

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
SUBSTANCE ABUSE PREVENTION AND CONTROL

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION ANNOUNCEMENT

\*\*\*DO NOT FILE ONLINE\*\*\*

**Bulletin  
Number**

**Type of  
Recruitment** Transfer Opportunity

**Department** Public Health

**Position Title** REGISTERED NURSE II

**Filing Type** Open Continuous until the SAPC department needs are met

**General  
Information** The County of Los Angeles Department of Public Health, Substance Abuse Prevention and Control (SAPC) is seeking a motivated and productive individual who currently holds the payroll title of Registered Nurse II. This position will provide critical services for the Department of Public Health (DPH) SAPC leadership on planning, implementation, and evaluation of all new and continuing services for individuals with issues related to primary care, mental health, and substance use disorders. The position will assist to develop and supervise transformation leading to integrated care.

**Requirements** Must currently be a permanent County employee who holds the payroll title of Registered Nurse II.

Interested candidates to send their resumé, last two (2) years performance evaluations, official time records from 2012 to current, and a cover letter to explain qualifications and examples of abilities.

Please E-mail to:

Susan Maki  
E-mail: [smaki@ph.lacounty.gov](mailto:smaki@ph.lacounty.gov)

**Desirable  
Qualifications:** Excellent interpersonal skills with the ability to effectively interact with all staff and management levels within the department, other County departments, contract service providers, and outside agencies.

Strong organizational skills especially managing large amount of data and information, and ability to multi-task.

Good verbal and written communication skills.

Proficiency in computer software using Microsoft Excel, Word, Lotus Notes, Outlook.

**Examples of  
Duties:** Assists on routine audit, special studies, and critical reviews of medical records and clinical practices for individuals with Substance Use Disorders. Assists in the review of treatment plans and medical records based on National Quality Forum: National Voluntary Consensus Standards for the Treatment of Substance Use Conditions: Evidence-Based

Treatment Practices.

Assists in the implementation of a Performance Management Program, which requires the collection and review of data. Participates in the SAPC Quality Improvement related committees as they are formed and implemented.

Assists in the review and critical analysis of client health disparities, sentinel events, client safety net reports, and assesses for appropriateness and thoroughness based on departmental policies, clinical care standards, laws and regulations, and recommends methods of achieving compliance and improvement of client care. Assist in providing technical assistance to contract providers and AVRC in conducting root case analysis, including presentation to SAPC management for critical analysis, and providing feedback and recommendations relating to accuracy and completeness of the analysis.

Assists in the research on the latest findings from studies and prepares reports to management recommending adoption of evidence-based and best practices for promoting good health practices and controlling/preventing the spread of illness and injuries in the context of community-based comprehensive integrated care.

Assists in maintaining liaison with various federal, State, County, municipal, and other public, private, and community-based agencies as a means for SAPC to identify and address community trends, emerging needs, and gaps in SAPC contracted comprehensive integrated care.

Assists on models of care, research, analyses and provides reports of findings on quality care standards for integrated settings.

Attends meetings with SAPC management, community-based organizations, contracted providers, and others as requested.

Assists non-medical staff with identifying quality care issues related to treatment in an integrated system.

**Vacancy Information**

The five vacancies are located at:

Substance Abuse Prevention and Control  
1000 South Fremont Avenue  
Building A-9 East, Third Floor  
Alhambra, California 91803

**Available Shift** Day

**Contact Name** Susan Maki

**Contact Phone** (626) 299-4185

**Contact E-mail** smaki@ph.lacounty.gov

**Job Field** Health Other

**Job Type** Professional