

Order # 958

An Ordinance Amending the Wage and Salary Schedule of Chapter 6, Section 6-5 of the Methuen Municipal Code, AFSCME A, Public Health Nurse

WHEREAS, The City of Methuen has been acting without a full time Public Health Nurse since July, 2020; and,

WHEREAS, the current COVID-19 pandemic has created a crisis in public health staffing and several communities across that Commonwealth are seeking the services of public health nurses; and,

WHEREAS, a full time Public Health Nurse is one of the most urgent needs for the City of Methuen during the current pandemic and the anticipated continued focus on public health following the pandemic; and,

WHEREAS, the current salary for the Public Health Nurse in Methuen is not competitive in today's employment market and a request for salary data from the Massachusetts Association of Public Health Nurses (MAPHN) received a response that a competitive annual salary range is from high \$70,000 to \$100,000 with an hourly rate exceeding \$50.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves this Ordinance Amending the Wage & Salary Classification Plan, AFSCME A, Public Health Nurse as follows:

1. That the wage and salary schedule of Chapter 6, Section 6-5 of the Methuen Municipal Code, Public Health Nurse, is amended as follows:

Recommended	Minimum	Step I	Step II	Step III	Maximum
7/1/2019	\$1,470.00	\$1,514.09	\$1,559.52	\$1,664.02	\$1,763.99
Annual	\$76,440	\$78,733	\$81,095	\$86,529	\$91,727
Hourly (35)	\$42.00	\$43.26	\$44.56	\$47.54	\$50.40

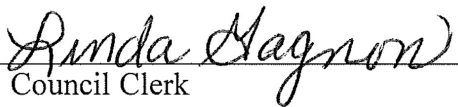
THEREFORE, BE IT FURTHER RESOLVED that a certified copy of this ordinance be submitted to the Office of the Mayor and the Office of Administration and Finance upon adoption.

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CITY CLERK'S OFFICE
METHUEN, MA

First Read: February 1, 2021
Adopted: February 16, 2021
Effective: March 18, 2021

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous vote on February 16, 2021.

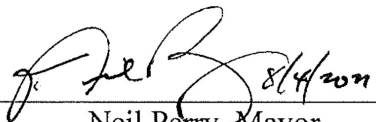


Council Clerk



Steve Saba, City Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved: 

Neil Perry, Mayor



City of Methuen, Massachusetts

Office of Human Resources

The Searles Building, 41 Pleasant Street
Methuen, Massachusetts 01844
Telephone (978) 983-8580 Fax (978) 725-0476
Website: www.ci.methuen.ma.us

Neil Perry
Mayor

Lisa R. Crowley
Director

December 9, 2020

Pursuant to the provisions of the General Laws, Chapter 31, Section 29, and the revised Ordinances of the City of Methuen, Section 6-23, the Mayor announces the following vacancy:

Title of position: Public Health Nurse

General statement of duties:

The Public Health Nurse performs many and varied nursing duties to reduce incidence of disease and promote the health and well-being of the residents of Methuen. The Public Health Nurse is responsible for all clinical programs; communicable disease surveillance and control; public health emergency preparedness, planning, and response; ensuring compliance with relevant public health laws and regulations; and various other public health functions.

Qualifications:

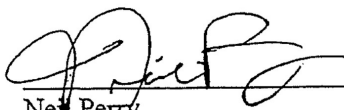
Candidate must maintain current uninhibited, unrestricted Registered Nurse license in the Commonwealth of MA; possess a valid class D motor vehicle license; current CPR and First Aid Certification (Instructor Certification preferred); and documentation of training in ICS 100, 200, 700, and 800 with the ability of obtain ICS 300 training within one year of hire date. Candidate must have a Bachelor of Science in Nursing with 3-5 years of experience in community health nursing and/or public health nursing preferred. Associate's degree or certificate training may be substituted for BSN for the qualified candidate with at least 5 years of experience in community health and/or public health nursing settings.

Salary: Competitive. Commensurate with experience.

Submit City of Methuen application and resume to: City of Methuen, Human Resource Department, Room 207, 41 Pleasant Street, Methuen, MA 01844 or by email to HumanResources@cityofmethuen.net.

The City of Methuen is an equal opportunity/affirmative action employer and service provider. The City does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, religious creed, genetics, veteran status, disability, or age in our programs, activities, and employment practices. Any person who needs assistance in fully participating in the application process should contact: LCrowley@ci.methuen.ma.us

Last date for applying: Open until filled.


