



**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 AND UPDATE SALARY. THIS REBULLETIN SUPERSEDES BULLETIN NUMBER 2003-195-138:ER POSTED OCTOBER 6, 2003 WITH AN ORIGINAL FILING DATE OF OCTOBER 7, 2003.

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. PH2008-68

Posting Date: July 07, 2008

**JOB TITLE** **PROGRAM SPECIALIST, PHN**

**EXAM NUMBER** PH5237A

**FILING DATES** October 06, 2003 until needs are met

**SALARY** \$6,703.40 - \$9,765.59 **MONTHLY**  
\$6904.51 TO \$10058.56 Monthly Effective January 1, 2009

**POSITION INFORMATION** Plans, develops, evaluates, and modifies the nursing component of a health program and coordinates it with the overall nursing service of Public Health.

**ESSENTIAL JOB FUNCTIONS** Develops and plans for the implementation of the nursing component of a public health program; determines the nursing policies and procedures of the nursing component of an assigned program based upon program goals and in accordance with Public Health policies and accepted nursing practice; make evaluation of the nursing service of new and ongoing programs with respect to program objectives, policies and procedures; participates in administrative meetings and on committees concerned with the development of policies, and the establishment of guidelines and procedures for the coordination and standardization of practices in Public Health.

**SELECTION REQUIREMENTS** Two years' public health nursing experience, assisting in nursing program planning and consultation or in the supervision or instruction of nurses as an Assistant Program Specialist, PHN and/or Public Health Nursing Supervisor in the service of the County of Los Angeles\*.

**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 to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information:** \*To qualify, applicants must hold or have held the County payroll title of Assistant Program Specialist, PHN and/or Public Health Nursing Supervisor for the required period of time. **No out-of-class experience or experience in similar classes will be accepted.**

To compete in this examination process, applicants must have a current active license/certificate to practice as a Registered Nurse issued by the California Board of Registered Nursing. You **MUST** include the title and number of your Registered Nurse license and date issued of your Public Health Certificate on your application. **You MUST attach a copy of your California Driver License, Registered Nurse License, and Public Health Nurse Certificate, and a photocopy of your degree or official transcripts, clearly showing course work completed to your application AT THE TIME OF FILING.**

#### DESIRABLE QUALIFICATIONS

- A master's degree from an accredited\*\* college or university in Nursing, Public Health, Health Care Management, Hospital Administration or Public Administration.
- Post baccalaureate courses completed towards a Masters' degree.

\*\*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 the United States accredited institutions by an academic evaluation agency recognized by **The National Association of Credential Evaluation Services** and **Association of International Credential Evaluators, Inc.**

In order to receive credit for any college course work, or college degree, such as a Master's degree, you **must** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institutions which shows the area of specialization; or official certificates with your application.

#### SPECIAL INFORMATION

**Shift:** Any Shift

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

#### VACANCY INFORMATION

The resulting Eligible Register for this examination will be used to fill vacancies located within 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 at 60% and an Appraisal of Promotability weighted 40%. The Appraisal of Promotability will evaluate knowledge and skills, initiative and resourcefulness, written and verbal communications, personal and public relations, work habits and attitudes.

**Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the Eligible Register.**

**ELIGIBILITY  
INFORMATION**

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.

**\*\*\* 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., beginning July 7, 2008. 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 Selection 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. If your application is incomplete, it may be rejected at any stage of the selection process. 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.

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

Recruitment & Examining Office  
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.

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