

Administrative Aide

1. Gathers and analyzes information which may include services, procedures, operations, budgets or space problems and develops alternatives and methods of implementation as well as the effects and costs of proposed solutions.
2. Discusses work in progress and preliminary findings frequently.
3. Reviews and analyzed budget requests for less complex departments, agencies, or programs and makes recommendations on requests for unbudgeted items.
4. Conducts special studies and coordinates and monitors less complex projects concerning County or departmental procedures or policies, programs and grants.
5. Assists and provides support to more complex administrative projects and studies.
6. Assists in designing reporting and other procedures to be integrated into management information systems.
7. Collects, compiles and organizes data for reports, recommendations, policies, special projects and public inquires.
8. Schedules and prioritizes work.
9. Researches issues and prepares responses, as directed.
10. Composes and prepares correspondence and reports utilizing word processing equipment or computers; may perform some clerical assignments.
11. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
12. Coordinates Medi-Cal covered health services for a client. (6)
13. Assists individuals and families with aspects of the Medi-Cal application process. (8)
14. Assists with administrative aspects of the MAA claiming process. (19)
15. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Director of Nursing

1. Plans, organizes and directs through subordinate managers and supervisors the work of staff in Family Health.
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.

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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. Discusses medical case management of difficult cases with other health care professionals and private physicians/psychiatrists. (Medi-Cal related case coordination - 6)
23. Coordinates and oversees institutional medical and related services with other community services to ensure proper follow-up care. (Med-Cal related case coordination – 6)
24. Participates in on-call duties after regular hours.
25. Responds in emergency situations.
26. Authorizes orders for medical supplies and equipment and assures proper care and security.
27. Directs the maintenance of medical and administrative records.
28. Develops and implements budgets.
29. Acts as an official witness in court cases requiring interpretation of medical records.

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Director of Nursing – cont'd.

- 30. Coordinates conferences and staff meetings.
- 31. Attends meetings and conferences.
- 32. May input, access, and analyze data using a computer terminal.
- 33. 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)
- 34. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
- 35. Assists individuals and families with aspects of the Medi-Cal application process. (8)
- 36. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to Family Health clients and families. (15, 16, 17, 18)
- 37. 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)
- 38. Attends training related to the performance of MAA. (20)
- 39. Assists the MAA Coordinator with MAA claims administration. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Health Program Specialist

1. Develops, coordinates, implements and evaluates public health educational programs.
2. Presents public health information to the community in groups or one-on-one.
3. Provides in-person advocacy, assesses client's needs and provides information and referral to needed services.
4. Maintains resource directories, writes newsletters, agendas, bulletins and brochures.
5. Collects and evaluates statistical data.
6. Assists in the research and preparation of reports, grant proposals and budgets.
7. Attends in-services and staff development activities.
8. Assists in the revision and development of program specific materials.
9. Conducts case consultation with collaborative service agencies, including discussion of health care and Medi-Cal related referral options for clients.
10. Provides information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
11. Identifies need for health services and refers clients (including Medi-Cal enrolled) to health providers to meet their needs. (6)
12. Assists with the Medi-Cal/Healthy Families application process. (8)
13. Arranges transportation for clients to access health and Medi-Cal services. (10)
14. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps.
15. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services.

Health Program Specialist

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

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)

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). (4, 6)
9. Oversees and assists individuals and families with aspects of the Medi-Cal application process. (8)
10. 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. (15, 16, 17, 18)
11. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (MC related planning – 15, 16, 17, 18)
12. Attends training related to the performance of MAA. (20)

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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). (4, 6)
9. Oversees and assists individuals and families with aspects of the Medi-Cal application process. (8)
10. 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. (15, 17)
11. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (MC related planning – 15, 17,)
12. Attends training related to the performance of MAA. (20)

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Date

Typist Clerk III

1. Types correspondence and other material requiring the application of subject matter knowledge and judgment in the selection of data or interpretation of rules and policies.
2. Types letters, reports, case histories, statistical data and other finished copy from rough drafts, margin notes, general instructions or machine transcription, corrects grammar, punctuation and spelling and proofreads copy.
3. Operates a magnetic card or other word processing machine in preparing case histories, reports, briefs, specifications and correspondence.
4. Types invoices, requisitions, data input documents and other material from copy, draft or notes; relieves technical staff or administrator of office details and more routine administrative details, including screening correspondence and calls, initiating replies to more routine correspondence, providing information with explanation of procedures and rules, maintaining and giving out information on complex records, and assembling information from files, resource documents and other departments which requires knowledge of County operations and departmental policies, rules and regulations.
5. Provides information to the public, employees and other departments where judgment and explanation of departmental functions, procedures, policies and rules is required.
6. Refers persons to appropriate department or personnel for assistance; acts as the final check or expert on records or procedures for employees, departments or the general public.
7. Reviews reports, applications and records for accuracy, completion and compliance with applicable rules, regulations, procedures and precedents.
8. Posts a variety of information to control records where selection is based on use and purpose of media and applicable rules and regulations.
9. Sets up and maintains complex filing systems, compiles a variety of narrative and statistical reports, locating sources of information and devising forms to post and summarize data.
10. Operates standard office equipment, such as photcopy machine, adding machine, microfilm reader and microfiche reader.

