

City of San José
CLASS SPECIFICATION

TITLE: Nurse

CLASS CODE: 5122 5123 (PT)		
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt

CLASS SUMMARY: Performs professional nursing work of moderate difficulty in providing nursing services to prospective and current City employees. Typically works in the Employee Health Services organization or the Fire Department. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: The Nurse is the classification for registered nurses. It is distinguished from the higher level Nurse Practitioner classification, which has more authority in decision making, may diagnose and treat common acute illnesses and injuries, may prescribe medications and may supervise other medical personnel (such as nurses and medical assistants). A registered nurse may not prescribe medication or make diagnoses, needs to follow standing protocols, and reports to a physician for all medical issues.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education and Experience:

Diploma in nursing (Associate degree in nursing or Bachelor of Science degree in nursing) and one (1) year of experience in Occupational Health or Public Health nursing (no substitution of education for experience).

Licensing Requirements (such as driver's license, certifications, etc.)

Possession of a valid certificate as a Registered Nurse in the State of California, and biannual renewal.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Knowledge of the principles and practices of general professional nursing.
- Knowledge of occupational health nursing, nutrition, hygiene and safety.
- Knowledge of state and agency laws and regulations governing general professional nursing practices.
- Knowledge of emergency treatment.
- Knowledge of the effects of medicines and narcotics. Ability to counsel employees on health related problems and on preventive health practices.
- Ability to communicate with a variety of employees, prospective employees, health care organizations and other health care professionals.
- Ability to keep and maintain records and reports.
- Ability to work on a flexible schedule.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Participates in physicals and other examinations including eye tests, audiometric tests, spirometry tests, collection and analysis of laboratory specimens and updating immunizations.	Daily
2.	Participates in the care of ill and injured employees by rendering first aide, screening vitals signs and counseling.	Daily
3.	Gives immunizations and tests as directed by the Physician; maintains records; follows up abnormal reactions to immunizations.	Daily
4.	Gives health instructions and safety advice; interprets Doctor's orders to patients; provides advice on diet control; maintains sterile supplies.	Daily
5.	Coordinates, conducts, interprets OSHA required medical tests.	As Required
6.	Refers possible unsafe situations or conditions to the Safety Officer for investigation.	As Required
7.	Instructs others in topics related to health education; develops related procedures and programs, with direction from a physician on medical issues.	Daily
8.	Performs administrative functions related to City health and medical programs, such as recordkeeping, budgeting, purchasing, etc.	Daily
9.	Performs other duties of a similar nature or level.	As Required

PHYSICAL REQUIREMENTS (Check all that apply to performance of the essential duties of the job)

	Climbing		Kneeling		Crawling
	Balancing	X	Lifting		Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking		Grasping	X	Walking
X	Hearing		Feeling	X	Pushing
	Crouching				

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Over 50% of the job duties are “light”. Infrequent heavy lifting equipment—no more than 50 pounds (solo) or with assistance if over 50 pounds. Occasional medium duties involve moving and pushing equipment.

_____ *Light Work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

_____ *Medium Work*: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

CLASSIFICATION HISTORY

Rev. 2/14/91, 4/16/90, 7/80

Revised 9/00; 5122s001

Revised 8/03; 5122 s002 (5 step range)

(Formerly titled Nurse; included Registered Nurse & Nurse Practitioner duties in one class with a nine-step range)