

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR III -
Director of Nursing Administration

SALARY GROUP: B28

DEPARTMENT: Health Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lannette Linthicum DATE: 05/12/2015

POSITION #: 030277

I. JOB SUMMARY

Performs highly advanced managerial work providing direction and guidance in strategic operations and planning in the nursing activities and programs in the Health Services Division. Work involves establishing the strategic plan, goals, and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; reviewing and approving budgets; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Directs the activities of staff within the program area; establishes goals and objectives that support the nursing program and overall strategies; plans, develops, implements, coordinates, monitors, and evaluates nursing program operations and policies; and ensures the agency health care delivery system and Correctional Managed Health Care program practices, policies, and procedures are in compliance with the Texas Nurse Practice Act and the Texas Health Code.
- B. Develops and implements techniques for evaluating nursing services activities; directs evaluation activities; develops continuous quality improvement program operations and procedures; identifies the need to revise program areas; and directs corrective action plans and improvements.
- C. Develops and evaluates goals and objectives consistent with the agency strategic plan; plans, develops, and approves schedules, priorities, and standards for achieving goals; reviews nursing health care guidelines, procedures, rules, and regulations and monitors compliance; and provides direction, guidance, and assistance in the nursing services program areas.
- D. Reviews and approves management productivity and financial reports and studies; directs the preparation, development, review, and revision of legislation and develops the agency's position regarding legislative impact; directs the preparation of budgets and provides final approval; and oversees the allocation of funds and expenditures.

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- E. Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees to include the Joint Nursing Working Group; testifies at hearings, trials, and legislative meetings; provides liaison for nursing staff, offender patients, and local, state, or federal agencies; responds to public inquiries regarding nursing services; and ensures compliance with laws pertaining to the program areas.
- F. Plans, assigns, and supervises the work of others; and provides technical guidance in the program areas.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor of Science degree in Nursing from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE).
2. Six years full-time, wage-earning experience in clinical nursing to include three years experience in the supervision of employees.
3. Nursing administration or management in a clinical, correctional, or hospital environment preferred.
4. Governmental agency experience preferred.
5. Must be licensed as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact; must have a current, unrestricted Texas license to practice nursing as approved by the Texas State Board of Nurse Examiners.
6. Certified as an American Correctional Association's Certified Corrections Nurse/Manager (CCN/M) or Certified Health Service Administrator (CHSA) preferred.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of applicable local, state, and federal laws, rules, regulations, and statutes.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of professional nursing principles, procedures, and techniques.
4. Knowledge of health care services and documentation.

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5. Knowledge of managed health care and utilization review concepts preferred.
6. Knowledge of National Commission on Correctional Health Care and American Correctional Association policies, procedures, rules, regulations, and standards preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to direct and organize program activities.
9. Skill to establish program goals and objectives.
10. Skill in administrative problem-solving techniques.
11. Skill to direct the development and evaluation of agency policies and procedures.
12. Skill in public address.
13. Skill to communicate ideas and instructions clearly and concisely.
14. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
15. Skill to interpret and apply rules, regulations, policies, and procedures.
16. Skill to review technical data and prepare technical reports.
17. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.