

**Bureau of the Medical Director - Disease Control
Nursing Administration - Nursing Informatics Unit
Vacancy Announcement**

Public Health Nurse

241 N. Figueroa Street
Los Angeles, CA 90012

Unit Description:

The Nursing Informatics Unit goal is to improve the quality of nursing practice through optimizing information management throughout the Department of Public Health. The position will be involved with all aspects of the continued development of computer applications for disease surveillance, case management, and electronic health records.

Minimum Requirements:

- Valid CA RN License
- PHN Certificate
- Driver's License
- Currently on a Public Health Nurse certification list or interested in a lateral transfer

Desirable Qualifications:

- CHS District Public Health Nursing experience
- Excellent written and verbal communication skills
- Strong customer service skills
- Excellent interpersonal, organizational, and time-management skills
- Ability to work independently with minimal supervision
- Ability to conduct information technology trainings
- Knowledge of computer application utilized in DPH
- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint)

Persons interested should submit the following via email by 12/18/2015:

- Resume with cover letter describing interest and qualifications
- Copy of last two (2) Performance Evaluations
- 2014 and 2015 Attendance Records

Attention:

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This is not an Official Examination Announcement