Neil Perry
Mayor, City of Methuen

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CITY CLERK'S OFFICE
METHUEN, MA
MMR
2020 DEC -9 PM 3:56



City of Methuen – Job Description –

Job Title:	Public Health Nurse	FLSA Category (Exempt? Y/N):	Y
Department:	DECD – Inspections Division	Affiliation:	AFSCME A
Classification/ Salary Range:	Per wage & salary classification schedule	Reports To:	Inspectional Services Director
HR Contact:	Lisa Crowley		

Job Description

SUMMARY: THE PUBLIC HEALTH NURSE (PHN) PERFORMS MANY AND VARIED PROFESSIONAL NURSING DUTIES TO REDUCE THE INCIDENCE OF DISEASE AND PROMOTE THE HEALTH AND WELL-BEING OF THE RESIDENTS OF METHUEN. THE PHN IS RESPONSIBLE FOR ALL CLINICAL PROGRAMS; COMMUNICABLE DISEASE SURVEILLANCE AND CONTROL; PUBLIC HEALTH EMERGENCY PREPAREDNESS, PLANNING, AND RESPONSE; ENSURING COMPLIANCE WITH RELEVANT PUBLIC HEALTH LAWS AND REGULATIONS; AND VARIOUS OTHER PUBLIC HEALTH FUNCTIONS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- RESPONSIBLE FOR ALL CLINICAL PROGRAMS OF THE HEALTH DIVISION; INCLUDING PROGRAM DEVELOPMENT, ADMINISTRATION, BUDGETING, SCHEDULING, IMPLEMENTATION, AND EVALUATION.
- COMMUNICABLE DISEASE CONTROL; INCLUDING: INVESTIGATION OF ALL COMMUNICABLE DISEASES IN THE COMMUNITY AS WELL AS TB CASE MANAGEMENT.
- ASSISTING THE HEALTH INSPECTORS WITH FOODBORNE ILLNESS INVESTIGATIONS;
- ENFORCE THE COMMONWEALTH'S ISOLATION AND QUARANTINE REGULATIONS.
- SERVING AS THE PRIMARY USER OF THE MDPH VIRTUAL COMMUNICABLE DISEASE SURVEILLANCE AND CONTROL GATEWAY PROGRAM: MAVEN.
- REPRESENT THE HEALTH DIVISION ON VARIOUS MUNICIPAL, REGIONAL, AND STATE-WIDE COMMITTEES AND WORKING GROUPS.
- PREPARE AND PARTICIPATE IN BOARD OF HEALTH MEETINGS.
- ASSIST THE INSPECTIONAL SERVICES DIRECTOR AND OTHER MUNICIPAL LEADERS WITH COMMUNICATION RELATED TO PUBLIC HEALTH.
- RESPOND TO CITIZEN INQUIRIES AS ASSIGNED BY THE INSPECTIONAL SERVICES DIRECTOR.
- DEVELOP AND ADMINISTER A VACCINATION CLINIC AND CERTAIN OTHER CLINICS AS DIRECTED BY THE BOARD OF HEALTH AND THE INSPECTIONAL SERVICES DIRECTOR.
- COORDINATE PUBLIC MESSAGES ON CITY WEBSITE.
- ASSIST WITH DEVELOPING AND IMPLEMENTING PUBLIC HEALTH EMERGENCY PREPAREDNESS PLANS.
- PARTICIPATE IN EMERGENCY PREPAREDNESS MEETINGS, BOTH LOCALLY AND REGIONALLY.
- SERVE AS THE HEALTH DEPARTMENT LIAISON TO THE SCHOOL DEPARTMENT AND ALL PRIVATE SCHOOLS IN THE CITY OF METHUEN.
- INFORM, EDUCATE, AND EMPOWER THE COMMUNITY ON HEALTH-RELATED ISSUES.
- PERFORM THE HEALTH-RELATED DUTIES ASSOCIATED WITH CAMP INSPECTIONS.

- DEVELOP AND MOBILIZE COMMUNITY PARTNERSHIPS.
- MAINTAIN CONFIDENTIALITY AT ALL TIMES.
- PERFORM OTHER DUTIES AS ASSIGNED

KNOWLEDGE, SKILLS, AND ABILITIES:

- WORKING KNOWLEDGE OF COMMUNICABLE DISEASE PROCESS, PUBLIC HEALTH INTERVENTIONS, AND PUBLIC HEALTH EDUCATION TECHNIQUES
- THROUGH KNOWLEDGE OF RELEVANT PUBLIC HEALTH LAWS, RULES, REGULATIONS AND PRINCIPLES OF PRACTICE.
- CONSIDERABLE KNOWLEDGE OF THE PREVENTIVE MEASURES AVAILABLE TO PROTECT THE PUBLIC FROM DISEASE.
- PERTINENT PUBLIC HEALTH / COMMUNITY HEALTH NURSING PRACTICE;
- ABILITY TO COMMUNICATE EFFECTIVELY, BOTH VERBALLY AND IN WRITING.
- ABILITY TO ESTABLISH EFFECTIVE WORKING RELATIONSHIPS WITH A VARIETY OF PEOPLE.
- BASIC COMPUTER SKILLS IN WORD, EXCEL AND POWERPOINT.
- PROFICIENCY IN SPOKEN AND WRITTEN SPANISH PREFERRED.

