



## County of Los Angeles Department of Public Health

### **Application Process for Registered Nurses, Public Health Nurses, and Licensed Vocational Nurses.**

1. Complete a County of Los Angeles Employment Application for each position of interest. Apply On-Line electronically at [publichealth.lacounty.gov/phn](http://publichealth.lacounty.gov/phn)  
–OR–mail or hand-deliver the application(s) to Public Health Human Resources, 5555 Ferguson Drive, Suite 320-10, Commerce, CA 90022.
2. Applicants applying need to take a Medication Calculation Exam (MCE). The MCE consists of 31 questions for RNs/PHNs and 25 questions for LVNs on commonly used abbreviations, dosage calculations and I.V. rates. After your application is accepted, Human Resources will notify you of the date and time to take the exam. Candidates are given one (1) hour to complete the written exam. A passing score on the MCE is required to proceed to the Civil Service Interview. The MCE passing score for a RN/PHN is 25 correct answers out of 31 questions and 20 out of 25 questions for LVNS. A self learning module study guide is available on our web site for your review before taking the MCE.
3. Human Resources will notify those applicants who pass the MCE of the date and time for the Civil Service Interview.
4. Candidates who successfully pass the Civil Service Interview will be placed on a Certification List and will receive your results in the mail. Your name will remain on the Certification List for one year.
5. As positions become available throughout the Department, candidates on the Certification List are contacted and invited to a selection interview for the position.

For additional information contact:

Public Health Nursing Recruitment and Retention Unit  
241 North Figueroa Street, Room 347  
Los Angeles, CA 90012  
Phone: (213)240-7725  
Toll Free 1(866) 307-6877  
or visit our web site

[publichealth.lacounty.gov/phn](http://publichealth.lacounty.gov/phn)