

Los Angeles County Department of Public Health
Office of Organizational Development and Training

Vacancy Announcement

Assistant Program Specialist, PHN

Vacancy information:

The Los Angeles County Department of Public Health (DPH) Office of Organizational Development and Training is seeking an Assistant Program Specialist who can work independently to provide expertise in developing, conducting, and evaluating organizational development and training efforts related to leadership programs and public health emergency preparedness workforce development.

Minimum Requirements:

- Currently holding the item of Assistant Program Specialist, PHN (APS) or currently on an APS promotional list
- A valid Registered Nurse license and a Public Health Nurse certificate issued by the California Board of Registered Nursing, and
- A California Class C Driver License

Desirable qualifications:

- Experience within DPH as a Public Health Nurse
- Experience assessing, planning, implementing and evaluating public health educational projects
- Experience developing curricula utilizing adult learning theory
- Experience in designing and implementing evaluation of organizational development programs
- Experience with a wide variety of instructional media and methods in developing and implementing staff training
- Strong interpersonal, communication, and customer service skills
- Excellent writing and verbal communication
- Proficiency with Word, Access, and other computer programs
- Ability to prioritize multiple assignments and manage projects
- Exceptional creative and resourceful leadership skills

Interested individuals or those who meet the Selection Requirements: please email your resume, cover letter, last two Performance Evaluations and 1 year time records to:

Dawna Treece at dtreece@ph.lacounty.gov

(213) 637-3947

This position will be located at 600 S. Commonwealth Ave, 7th Floor Los Angeles, CA 90005

**THIS IS NOT AN OFFICIAL CIVIL SERVICE EXAMINATION
ACCEPTING RESUMES UNTIL THE POSITION IS FILLED**