

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Registered Nurse I

CLASS CODE: 5121

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification provide nursing care and treatment.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level professional classification in the Nursing Series - Registered Nurse Group job family within the City of St. Louis. Incumbents in this classification perform moderately complex duties with a limited variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for providing direct nursing care. Employees in this class supervise LPNs and other para-professional patient care staff.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Supervises non-professional and para-professional patient care personnel.

Performs triage for residents with psychological or medical emergencies.

Provides nursing services to residents; administers medications; screens new arrivals; performs tests; refills prescriptions; makes referrals to other agency services.

Assists physician in administering treatment.

Charts and records medications and treatments.

Provides instruction and counseling to residents.

Tracks resident movement through admission and release.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first-level professional medical administration such as registered nursing care. Includes ability to act as a first-line supervisor.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, and office machines, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as medical records, referrals, incident reports, policy and drug manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as toxic/poisonous agents, violence, disease, or pathogenic substances.

Physical Requirements:

Tasks involve the ability to exert moderate physical effort in light work, which may involve some lifting of moderately light objects and materials, twenty to fifty pounds.

Tasks require the ability to stoop, kneel, and climb in order to perform patient care responsibilities.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks. Requires the ability to distinguish objects clearly both at near and far-range, such as assessing safety and patient condition.

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