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Public Health Nurse I/II/III

1. Coordinates and/or provides public health nursing services in specialized clinics such as VD, Immunization, Family Planning, Perinatal and Tuberculosis by assessing health care requirements, counseling, teaching and providing follow-up health and social services to clients and their families; may organize, coordinate and supervise specialized clinics; makes appropriate referrals to other County programs, community agencies and physicians (MC related – 4); works within established agency protocols to provide therapeutic nursing care, administer medications and treatments, and to teach self care.
2. Participate in epidemiological studies by conducting community investigations to control diseases.
3. Makes home visits to a variety of high-risk clients and their families to provide public health nursing services.
4. Makes physical, psycho-social and health care needs assessments, arranges for required medical (MC related – 4, 6) and social services, consults with clients physicians on matters pertaining to the clients health status and care (MC related access issues – 6), and counsels clients and families concerning AIDS, chronic illness, death, dying and bereavement, child abuse, and other sensitive issues.
5. Participates in defining community health needs.
6. Assess physical, psychosocial and health care needs for high-risk clients including frail elderly, disabled individuals, infants, children placed in foster care and others.
7. Develops care plans and monitors plans and ensures that follow-up services are provided and documented. (MC related case coordination – 6)
8. Plans, directs and evaluates health related training and in-service education to foster care parents, senior care providers, social work staff, community groups, health care providers and related providers.
9. Acts as a client advocate to health care providers; coordinates, develops and implements various community and specialized health education programs to teach and inform in the following public health program areas - immunization, sexually transmitted diseases, maternal and child health, preventative measures, family planning, infant health, senior health, and foster care children's health.

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Public Health Nurse I/II/III – cont'd.

10. May serve as a consultant for public health nursing issues to social workers and other staff.
11. May be assigned to coordinate a specialized program or provide specialized nursing services to target populations.
12. May assist in grant or demonstration project preparation, implementation and evaluation.
13. May participate in preparation of procedure manuals, forms, instructional materials, surveys and questionnaires.
14. May authorize purchase of medical and other services and balance expenditures to meet program cost requirements.
15. Attends staff meetings, in-service training, team meetings, case conferences and others.
16. Makes presentations to community groups; assists in developing and maintaining automated and manual recordkeeping systems.
17. Inputs, accesses and analyzes data using a computer terminal.
18. Prepares statistical and other reports, charts, records and other required documentation.
19. Plans, assigns, schedules, the day-to-day activities in a division of public health nursing.
20. Provides on-the-job training, information and instruction to subordinates.
21. Reviews and evaluates work completed by subordinate staff.
22. Coordinates activities with other services, outside agencies and the community.
23. Provides consultation for difficult and complex cases.
24. Evaluates and disciplines staff.
25. Keeps the program manager informed of difficult or unusual problems.
26. May prepare and monitor grant funded or contract programs and services.
27. Assists in developing, coordinating and delivering in-service training programs.

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Public Health Nurse I/II/III – cont'd.

28. Serves as an internal consultant or resource person.
29. Represents the agency at inter-disciplinary and inter-agency meetings.
30. May assume responsibility for division operations in the absence of the Public Health Program Manager.
31. Reviews charts to assure completeness, assess need for referral and education and for quality control.
32. Provides a wide variety of public health nursing services in homes, clinics and other community sites.
33. Serves as a case manager for medically high-risk clients. (MC related case coordination – 6)
34. Coordinates specialized clinic activities; provides preventative nursing services.
35. May plan, coordinate, supervise and evaluate programs for special populations.
36. Assists in grant or demonstration project preparation, implementation and evaluation.
37. Assists in the preparation and/or prepares procedure manuals, forms, instructional materials, surveys and questionnaires.
38. Attends meetings, in-service training, and conferences.
39. Assists in developing and maintaining automated and manual record keeping systems.
40. May testify in court and serve as an expert witness.
41. Inputs, accesses and analyzes data using a computer.
42. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
43. Coordinates Medi-Cal covered health services for a client. (6)
44. Assists individuals and families with aspects of the Medi-Cal application process. (8)

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Public Health Nurse I/II/III – cont'd.

- 45. 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)

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

Employee Signature (please sign in blue ink)

Date

Typist Clerk III – cont'd.

11. May provide initial orientation and training to new employees.
12. May be assigned to review the work of other employees.
13. May provide technical direction to subordinates.
14. May provide vacation and other temporary relief for supervisors or for other classes as required.
15. Provides outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
16. Coordinating Medi-Cal covered health services for a client. (6)
17. Assists individuals and families with aspects of the Medi-Cal application process. (8)
18. 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)
19. Attends training related to the performance of MAA. (20)

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