

City of San José
CLASS SPECIFICATION

TITLE: Nurse Practitioner (5128)
Nurse Practitioner (PT) (5129)

CLASS CODE: 5128, 5129 PT		
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt

CLASS SUMMARY: Performs professional nursing work of advanced difficulty in providing nursing services to prospective and current City employees. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: The Nurse Practitioner is distinguished from the Nurse (registered nurse) classification because the Nurse Practitioner has more authority in decision making, may diagnose and treat common acute illnesses and injuries, and may prescribe medications. Additionally, a Nurse Practitioner may supervise nurses and other medical personnel. 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:

A master's degree in nursing, three years of general nursing experience and one year of experience as a nurse practitioner.

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

Must be currently licensed in the State of California as a Nurse Practitioner.

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

- Knowledge of current trends and concepts of professional nursing practices; laws and regulations relating to the practice of medicine and nursing science basic to medicine.
- Knowledge of principles and practices of clinical assessment, common health problems, mental health, clinical consultation, continuity of patient care and the community aspects of health services.
- Knowledge of causes, treatment and prevention of communicable diseases, and other disabling conditions.
- Ability to effectively work with individuals and families to assist them in solving physical, mental and social health problems, with members of the health team and with personnel in other City departments and other allied health professionals.
- Ability to speak and write effectively including the preparation of clear, accurate and concise reports.
- Ability to recognize social problems which affect health and to instruct in disease prevention, good health practices and the health care of an ill or injured person.

City of San José
CLASS SPECIFICATION

TITLE: Nurse Practitioner (5128)
Nurse Practitioner (PT) (5129)

- Ability to participate in the development of standardized procedures, and in accordance with established protocol, construct and interpret a medical history, perform a physical assessment, evaluate patient behavior, perform and interpret selected laboratory tests and identify problems and develop and implement treatment plans for patients.

Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):

- Knowledge of City medical and employee health practices and regulations.
- Knowledge of OSHA regulations.
- Ability to operate required screening devices and perform tests for physical examinations.
- Ability to work effectively with others.

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.	Provides occupational medical services to the city workforce, under direction of the city Physician.	Daily
2.	Performs physical diagnosis, psychosocial assessment and management of health and illness.	Daily
3.	Integrates health maintenance, disease prevention, physical diagnosis and treatment of common episodic and chronic problems in primary care with equal emphasis on health teaching and management.	Daily
4.	Conducts pre-placement and recurrent physicals, and DMV medical exams and screens medical history for respiratory exposure in accordance with established protocols and in collaboration with physician.	Daily
5.	Provides clinical assessment and case management services.	As Required
6.	Administers Infectious Disease control, Blood Borne Pathogen Surveillance, Health Education and Tuberculosis Surveillance Programs under the supervision of the City Physician.	As Required
7.	Provides limited nutritional counseling and assists with Employee Assistance Program (EAP) referrals and Fitness for Duty Assessments.	As Required
8.	Provides other support for the City's medical program.	As Required

**City of San José
CLASS SPECIFICATION**

**TITLE: Nurse Practitioner (5128)
Nurse Practitioner (PT) (5129)**

9.	May supervise subordinate staff (such as Nurses, Medical Assistants and office support personnel) to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations.	
10.	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				

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

Established 8/03; 5128 s000
Formerly titled Nurse (5122); included Registered Nurse & Nurse Practitioner duties in one 9-step class)