

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

NURSE CONSULTANT MANAGER

JOB DESCRIPTION

Employees in this job direct the work of Nurse Consultants. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment to select the proper course of action. The work requires knowledge of the policies, procedures, and regulations of the specific nurse consultant program, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title – Nurse Consultant Manager-1

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The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Develops, coordinates, monitors, and evaluates nursing and health care activities for the program area.

Serves as the principal clinical expert for the program area.

Collaborates with state and federal government agencies, other institutions, associations, and interest groups in program interpretation, planning, development, and implementation.

Plans and conducts research and analysis of nursing activities, and applies findings to program planning, development, and implementation.

Provides expertise and consultation to other state and local agencies, institutions, and professional organizations to promote and improve program implementation.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive scientific and psychosocial knowledge of nursing theory, practice, and health care delivery.

Thorough knowledge of general nursing principles and practices.

Thorough knowledge of specialized techniques in nursing care.

Thorough knowledge of hospital, nursing care, and other health care facilities and personnel.

Thorough knowledge of pharmaceutical services, medical services, social services, dietary services, rehabilitation services, infection control, and environmental services.

Thorough knowledge of the scope, objectives, functions, and principles of local health care nursing.

Thorough knowledge of community organization.

Thorough knowledge of the activities of educational and social agencies as related to local health care.

Thorough knowledge of local health department practices and their relationships to state government.

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Thorough knowledge of instructional methods used in the work.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to evaluate nursing and health care programs and facilities according to prescribed standards.

Ability to plan and direct health care research in the program area.

Ability to analyze health care needs, and to plan, develop, and promote nursing care or health care programs.

Ability to provide testimony in court and administrative hearings.

Ability to interpret and apply new developments or experimental theories to problems not readily treatable by accepted methods.

Ability to analyze and interpret complex nursing/health care related data.

Ability to provide leadership to other professionals in health care and related fields.

Ability to identify training needs and plan and conduct training workshops.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in nursing or public health.

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Experience

Three years of experience equivalent to a Nurse Consultant P11, two years equivalent to a Nurse Consultant 12, or one year equivalent to a Nurse Consultant 13.

Special Requirements, Licenses, and Certifications

Michigan licensure as a registered nurse.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
NURCSTMGR

Job Code Description
Nurse Consultant Manager

Position Title
Nurse Consultant Manager-1

Position Code
NURSMGR1

Pay Schedule
NERE-031

ECP Group 3
Revised 6/1/06
TeamLeaders