

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 5526200**

<b>Health Services Nurse, Grade 15</b>	<b>5526200</b>
<b>Supervising Health Services Nurse, Grade 17</b>	<b>5526500</b>
<b>Director Health Services Nursing, M-1</b>	<b>5526900</b>

Brief Description of Class Series

Health Services Nurses are registered professional nurses that provide occupational health services to State employees and candidates seeking State employment. Positions are classified at the Department of Civil Service's Employee Health Service (EHS), and are assigned to either the EHS clinic, or nursing stations located across New York. Positions oversee and provide nursing services to State employees, perform employee and candidate occupational health screening activities, counsel employees about health issues, and manage programs administered by EHS, including immunizations and respiratory fit testing.

Distinguishing Characteristics

*Health Services Nurse:* reporting to a Supervising Health Services Nurse or the Director Health Services Nursing, provides a full range of occupational health services to State employees and candidates seeking State employment; may supervise Medical Assistants and other staff assigned to clinic and nursing station operations; and may manage occupational health programs administered by EHS.

*Supervising Health Services Nurse:* reporting to the Director Health Services Nursing, supervises Health Services Nurses, assists the Director Health Services Nursing with oversight of EHS nursing programs, and performs a full range of occupational health services.

*Director Health Services Nursing:* one position class; reporting to the Director Health Services Medical Service, oversees occupational health nursing programs operated by EHS, supervises lower-level nursing and support staff, and develops occupational health nursing, and clinic policies and procedures in consultation with the Director Health Services Medical Service.

Related Classes

Nurse 2 are registered professional nurses that conduct health assessments on individuals, provide supportive and restorative care to individuals in State care, and execute medical regimens prescribed by health care providers. Nurse 2 also serve on

interdisciplinary health care teams and health-related committees to plan and implement health care.

Nurse Administrators provide administrative and clinical supervision, oversight, and direction of nursing services for a large number of individuals in State facilities and programs, including inpatient, outpatient, and community-based settings.

### Illustrative Duties

#### *Health Services Nurse*

Provides professional nursing services for occupational and non-occupational illnesses and injuries, which includes obtaining health information, assessing health care problems, providing care and treatment, and advising employees to obtain outside care when appropriate.

Conducts pre-employment screening functions for candidates seeking State employment.

When assigned to manage a field nursing station:

- Develops collaborative relationships with staff at the agency where the nursing station is located to ensure efficient operations.
- Promotes employee health and wellness by educating and advising employees on health-related topics.
- Organizes and maintains supplies, equipment, and reference materials, and practices cost containment strategies.
- Adapts the EHS nursing program to the constraints imposed by the station's location and agency, and evaluates the effectiveness of nursing station operations and makes recommendations to EHS management.

Assesses employees' health by evaluating lifestyles and identifying health risk factors; offers guidance in reducing risk factors.

Plans, coordinates, and conducts health information education and screening programs within EHS and agency parameters.

Assists employees with identification of health needs, supports and encourages employees in managing health problems, and refers employees to appropriate community resources for care.

Responses to employee and management concerns on health-related issues, and participates in occupational health outreach programs to promote occupational health and safety awareness.

Assesses and identifies occupational health problems and risk factors, and addresses employees' occupational health needs, such as immunizations and screenings, at nursing stations or by traveling to field work sites.

Documents care provided to individuals in writing and in computer systems, and prepares and submits reports to EHS management.

Participates in EHS and agency committees, serves as a preceptor for college nursing students or new EHS staff, and attends professional development meetings.

Establishes and maintains cooperative working relationships with agency managers, community health organizations, physicians, and other health care providers.

May be assigned to manage statewide occupational health programs, such as immunizations, and rabies, tuberculosis, and respiratory fit testing.

May be assigned to a field occupational health services team that conducts pre-employment screening functions.

May supervise and provide clinical direction to Medical Assistants and other staff assigned to clinic or nursing station operations.

May coordinate pre-employment health screening trips with state agencies conducting recruitment drives.

#### *Supervising Health Services Nurse*

Supervises Health Services Nurses, Medical Assistants, and other staff assigned to EHS clinic operations; performs nursing functions to assist staff when the clinic is busy.

Assists the Director Health Services Nursing with development of nursing policies and procedures for clinic operations.

Oversees day-to-day clinic workflow, resolves operational issues to ensure efficient operations, and ensures that programs have adequate supplies.

Coordinates pre-employment health screening trips with state agencies conducting recruitment drives.

#### *Director Health Services Nursing*

Oversees occupational health nursing programs operated by EHS.

Supervises lower-level nursing staff, including Supervising Health Services Nurses and other staff engaged in occupational health functions.

Develops assignments and daily clinic plans; prepares and monitors staffing schedules; and ensures adequate coverage at nursing stations.

Develops nursing policies and procedures in consultation with the Director Health Services Medical Service.

Identifies in-service needs for staff, and arranges for or develops and presents training.

Assesses the quality of nursing care and assists in the development and implementation of quality control programs.

Assists the Director Health Services Medical Service with annual nursing services budget development processes.

### Minimum Qualifications

#### *Health Services Nurse*

Open Competitive: possession of a license to practice as a registered professional nurse in New York State, and one year of post-licensure professional nursing experience in occupational, community, or public health, or in a hospital emergency department, intensive care unit, or coronary care unit.

#### *Supervising Health Services Nurse*

Promotion: One year of service as a Health Services Nurse.

#### *Director Health Services Nursing*

Promotion: One year of service as a Supervising Health Services Nurse.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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