

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**PUBLIC HEALTH NURSE  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions, within the Department of Health Services. Positions allocated to this classification perform professional consultative and coordinative public health nursing duties for the majority of time. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions working for the Department of Health Services. These positions are responsible for providing coordination and consultation for public health nursing program areas provided to public and private agencies. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

1. Positions that meet the statutory definitions of management and/or supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not engaged for the majority of the time in “professional employee” work as defined in Wis. Stats. s. 111.81 (15) (a) or (b), as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions that, for a majority of time (more than 50%), provide nursing consultation: (1) to health care facilities in Wisconsin; or (2) as a central office nursing consultant performing audits of health care providers; or (3) as a central office nursing consultant in a non-public health nursing program area which impacts a designated segment of the state population and are more appropriately classified as Nursing Consultant.

4. Positions that, for a majority of time (more than 50%), perform direct and indirect patient care and are more appropriately classified as Nursing Assistant, Nurse Clinician, Licensed Practical Nurse, or Nursing Administrator.
  5. Positions that, for a majority of time (more than 50%), develop and conduct educational programs for nursing personnel and are more appropriately classified as Nursing Instructor.
  6. Positions that, for a majority of time (more than 50%), perform professional and administrative nursing work which does not have direct patient care as its primary focus (i.e. infection control, continuity of care, utilization review, nursing information systems, quality assurance, community outreach) and are more appropriately classified as Nursing Specialist.
  7. Positions that, for a majority of time (more than 50%), perform advanced practice nursing responsibilities, have the appropriate credentials and are more appropriately classified as a Nurse Practitioner – Management or Advanced Practice Nurse.
  8. Positions which are not required to possess registration or eligibility for registration as a professional nurse in the State of Wisconsin.
  9. All other positions that are more appropriately identified by other classification specifications.
- D. Entrance Into and Progression Through This Series

Entrance into this series will normally be by competition, and may occur at any level, depending on the duties and responsibilities assigned. Progression through the series may be by reclassification or competition, depending on the nature of the changes in the duties and responsibilities, and in accordance with the Rules of the Administrator.

## II. DEFINITIONS

### **PUBLIC HEALTH NURSE**

This is entry level consultative work in public health nursing for the Department of Health Services. Initial work assignments are well-defined and short term in duration. Over time the work assignments become more complex as the employee is expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear.

These positions are responsible for providing guidance and technical assistance in the specialty area to other public health nurses, program directors and public and private agencies. Duties include planning, implementing and evaluating an ongoing program of public health consultation and technical support to improve public health nursing services provided in the geographic or specialty area assigned. Work at this level is designed to provide exposure to the full performance level and is performed under close to limited supervision.

#### **Examples of Work Performed:**

- Consultation, guidance and technical assistance to public health nursing staff and agencies on specific problems they have encountered.
- Assist communities in evaluating their health needs and resources.

- Plan and develop new programs and services and coordinate present ones.
- Participate in special studies, projects and surveys as required.
- Collaborate with the public health program or project to assess needs and plan appropriate action for public health nursing services. Participate in determining types of consultative service required.
- Promote appropriate utilization of central, regional and local health resources to strengthen interagency relationships and services.
- Participate in planning, implementing and evaluating intra-agency programs.
- Assist in coordinating inter-agency programs as a representative of the program or project.]
- Interpret the state and regional health plan and assist with implementing recommendations for total community health within the context of population health planning.
- Promote and assist in data collection and utilization of these data in evaluation of health needs for services, budgeting, and programming.
- Locate and utilize statutory provisions, administrative codes, and criteria for standards of service from the federal, state and local levels.
- Provide consultation to managers who supervise public health nurses to support safe and appropriate nursing services.
- Provide guides and tools for evaluation of programs and staff performances to local agencies.
- Provide support and guidance to local agencies in establishing priorities, interventions, and implementation of plans.
- Assist in recruitment, selection and orientation of public health nursing personnel.
- Provide guidance on current philosophy and trends in public/population health and public health nursing practice.
- Participate with educational personnel in planning courses/course content related to public/population health and public health nursing by assisting in the planning and implementing of in-service programs and workshops.
- Provide guidance for use of appropriate resources for in-service education for all levels of staff.

### **PUBLIC HEALTH NURSE - ADVANCED**

This is the full performance level for positions that perform specialized consultative or coordination public health nursing work for the Department of Health Services. Employees have a great deal of latitude in implementing and coordinating programs and advising agencies regarding population and public health nursing activities.

These positions are responsible for statewide and regional coordinative and consultative public health nursing work. Duties include providing technical consultation to program directors on policy issues; the development, implementation and evaluation of programs; and directing large complex population health projects (i.e., requiring advanced skills in leveraging resources, partner/community engagement, facilitation and project management). Work involves activities mentioned under the Public Health Nurse level, as well activities listed below. Work at this level is performed under general supervision.

#### **Examples of Work Performed:**

- Provide leadership in assuring public health nursing programs and services are in compliance with nationally recognized standards, federal regulations, and state statutes.
- Develop public health nursing initiatives, policies, technical reports, professional guidelines, reference and education materials, curricula, and reporting and evaluation procedures in the designated program area.
- Provide technical assistance to local health departments, tribal agencies, community-based organizations, administrators, policy makers and other professional personnel related to public health and nursing services. Serve as a consultant to other public health nurses and professional personnel in the specialty area.

- Consult with program and project directors, nursing and other consultants regarding developments within nursing that impact the program, project and public health nursing.
- Participate with the program and project directors in program planning, implementation, and evaluation.
- Provide interpretation of policies and standards, including federal and state legislation, regulations, guidelines, and funding resources.
- Identify internal and external issues that may impact delivery of essential public health nursing services.
- Provide public health nurses and other professional personnel with current public health nursing information and resources.
- Apply epidemiological methods to assess new and emerging trends at the state, regional and local levels.
- Assess or coordinate community assessments of health-related problems and available resources to determine current priorities and needs in the target population.
- Participate in the formulation of standards and policies in relation to nursing services and public health in the designated program or project.
- Participate in identification of research needs and in development of research in the designated specialty.
- Plan and conduct research in public/population health and nursing in the specialty area.
- Participate in planning and conducting in-service educational program.
- Collaborate with professional organizations, universities, schools of nursing and other agencies and organizations training and developing public health workers to promote the inclusion of the public/population health in the educational content or practicum.
- Develop, coordinate and support the in-service education and orientation for the public health nursing staff and local public health nurse.
- Develop guidance and materials appropriate for implementation of new or revised public health nursing practices into existing programs.
- Performs related work as required

### III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination will be made based on an analysis of the goals and worker activities performed and by an identification of education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**Special Requirement:** Registration or eligibility for registration as a professional nurse in the State of Wisconsin. Meet the eligibility criteria for Public Health Nurses, as defined in Wisconsin Administrative Code Chapter DHS 139.

### IV. ADMINISTRATIVE INFORMATION

This classification series was created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to describe positions which are responsible for providing consultation or specialized services in public health nursing program areas. The positions were previously classified as Public Health Nurse 1, 2 or 3 and were abolished on the same date.