QUALIFICATIONS:

- MUST MAINTAIN CURRENT UNINHIBITED, UNRESTRICTED REGISTERED NURSE LICENSE IN THE COMMONWEALTH OF MA REQUIRED.
- VALID CLASS D MOTOR VEHICLE DRIVER'S LICENSE.
- CURRENT CPR AND FIRST AID CERTIFICATION. INSTRUCTOR CERTIFICATION PREFERRED.
- DOCUMENTATION OF TRAINING IN ICS 100, 200, 700, AND 800; WITH THE ABILITY TO OBTAIN ICS 300 TRAINING WITHIN ONE YEAR OF BEING HIRED.

EDUCATION AND/ OR EXPERIENCE:

- BACHELOR OF SCIENCE IN NURSING, WITH 3-5 YEARS OF EXPERIENCE IN COMMUNITY HEALTH NURSING AND/OR PUBLIC HEALTH NURSING PREFERRED. ASSOCIATE'S DEGREE OR CERTIFICATE TRAINING MAY BE SUBSTITUTED FOR THE BSN FOR QUALIFIED CANDIDATES WITH AT LEAST 5 YEARS OF EXPERIENCE IN COMMUNITY HEALTH AND/OR PUBLIC HEALTH NURSING SETTINGS.

SUPERVISORY CONTROLS:

- WORKS UNDER THE GENERAL ADMINISTRATIVE GUIDANCE AND DIRECTION OF THE INSPECTIONAL SERVICES DIRECTOR, AND THE POLICY GUIDANCE OF THE BOARD OF HEALTH.
- WORK IS PERFORMED WITH CONSIDERABLE INDEPENDENCE AND REVIEW IS PRIMARILY IN THE FORM OF REPORTS TO THE BOARD OF HEALTH AND THE INSPECTIONAL SERVICES DIRECTOR.

COMPLEXITY:

- THE WORK CONSISTS OF VARIOUS DUTIES WHICH GENERALLY FOLLOW STANDARDIZED NURSING PRACTICES, PROCEDURES, REGULATIONS, OR GUIDELINES.

PURPOSE AND IMPACT:

- THE PURPOSE OF THE WORK IS TO ADMINISTER A TOTAL PUBLIC HEALTH PROGRAM WHICH POTENTIALLY AFFECTS THE PHYSICAL AND EMOTIONAL WELL BEING OF ALL CITY RESIDENTS

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- THE WORK ENVIRONMENT INVOLVES EVERYDAY DISCOMFORTS TYPICAL OF INDOOR ENVIRONMENTS, SUCH AS: OFFICE SETTINGS; POSSIBLE EXPOSURE TO RADIATION; BIOHAZARDS AND RISK OF PERSONAL INJURY WHEN CONDUCTING HOME VISITS, PUBLIC HEALTH SCREENINGS, OR CLINICS. THE PHN MAY BE REQUIRED TO WORK OUTSIDE OF NORMAL WORKING HOURS, ON A 24/7 BASIS, FOR IMMEDIATELY REPORTABLE INFECTIOUS DISEASE INVESTIGATIONS.
- DUTIES REGULARLY PRESENT OCCUPATIONAL RISK TO THE PHN THROUGH COMMUNICABLE DISEASES AND POSSIBLE EQUIPMENT FAILURE. SPECIAL SAFETY PRECAUTIONS OR PROCEDURES ARE REQUIRED, SUCH AS: WEARING GLOVES AND PROTECTIVE GARMENTS WHEN CONDUCTING HEALTH CLINICS OR SCREENING FOR COMMUNICABLE DISEASES.
- SOME PHYSICAL DEMANDS ARE REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. WORK EFFORT PRINCIPALLY INVOLVES SITTING AND WALKING TO PERFORM WORK TASKS, WITH INTERMITTENT PERIODS OF STOOPING AND STANDING. THE PHN MAY BE REQUIRED TO OCCASIONALLY LIFT, PUSH OR PULL OBJECTS SUCH AS BOOKS, OFFICE EQUIPMENT, CLINIC SUPPLIES, PANDEMIC TRAILER SUPPLIES, AND PRESENTATION SUPPLIES.
- DUTIES MAY INVOLVE CLOSE HAND AND EYE COORDINATION AND PHYSICAL DEXTERITY. MANIPULATION AND MOTOR CONTROL UNDER CONDITIONS THAT MAY REQUIRE EXTREME ACCURACY MAY BE CRITICAL. THE MANUAL SKILLS REQUIRED ARE COMPARABLE TO THOSE WHICH MIGHT BE NEEDED TO CONDUCT LABORATORY TESTS, MICROSCOPIC EXPERIMENTS, OR ADMINISTER INJECTIONS.

SUPERVISION AND MANAGEMENT:

SUPERVISION OF CONTRACT NURSE AS NEEDED

ADDITIONAL NOTES:

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	William J. Buckley / Felix I. Zemel	Date:	September 4, 2020