



**Bureau of the Medical Director – Disease Control
Nursing Administration – Nursing Informatics Unit**

Transfer Opportunity

PUBLIC HEALTH NURSE

241 N. Figueroa Street
Los Angeles, CA 90012

Nursing Administration supports various quality improvement initiatives through use of technology advancement. The PHN will be involved in the development of computer applications for disease surveillance and documentation, ongoing support and assist with electronic health record system (ORCHID) trainings, provide ongoing support to users of the Case Management and Processing (CMaP) application, and support the adoption of the Integrated Reporting Investigation and Surveillance (IRIS) system.

Minimum Requirements:

- A license to practice as a Registered Nurse and a Public Health Nurse Certificate issued by the California Board of Registered Nursing and a valid California Class C Driver License
- Must currently hold the payroll title of a Public Health Nurse

Desirable Qualifications:

- Community Field Services (CFS) District Public Health Nursing experience
- Proficient using ORCHID, CMaP and IRIS
- 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
- Proficient using Microsoft Office Suite (Word, Excel, PowerPoint)

Persons interested should submit the following by Tuesday, April 22, 2025 via email:

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

Attention:

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**This position will be filled as qualified candidates are interviewed
Only the most qualified applicants will be called for interview
This is not a bulletin for a Civil Service Examination**