

## Job details

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Job 1 of 1

Bulletin Number	26989BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Children and Family Services
Position Title	PUBLIC HEALTH NURSE
Exam Number	T5230C
Filing Type	Open Continuous
Filing Start Date	11/20/2013
Salary Type	Monthly
Salary Minimum	5955.90
Salary Maximum	8676.61
Benefits Information	<p>Represented Employees</p> <ul style="list-style-type: none"> <li>• Cafeteria Benefit Plan</li> <li>• Defined Contribution Retirement Plan</li> <li>• Deferred Compensation &amp; Thrift Plan</li> <li>• 11 Paid Holidays</li> <li>• Generous Vacation and Sick Leave Benefits</li> <li>• Flexible Work Schedules</li> </ul>
General Information	Job Analysis completed on January 4, 2012.
Position/Program Information	<p>Positions allocable to this class work under the administrative and technical supervision of a nurse supervisor or nurse manager. Public Health Nurses utilize the public health nursing process as comprised of assessment, nursing diagnosis, outcome identification, planning, implementation, and evaluation in the provision of generalized or specialized public health nursing services that promote the well-being of the community, seek to control and prevent disease, disability, and premature death, and improve the quality of life among the population of interest. Positions work independently within established professional and agency standards, regulations, and guidelines to apply a range of technical, interpersonal, analytical, and organizational knowledge and skills to problems of health as these affect the individual, family, and community. Assignments in this class involve making independent judgments in assessing health status, formulating a nursing diagnosis, identifying health improvement outcomes, developing and implementing strategies and activities, and providing and evaluating nursing services to ensure that outcomes are achieved. Some positions in this class, upon completion of special training, function in a specialized sub-field of public health.</p>
Essential Job Functions	<p>Provide Public Health Nurse consultation services including professional nursing observation during joint Children's Social Worker/Public Health Nurse (CSW/PHN) home, hospital, school and office visits for children with known or suspected medical or developmental problems.</p> <p>Assist with the investigation and follow-up of the physical and developmental health of children involved in critical incidents, child fatalities and media alerts.</p> <p>Review and interpret medical records received for children referred to or followed by DCFS and enter these medical records into the state-wide CWS/CMS computer system. Medical records may include information received from multi-assessment centers (HUBs), hospitals, and private medical providers.</p> <p>Participate in multidisciplinary case conferences including providing nursing assessment of the focus family and follow-up on any identified children's medical, dental and/or developmental problems.</p> <p>Coordinate and facilitate referrals to community providers of medical, dental and developmental services.</p>

Provide health-related trainings to CSW staff, foster parents, relatives and community agencies.

Collaborate with hospital staff to facilitate discharge planning for hospitalized children and facilitate the continuity of care for children newly discharged from the hospital.

Requirements

ONLINE FILING ONLY

MINIMUM REQUIREMENTS: A license to practice as a Registered Nurse\* issued by the California Board of Registered Nursing - AND - a California Public Health Nurse Certificate\* - AND - a valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A license to practice as a Registered Nurse issued by the California Board of Registered Nursing, AND a California State Public Health Nurse Certificate. Specific assignments may require a valid California Class C Driver License.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Note: A valid California C Driver License is required of appointees to the home supervision assignment\*\*.

Special Requirement Information

\*To qualify, you must submit a copy of your valid and current Registered Nurse License AND Public Health Nurse Certificate with your online application at the time of filing, or during the examination process.

\*\*License Information: Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

Examination Content

This examination will consist of an INTERVIEW which will evaluate working knowledge of the position; analytical and problem-solving skills; interpersonal skills; training, presentation and oral communication skills; adaptability and dependability weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

Special Information

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION: All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) or the requirements of a "sensitive position" may be withheld from appointment or may be discharged.

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies in the Department of Children and Family Services.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

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

Available Shift

Any

Job Opportunity Information

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

Application and Filing Information

ON LINE FILING ONLY:

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online application. All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

We may close this examination at any time without prior notice.

Applicants must submit their applications and required documents by 5:00 pm, PST, on the last day of filing. Applicants who submit the application and all required documents after the filing period will be rejected and will not be able to compete in the examination process.

Note: If you are unable to upload required documents to your online application, you may fax them to (213) 738-6470 during the exam process or by 5:00 pm, PST, on the last day of filing, whichever comes first. Please include exam title, exam number and your name on the documents.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and

job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, hours worked, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the Internet, applications can be completed on the computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD:

All applicants must file their application on line using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

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.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field	Nursing
Job Type	Professional