

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

PROMOTIONAL EXAM #1174

PROMOTIONAL EXAM FOR: PUBLIC HEALTH NURSE SUPERVISOR

SALARY: \$69,086.60 ~ \$86,211.96 PER YEAR

This examination is open to permanent classified employees of the City of Waterbury

This examination is open to permanent classified employees of the City of Waterbury. Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

IMPORTANT:

Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

Seniority Points - Seniority points for this position will be in accordance with the Civil Service Rules and Regulations.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office or City website, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:50 p.m. on

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

EXAMPLES OF WORK: (Illustrative only)

Directs and supervises the activities of the School Nurse and Public Health Aides at assigned schools in the School Health Program and Public Health Nursing Programs; assigns work, approves leave requests, monitors and evaluates the work of all assigned School Nurses and Public Health Aides; obtains substitute-nursing coverage for staff illness and other time off; reviews scheduling of assigned Public Health Nursing Programs and assesses resources to maintain clinic functions; evaluates the performance of assigned School Nursing staff and prepares formal reports of performance; assists the School Nurses to evaluate the performance of the Public Health Aides; participates with colleagues in interview process for new hires; prepares an orientation schedule to orient new hires and monitors progress of new staff, School Nurses and Public Health Aides during the probationary period; develops Public Health Nursing Programs with new advancements in Public Health and School Health; initiates the initial disciplinary process and recommends further disciplinary action to the Assistant Director of Public Health; in collaboration with colleagues, assists the Assistant Director of Public Health with the development of program policies, procedures and protocols in the School Health Program and Public Health Nursing Programs; in collaboration with colleagues, makes recommendations for the development and updating of policies, procedures and protocols as appropriate prior to the new academic year; in collaboration with colleagues, collects and reviews program activity data and prepares reports as necessary; in collaboration with colleagues, reviews School Health Program and Public Health Nursing Programs annually and provides a year-end written report to the Assistant Director of Public Health; in collaboration with colleagues, makes recommendations for change; monitors productivity of School Nursing staff and Public Health Aides; conducts chart reviews to assure quality of service delivery; instructs School Nurses regarding problems not clearly covered by established policy or procedures in the School Health Manual; in absence of the Assistant Director of Public Health, assumes supervisory responsibility for all Public Health Nurse Programs; conducts field visits to staff in their schools and/or Public Health Nursing Programs to provide on-site assistance in program implementation; in collaboration with colleagues, assesses staff needs and assists in provision of on-going in-service education for staff; maintains an on-going record of continuing education

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EXAMPLES OF WORK: (Illustrative only), Cont'd

workshops attended by staff; in collaboration with colleagues, develops annual written goals and objectives for programs and participates in the development of School Health Program and Public Health Nursing Programs goal and objectives; in collaboration with colleagues, participates in management and staff meetings; in collaboration with colleagues, serves as a spokesperson for field nurses at management and other meetings; in collaboration with colleagues, participates in interdisciplinary meetings with Board of Education and Department of Public Health to promote and ensure adjustment and continuity of the School Health Program; in collaboration with colleagues, conducts meetings with staff members to resolve nursing problems and disseminate information; in collaboration with colleagues, represents the Waterbury Health Department at local, state, and national levels.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description; demonstrates leadership abilities; considerable knowledge of theories, principles, techniques and practices of School Health Nursing and Public Health Nursing; knowledge of the principles and practices of program management including budgeting, planning, analysis and evaluation; knowledge of current literature, trends and developments in School Health and Public Health issues and nursing; ability to plan, organize, coordinate and manage program and field services and to develop results oriented goals and objectives; ability to work independently and delegate responsibility; ability to train, supervise and motivate staff in a manner conducive to efficient and effective work performance and positive morale; ability to communicate effectively both orally and in writing; ability to exercise initiative, tact, discretion and judgment in carrying out program responsibility; ability to understand and interpret laws and regulations; ability to establish and maintain effective working relationships with staff, district officials, colleagues, other professionals and the public; ability to utilize personal computer and other office equipment.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING REQUIREMENTS OR WILL HAVE IT WITHIN 6 MONTHS:

A Bachelor of Science Degree in nursing from a college or university accredited by the National League for Nursing plus one year related supervisory and administrative experience. Five (5) years previous experience in an urban setting as a School Nurse is required. **See next page, #3 for Additional Requirements.**

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ADDITIONAL REQUIREMENTS:

Possession of a license as a Registered Nurse issued by the State of Connecticut and possession of a valid driver's license with a good driving history. Certification as a School Nurse by the National Board for Certification of School Nurses is recommended but not required.

COPIES OF DEGREE OR TRANSCRIPTS & RN LICENSE

MUST BE SUBMITTED AT TIME OF APPLICATION

PUBLIC HEALTH NURSE SUPERVISOR

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception	X			
Standing		X			Color Distinction		X		
Walking			X		Peripheral Vision			X	
Sitting		X			Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			

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PUBLIC HEALTH NURSE SUPERVISOR

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS, CONT'D

Balancing		X		Very Heavy Work (100+ lbs.)	X			
Stooping		X		Environmental Conditions				
Kneeling (CPR)		X		Cold (50 degrees F or less)	X			
Crouching (CPR)		X		Heat (90 degrees F or more)	X			
Crawling	X			Temperature Changes		X		
Reaching		X		Wetness	X			
Handling		X		Humidity		X		
Grasping		X		Extreme Noise or Vibration	X			
Twisting		X		Exposure to Chemicals	X			
Feeling		X		Exposure to Gases and Fumes	X			
Talking			X	Exposure to Unpleasant Odors		X		
Hearing			X	Exposure to bodily fluids		X		
Repetitive Motion		X		Exposure to dampness	X			
Hand/Eye/Foot Coordination		X		Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X	Mechanical Hazards	X			
Visual Acuity/Far			X	Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

This position is covered under the written agreement between the City of Waterbury and Connecticut Health Care Associates (CHCA). The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process**- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available upon request

8/1/19 mj