



County of Sonoma (CA)

Director of Public Health Nursing

SALARY	\$75.82 - \$92.16 Hourly \$6,086.36 - \$7,398.04 Biweekly \$13,187.12 - \$16,029.08 Monthly \$158,245.44 - \$192,348.98 Annually	LOCATION	Santa Rosa, CA
JOB TYPE	Full-Time	JOB NUMBER	24/04-2575-DHSO
DEPARTMENT	Department of Health Services (DHS)	OPENING DATE	04/18/2024
CLOSING DATE	5/13/2024 11:59 PM Pacific	BARGAINING UNIT	50

Position Information

Join the County of Sonoma's Department of Health Services as the Director of Public Health Nursing!



Starting salary up to \$92.16/hour (\$192,348/year), a competitive total compensation package, PLUS a \$25,000 Signing Bonus^

The County of Sonoma's Department of Health Services seeks their next Director of Public Health Nursing, the guiding force behind nursing operations in public health settings, ensuring top-tier care and community wellness. From managing healthcare programs to championing compliance and crafting impactful policies, the director is at the forefront of promoting health initiatives in the County. Collaborative, compassionate, and committed, the director will lead with expertise and drive forward patient advocacy. As the Director of Public Health Nursing, you will manage a diverse set of responsibilities, including:

- Offering Continuing Education Units (CEUs) both internally and externally, coordinating intern placements within the county, managing students during rotations, and facilitating communication with various departments
- Developing, implementing, and updating plans, policies, protocols, and standards for nursing services
- Supervising the Health Care Coordination, Medical Therapy, and Disease Control teams, including monitoring their budgets and contracts
- Overseeing professional development of nursing personnel, including oversight and adherence to appropriate HIPAA, health regulations, codes, licensure, and certification requirements
- Supporting the integration of nursing services throughout the department, including the on-call scheduling for nurses responding to REDCOM dispatch after-hour response
- Coordinating nursing disaster service duties and serving as a member of the Emergency Operations Center (EOC) in times of disaster

The ideal candidate will be a compassionate and mission-driven professional who possesses the administrative and organizational skills that are essential in this role. Additionally, you will also:

- Be a strategic thinker who can identify courses of action that advance quality assurance and performance measures across all DHS divisions, clinical programs, and services of the Department
- Provide forward-thinking direction in the application of principles, practices, protocols, and standards for nursing services
- Develop relationships and serve as a liaison with agencies across county, regional, state, and federal levels
- Possess excellent oral, written, and presentation communication skills

About The Department of Health Services (DHS)

DHS is one of the County's largest and most complex departments. DHS consists of the Administration, Behavioral Health, Public Health, and Homelessness Services Divisions and is driven by its mission to promote, protect, and ensure access to services that support the health, recovery, and well-being of all in Sonoma County. These ideas are the basis for how DHS operates and delivers services:

- **Excellence** - Strive to create a culture of learning, innovation, and data-driven practices to guide internal operations, improve performance, and build staff expertise
- **Collaboration** - Engage and work collaboratively with partners, communities, and staff to maximize its impact across the County
- **Equity** - Work to reduce disparities and ensure fairness, compassion, and social justice

For more information regarding the department, its programs, services, and partnerships, visit the [DHS website](#).

What We Offer

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to flexible work arrangements and excellent benefits* including:

- **Hybrid Telework** - A schedule that meets the needs of our staff, department operations, and the communities we serve may be available depending on the assignment
- **Salary Advancement** - A salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range
- **Paid Time Off** - Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- **County Paid Health Premium Contributions** - 100% premium contribution for the majority of employee-only and employee + family health plan options
- **Staff Development/Wellness Pay** - Annual benefit allowances of up to \$2,000 and ongoing education/training opportunities
- **Post-Retirement Health Reimbursement Arrangement** - County contributions to help fund post-retirement employee health insurance/benefits
- **Retirement** - A pension fully integrated with Social Security
- **Paid Parental Leave** - May be eligible for up to 8 weeks (320 hours) after 12 months of County employment
- **Student Loan Debt Relief** – County employees may be eligible for [Public Service Loan Forgiveness](#) through the U.S. Department of Education

*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can be found in the [Salary Resolution \(SalRes\)](#) and our [Employee Benefits Directory](#).

