



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH
DEPARTMENTAL PROMOTIONAL OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF PUBLIC HEALTH WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD.

THIS ANNOUNCEMENT IS A REBULLETIN TO CHANGE THE EXAMINATION FROM THE DEPARTMENT OF HEALTH SERVICES TO THE DEPARTMENT OF PUBLIC HEALTH, CHANGE EXAMINATION NUMBER, BULLETIN NUMBER, ON LINE FILING AND UPDATE SALARY. THIS REBULLETIN SUPERSEDES BULLETIN NUMBER 2006-195-182:ER POSTED AUGUST 31, 2004 WITH AN ORIGINAL FILING DATE OF SEPTEMBER 01, 2004. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND EXAMINATION NUMBER.

Bulletin No. PH-2008-2:ER

Posting Date: January 23, 2008

JOB TITLE	<u>ASSISTANT PROGRAM SPECIALIST, PHN</u>
EXAM NUMBER	PH5233A
FILING DATES	September 01, 2004 until needs are met
SALARY	\$6,318.60 - \$9,205.01 MONTHLY
POSITION INFORMATION	Assists in the planning, developing, evaluating, and modifying of the nursing component of a health program, and in its coordination with the overall nursing service of Community Health Services.
ESSENTIAL JOB FUNCTIONS	Participates in planning and developing program policies and procedures for the nursing component, including the preparation of orders, directives, and procedural manuals; interprets program standards and procedures to nurses, members of other health disciplines, and the public; deals with problems referred from health districts, private physicians, the public, hospitals and other agencies concerning the implementation and evaluation of nursing services or activities in an assigned program; assists in the orientation and in-service education of nursing staff; participates in organized health research projects.
MINIMUM REQUIREMENTS	Two years' experience as a Public Health Nurse*. Physical Class: 2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. Licenses: A license to practice as a Registered Nurse issued by the California Board of Registered Nursing, a California State Public Health Certificate, and a California Class C Driver License or the ability or utilize an alternative method of transportation when needed to carry out job-related essential functions is required.

Department of Public Health: Address: 5555 Ferguson Drive, Suite 200-01, City of Commerce, CA 90022
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 974-0911

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**DESIRABLE
QUALIFICATIONS**

- Post baccalaureate courses completed from an accredited** college towards a Master's degree in Nursing, Public Health, Health Care Management/Administration, Hospital Administration or Public Administration.

- A Master's degree from an accredited** college in Nursing, Public Health, Health Care Management/Administration, Hospital Administration, or Public Administration.

**SPECIAL
INFORMATION**

Shift: Any Shift

*Applicants who expect to qualify through experience as a Public Health Nurse must have held that County payroll title for the required time. No out-of-class experience will be accepted.

**Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources, Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

Appointees may be required to work any shift including evenings, nights, weekends and holidays.

**VACANCY
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies throughout the Department of Public Health as they occur.

**EXAMINATION
CONTENT**

This examination will consist of an evaluation of education and experience based upon application information weighted 60% and an Appraisal of Promotability weighted 40% The Appraisal of Promotability will measure knowledge and skills, productivity, dependability, adaptability, and supervision.

Candidates must achieve a passing score of 70% or higher on both the evaluation of education and experience and the Appraisal of Promotability to be placed on the eligible register.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade on the examination will be added to the Eligible Register and, unless appointed will appear in the order of their score group for a period of at least twelve (12) months following the date of eligibility.

No person may compete in this examination more than once every twelve (12) months.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

You have the option of filing a standard County of Los Angeles Employment Application either Hard Copy submission **-OR-** Online (via electronic submission). Please select only **ONE** method to file your application.

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE GO TO:**
<https://easier.co.la.ca.us>

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the

required documents to (323) 890-7855 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission : A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements at the time of filing. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

5555 Ferguson Drive, Room 200-01
City of Commerce, CA 90022
(323) 890-8488

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 890-8474.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 890-8474. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.