

Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 12/31/2022

## **SUPERVISING PUBLIC HEALTH NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective, and efficient comprehensive nursing care in homes, clinics, schools, and other community facilities. The Supervising Public Health Nurse plans, implements, coordinates, and evaluates the nursing program. The incumbent may supervise a public health nursing program in an assigned functional or geographic area under the general supervision of a higher-level health administration official. Supervision is exercised over the work of assigned public health professionals or auxiliary nursing staff. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;  
Supervises nursing practice to ensure a high quality of professional service and maintenance of agency standards;  
Guides, supervises and plans ongoing evaluation of nursing staff;  
Participates in surveys, studies and research in the field of public health;  
Participates in professional conferences and community programs;  
Reviews and compiles appropriate records and reports;  
Plans and conducts educational programs for nursing staff;  
Maintains the proper utilization of the services of nursing staff;  
Assists faculty with the implementation of student programs;  
Assists in developing manuals, guides and informational materials for nursing staff use;  
May be assigned to accept direct care responsibility for clients of the agency.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of current nursing practice and supervision; thorough knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of community facilities; skill in the application of nursing procedures and techniques of patient care; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships; ability to communicate effectively; ability to accept and utilize guidance; ability to perform duties in accordance with ANA Code for Professional Nurses.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Master's Degree in Nursing **AND** one (1) year of experience in public health nursing; **OR**
- (B) Possession of Bachelor's Degree in Nursing **AND** licensure and current registration to practice as a Registered Professional Nurse in New York State **AND** two (2) years of experience in public health nursing.

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**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

**NOTES:**

1. Must complete 15 hours of continuing education in public health and management related topics approved by the New York State Department of Health within the first year of employment in this title.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
3. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 03/02/1982

Revised: 04/08/1993, 11/07/1995, 12/13/2001, 05/30/2006, 09/19/2018, 12/31/2022