^Hiring Incentives

The Department of Health Services is currently offering a \$25,000 signing bonus paid over three installments during the

first two years of service.

This recruitment is being conducted to fill a Director of Public Health Nursing position in the Department of Health Services. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***Qualified County employees who wish to be considered for future positions should consider applying to this recruitment.***

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Minimum Qualifications

Education: Graduation from a college or university nursing program accredited for public health nursing by the National League for Nursing. A Master's Degree with a major in Nursing Administration or a Master's Degree in Public Health is highly desirable.

Experience: Five years of progressively responsible public health nursing experience, including at least two years in a supervisory capacity will generally provide the knowledge and abilities listed.

License: Possession of a current license to practice as a Registered Nurse in the State of California. Possession of a valid California driver's license.

Certificate: Possession of a California State Public Health Nursing Certificate.

Knowledge, Skills, and Abilities

Extensive knowledge of: modern principles, practices and methods of public health nursing, including community, clinical and special programs, and school nursing programs; federal, state and local laws and regulations governing public health.

Considerable knowledge of: the causes, control and care of chronic and communicable diseases and illnesses, handicapping conditions, mental illness and other disabling conditions; environmental, sociological, and psychological problems related to Public Health Nursing programs; the principles and practices of personnel and financial administration including effective supervision and training.

Good knowledge of: community resources available for assistance in public health nursing; child growth and development and procedures involved in promoting maternal and child health; the principles and procedures involved in family planning, venereal disease control, pre and post natal care; the current trends and concepts relative to professional nursing practices.

Ability to: exercise responsibility, initiative, independent analysis and judgment, in solving highly specialized nursing administration and management problems; establish and maintain effective working relationships with administrative, medical and non-medical staff, patients and the public; recognize social and community problems which affect health and to establish effective programs and services to deal with these problems; communicate verbal and written ideas clearly and logically.

Selection Procedure & Some Helpful Tips When Applying

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.

- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for a thorough assessment of your qualifications. Responses that state, "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as the number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer is contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted online at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need.

HR Analyst: BH

HR Technician: RR

Benefits

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

COUNTY OF SONOMA BENEFITS: MANAGEMENT*

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays, and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

Retirement: Fully integrated with Social Security. For more information regarding eligibility, retirement contributions, and reciprocity with prior public service, please visit <https://scretire.org/active/-deferred/when-you-are-hired>.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Student Loan Debt Relief: County employees may be eligible for [Public Service Loan Forgiveness](#) through the U.S. Department of Education.

Plus excellent dental, vision, disability, life insurance, professional development, and more.

For answers to specific questions regarding the employment process and more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/human-resources/divisions-and-units/employee-relations/labor-agreements-and-salary-resolution>. For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/human-resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.

Agency

County of Sonoma (CA)

Address

575 Administration Drive, Suite 116B

Santa Rosa, California, 95403

Phone

(707) 565-2331

Website

<http://www.yourpath2sonomacounty.org>

Director of Public Health Nursing Supplemental Questionnaire

***QUESTION 1**

How did you first learn about this opportunity?

- Association of Public Health Nurses
- California State Association of Counties (CSAC)
- Careers in Government

- College or University
- Craigslist
- DiversityJobs
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Handshake
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Instagram
- Job Fair
- La Voz
- Latino Service Providers
- LinkedIn
- Los Cien
- Minority Organization or Group
- Municipal Management Association of Northern California
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Start Here!
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication

***QUESTION 2**

Do you possess a current license to practice as a Registered Nurse in the State of California

- Yes
- No

***QUESTION 3**

Do you currently possess a valid California State Public Health Nursing Certificate?

- Yes
- No

***QUESTION 4**

Please describe your public health nursing experience. Detail your experience working within a multi-disciplinary public service system.

***QUESTION 5**

Please describe your experience overseeing community, clinical, and/or special programs within public health nursing initiatives. Detail your familiarity and compliance with federal, state, and local laws and regulations governing public health.

***QUESTION 6**

Please describe your supervisory, management, and/or leadership experience. Detail the number and types of positions you supervised (professional, administrative, technical, etc.) and the scope of duties performed (hiring, training, performance management, etc.).

* Required Question