaboratively with other divisions, agencies, departments and organizations.
6. Keep informed on current research, trends and issues affecting public health nursing units. (Medi-Cal related planning – 15, 16, 17, 18)
7. Make recommendations to the Director of Nursing and the Health Officer.
8. Represent Public Health Division in state, regional, and local networks, coalitions and meetings. (Medi-Cal related planning – 15, 16, 17, 18)
9. Assist in the planning (Medi-Cal related planning – 15, 16, 17, 18) and organization as well as to schedule, assign and review the work of nursing and other professional staff.
10. Plan, develop and direct orientation and training for newly hired staff.
11. Secure staff replacements for illness, vacation and other absences.
12. Assure that nursing staff is appropriately trained and that staff attend special training as required; reviews applications, interviews, selects, hires and develops performance standards.
13. Prepare employee evaluations.
14. Monitor and solve difficult personnel issues.

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Assistant Director of Nursing – cont'd.

15. Perform all levels of progressive discipline.
16. Draft, analyze and review reports, documents and correspondence related to health care programs in assigned units. (Medi-Cal related planning – 15, 16, 17, 18)
17. Prepare reports for submittal to the Board of Supervisors.
18. Develop, prepare, monitor, administer, and evaluate budgets, grants and contracts.
19. Prepare grant application and administer grant funded and contracted programs and services.
20. Conduct analyses to solve management problems.
21. Oversee and ensure that records systems are securely and accurately maintained.
22. Provide direct nursing services.
23. Respond effectively in emergency situations.
24. Input, access and analyze data using a computer.
25. Coordinate and conduct staff meetings.
26. Complete special projects and assignments.
27. May provide vacation relief for other classes as required.
28. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
29. Coordinates Medi-Cal covered health services for a client. (6)
30. Assists individuals and families with aspects of the Medi-Cal application process. (8)

Continued on following page

Assistant Director of Nursing – cont'd.

31. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

32. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 16, 17, 18)

33. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Health Services Manager

1. Plans, directs, reviews and coordinates programs within Public Health.
2. Hires, supervises, trains and evaluates program staff.
3. Prepares and manages program budgets.
4. Keeps abreast of legislation and issues impacting program.
5. Coordinates case management protocols and activities.
6. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers.
7. Maintains records and prepares reports.
8. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (including Medi-Cal eligibility and services). (A, B)
9. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to PHN field Nursing clients and families. (F)
10. Develops strategies to increase health and Medi-Cal system capacity and close service gaps; develops grants and proposals for health and Medi-Cal program expansion and enhancement. (F)
11. Assists the MAA Coordinator with MAA claims administration. (G)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)