



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Nurse Consultant III (Specialist)				Nurse Consultant III (Specialist)	
BRANCH					
Student Success and Career Readiness Branch					
DIVISION				OFFICE	
				Office of School Based Health Programs	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R17	E	0092	174-XXX-8181-001	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Nurse Consultant III (Specialist) is the technical specialist that provides complex and sensitive consultation, works collaboratively with staff in the OSBHP, other program units within the WCD and the California Department of Education (CDE). The incumbent provides highly skilled nursing guidance and support to local educational agencies (LEAs) to promote statewide level direction, guidance, and leadership in school nurse and school health services, and provides a wide variety of tasks to promote the physical, social, mental, and emotional health of kindergarten through twelfth grade (K–12) students through program and resource development and performs the following duties:					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
Reports directly to the Education Administrator I (EA I), of the Office of School-Based Health Programs (OSBHP), in the Student Success and Career Readiness Branch.					
SUPERVISORY RESPONSIBILITIES					
This position does not include supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position is eligible for telework in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment. Employee will be expected to sit at a desk for an extended duration, and walk or drive between CDE headquarters.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 55

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Provides leadership and high-level consultation for LEAs and school nurses in developing, planning, implementing, promoting, and assessing school health services for K–12 students, in accordance with approved standards and practices; serve as liaison and resource expert in school nursing and school health services and program areas for local, regional, state, and national school health care providers and policy setting groups.

Provides technical assistance to LEAs and coordinate school health program activities with public health, social services, environmental education agencies, and other public and private entities; research, develop, and disseminate policies and procedures to enhance coordinated school health as described in the Health Framework for California Public Schools.

Provides technical assistance and responds to questions from the field, including school nurses, public health nurses, physicians, school administrators, parents, and other agencies regarding student health issues and school health services; review and analyze legislation relating to physical and mental health and make recommendations for positions on legislative bills.

Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Student Mental Health: Supports the overall division's mission of the OSBHP to address and expand student mental health and wellness; supports the development of a statewide infrastructure to increase mental health awareness, eliminate stigma, and improve access to student physical and mental health services; assists in the implementation of legislative mandates on student physical and mental health, and also works with OSBHP team to support and address student physical and mental health and wellness.

Assists in the development and review of the telehealth guidelines required pursuant to California Education Code Section 49429.

Relative % of Time Required: 10

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Presentations/Meeting Coordination: Plans, coordinates, and facilitates meetings and work groups; prepares and delivers presentations and trainings for LEAs, community and county- based partners, and statewide and national conferences.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Document Preparation: Prepares a wide range of documents, PowerPoint slides, flyers, summary cover memos, responses to inquiries from the field, briefing documents, talking points, Budget Change Proposals, Requests for Applications, grant award letters, contracts, reports, legislative analyses, policy recommendations, policy papers, web documents, publication requests, and other documents.		

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Administrative/Other Duties: Participates in staff meetings; keeps EA I apprised of the status of projects; follows established workflow procedures and office protocols; assists the OSBHP and division colleagues with projects, as needed; and performs other job-related duties as required		

Relative % of Time Required:	☒ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of: Principles, practices, trends in public education, the California public education system; and Federal and State education laws.

Ability to: Assume leadership; present ideas clearly and concisely in oral and written form; establish effective working relations; organize and conduct information meetings; exercise tact, resourcefulness, and judgment; interpret and apply educational policy; analyze situations accurately to take effective action; and work effectively in both independent and team settings.

PERSONAL CONTACTS

California Department of Public Health, county departments of public health, county offices of education, school districts, site administrators, school nurses, school and charter personnel, branches within the California Department of Education, and other agencies, as needed, to support the health and wellness of the students.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor



DUTY STATEMENT

PR LOG #:

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Student Success and Career Readiness Branch					
DIVISION				OFFICE	
				Office of School Based Health Programs	
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Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under general direction of the Education Administrator I (EA I), the Nurse Consultant II provides complex nursing and program consultation and technical assistance to local educational agencies (LEAs) on the provision of health services; plans, develops, organizes, monitors, and evaluates programs and studies on the delivery of health services; may also serve in a lead capacity to health-related multidisciplinary staff; develops and evaluates program standards, policies, and procedures, and does other related work.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
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