

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-352-8210-909</b>
Classification: Public Health Nurse II	Tenure/Time Base: Permanent/Full-time
Working Title: Lead Poisoning Prevention - Public Health Nurse	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch/Care Management Section - Direct Services and Outreach to Healthcare Providers

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working to protect California children from lead poisoning and the adverse effects from exposure to lead.

The incumbent works under the general direction of the Public Health Medical Officer (PHMO) III, Chief of the Care Management Section (CMS) – Direct Services and Outreach to Healthcare Providers. The Public Health Nurse (PHN) II will perform the most complex, difficult, and sensitive public health nursing

activities in connection with the prevention and management of California children with potential or actual exposure to lead. The PHN II will provide direct case management, coordinate case management activities and services, and provide case management reporting related to children with lead poisoning. The PHN II will oversee and manage outreach partnerships with other agencies; develop care management related policies, procedures and materials, and collaborate with PHMO II on medical provider outreach in local health jurisdictions in California without a contracted childhood lead poisoning prevention program. This position requires moderate travel (up to 60%) throughout California for home visits and occasional meetings with occasional overnight stays as required.

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**Special Requirements**

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- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Moderate, same day and/or overnight, up to 60% of the time.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification:
  - Possession of a valid license as a registered nurse in California, and
  - Possession of a valid certificate as a public health nurse in California.
- ☐ Other:

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**Essential Functions (including percentage of time)**

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- 25% Provides complex case management services for new full cases, including home visits, and visits to secondary addresses as needed, to lead poisoned children in local health jurisdictions in California without a contracted childhood lead poisoning prevention program. Conducts home visits which include interviewing families, collecting data for assessing and managing the case, assessing the risk of take-home lead exposure, identifying other lead-exposed children/family members, performing nutritional assessment and developmental screening, and providing tailored education to the family. Coordinates with the environmental investigator to identify sources of lead including testing or gathering samples of personal property for laboratory testing. Assists with oversight of non-nursing case management tasks completed by support staff. Documents activities using established database and tracking systems.
- 25% Provides follow-up case management services for full cases, including ongoing case management, and follow-up with families and healthcare providers. Provides ongoing monitoring of blood lead levels, additional education for families as needed, and phone consultation with families to ensure that lead levels decrease. Identifies and ensures other affected children and family members are tested and receive appropriate follow-up care. Makes referrals to other agencies as indicated and coordinates ongoing collaboration with healthcare providers. Assists with oversight of non-nursing case management tasks completed by support staff. Documents activities using established database and tracking systems.
- 25% Provides complex case management services for basic and potential cases, including monitoring of blood lead levels, additional education and services for families, conducting phone consultation with families, and following up to ensure that lead levels decrease. Assists with oversight of non-nursing case management tasks completed by support staff. Documents and

monitors activities using established databases and tracking systems.

10% Develops care management partnerships with local agencies such as WIC, California Children's Services, refugee health, foster care and other agencies, in non-contract jurisdictions. Attends regional meetings and assists with presentations as needed. Assists the PHMO II and other senior team members on complex medical provider outreach in non-contract jurisdictions.

10% Maintains records, prepare reports and assist with developing protocols, standards, tracking systems, and guidelines for identifying and managing lead-burdened children. Implements regulations related to the Standard of Care.

### **Marginal Functions (including percentage of time)**

5% Participate on special projects; perform data analyses, attend trainings and meetings, and perform other work-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

### **HRD Use Only:**

Approved By: DN

Date: 12/25

**DUTY STATEMENT**

Employee Name:	Position Number: 580-352-8213-909
Classification: Public Health Nurse I	Tenure/Time Base: Permanent/Full-time
Working Title: Lead Poisoning Prevention - Public Health Nurse	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch/Care Management Section - Direct Services and Outreach to Healthcare Providers.

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working to protect California children from lead poisoning and the adverse effects from exposure to lead.

The incumbent works under the supervision of the Public Health Medical Officer (PHMO) III Chief of the Care Management Section (CMS) – Direct Services and Outreach to Healthcare Providers. The Public Health Nurse (PHN) I will perform the less complex public health nursing activities in

connection with the prevention and management of California children with potential or actual exposure to lead. The PHN I will provide case management, health education and assist in providing PHN consultation and technical assistance related to children with lead poisoning. The incumbent participates in meetings related to childhood lead poisoning and maintains records and prepares reports. This position requires moderate travel (up to 60%) throughout California for home visits and occasional meetings with occasional overnight stays as required.

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**Special Requirements**

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- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Moderate, same day and/or overnight, up to 60% of the time.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification:
  - Possession of a valid license as a registered nurse in the State of California, and
  - Possession of a certificate as a public health nurse in the State of California.
- ☐ Other:

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**Essential Functions (including percentage of time)**

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- 25% Provides case management services for new full cases, including home visits, and visits to secondary addresses as needed, to lead poisoned children in local health jurisdictions in California without a contracted childhood lead poisoning prevention program. Under supervision, conducts home visits which include interviewing families, collecting data for assessing and managing the case, assessing the risk of take-home lead exposure, identifying other lead-exposed children/family members, performing nutritional assessment and developmental screening, and providing tailored education to the family. Assists in coordinating with the environmental investigator to identify sources of lead including testing or gathering samples of personal property for laboratory testing. Assists with oversight of non-nursing case management tasks completed by support staff. Documents activities using established database and tracking systems.
- 25% Provides follow-up case management services for full cases, including ongoing case management, and follow-up with families and healthcare providers. Under supervision, provides ongoing monitoring of blood lead levels, additional education for families as needed, and phone consultation with families, to ensure that lead levels decrease. Assists in identifying and ensuring other affected children and family members are tested and receive appropriate follow-up care. Makes referrals to other agencies as indicated and coordinates ongoing collaboration with healthcare providers. Assists with oversight of non-nursing case management tasks completed by support staff. Documents activities using established database and tracking systems.
- 25% Provides case management services for basic and potential cases, including monitoring of blood lead levels, additional education and services for families, conducting phone consultation with families, and following up to ensure that lead levels decrease. Assists with oversight of non-nursing case management tasks completed by support staff. Documents and monitors

activities using established databases and tracking systems.

10% Assists in developing care management partnerships with local agencies such as WIC, California Children's Services, refugee health, foster care and other agencies, in non-contract jurisdictions. Attends regional meetings and assists with presentations as needed. Assists the PHMO II and other senior team members on medical provider outreach in non-contract jurisdictions.

10% Maintains records, prepares reports and assists with developing protocols, standards, tracking systems, and guidelines for identifying and managing lead-burdened children. Under supervision, implements regulations related to the Standard of Care.

### **Marginal Functions (including percentage of time)**

5% Participate on special projects; perform data analyses, attend trainings and meetings, and perform other work-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

### **HRD Use Only:**

Approved By: DN

Date: 12/25