

County of Santa Cruz

INVITES YOU TO APPLY FOR:

CLINIC NURSE III

**Bilingual (English/Spanish) Candidates
Encouraged to Apply**

Supplemental Questionnaire Required

**Open and Promotional
Job # 22-PG7-01**

**Salary: \$9,557 – 11,173 / Month
Closing Date: Continuous**



THE JOB: Under direction, to serve as a lead and to assist a program manager in the direction, evaluation, and supervision of a General Medical Clinic or Mental Health Clinic to work as required. **The current vacancies are in the Health Services Agency. The list established from this recruitment will be used to fill current and future positions during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience which would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities is:

One year of experience performing duties equivalent to a Clinic Nurse II in Santa Cruz County and six months lead or supervisory experience.

Special Requirements: Possession of a valid California Registered Nurse License issued by the State of California. Possess and maintain a valid California Class C Driver License.

Knowledge: Thorough knowledge of nursing principles, practices and procedures. Working knowledge of technical nursing procedures, and medical terminology; administration of medications, treatments and therapies, and the uses, effects and adverse reactions to medications and drugs; care and use of medical supplies and equipment; clinic routines; interviewing, counseling and teaching techniques as well as skills assessment and monitoring in a medical setting; prevention, detection, reporting and treatment of child abuse and neglect; epidemiologic investigation, control and care of chronic and communicable diseases and illnesses, handicapping conditions and mental illness. Some knowledge of availability of community resources, specialists and services.

Ability to: Evaluate and assess medical needs of patients and determine medical urgency and necessity; recognize and report legally defined illnesses and conditions, and instances of suspected abuse; deal with sensitivity to the needs of people with different cultural, environmental and social backgrounds; plan, assign and schedule day-to-day work in a major medical clinic; teach and supervise other health care professionals, workers and volunteers; understand, interpret, explain and apply laws, regulations, policies and written and oral direction; develop and revise nursing protocols; and establish and maintain effective working relationships with others.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

CLINIC NURSE III - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience with planning, assigning, and scheduling nursing and provider support staff duties (e.g., Medical Assistants). Please include how many staff members you were responsible for.
2. Please describe your experience assessing patients. For example, how would you determine the need for immediate treatment verses scheduling an appointment.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

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