

Class Specification
for the Class:

NURSING SERVICE MANAGER III

Class Distinguishers:

Nature and Purpose of Work: This class involves responsibility for the proper management of the statewide public health nursing program. This includes the planning and implementing of public health nursing policies, practices and procedures; determining the nature and extent of the services provided by public health nursing positions on all islands; the integration of nursing services with other health programs; and performing the personnel and budgetary functions necessary for program development and implementation.

Supervisory Controls: Work performed at this level is subject to administrative direction. Such direction is generally limited to approval of staffing, funding, and establishment of broad policies.

Guidelines Available: Guides at this level are limited to a broad framework of legal standards, requirements, policies and objectives of the division and department.

Nature and Scope of Recommendations, Commitments and Decisions: This level represents final accountability for the quality and effectiveness of the public health nursing program. This involves final authority to make program commitments; to determine the nature and scope of public health nursing services; and to develop policies, practices and procedures necessary for the proper administration of the program throughout the State.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Plans, develops, organizes and coordinates the State program of public health nursing services. Formulates policies and procedures; plans, develops, organizes, and coordinates the program and activities of public health nursing; develops a budget and oversees the expenditure of program funds; establishes the need and kind of in-service training for public health nurses; meets with and advises other agencies on public health nursing functions and activities.

Knowledge and Abilities Required:

Thorough knowledge of the principles and practices of program administration; the ability to plan, develop, organize, and coordinate a statewide nursing program; demonstrated ability to formulate policies and procedures; and the ability to integrate nursing services with other health programs.

This is an amendment to the class specifications for the NURSING SERVICE MANAGER III effective October 29, 1982.

DATE APPROVED: 4/8/08



for MARIE C. LADERTA
Director of Human Resources Development