

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

Application process for Public Health Nurses:

http://publichealth.lacounty.gov/phn/phn_job_opps.htm

1. Complete an application on line.
2. Once your application has been reviewed by Human Resources, an examination will be scheduled.
 - Examination Content - this examination will consist of three (3) parts:
 - Part I - Training and experience: will cover professional/technical knowledge, instructing, office computing and customer service, weighted 25%.
 - Part II – A Broad-Based Employment Skills Test (B-BEST): which consists of a written test that will cover written expression, data analysis and decision making, reading comprehension, weighted 30%.
 - Part III – A Work Styles Assessment (WSA): computerized test that will measure achievement, confidence and optimism, deductive reasoning ability, independence, influence, professional potential and reliability, weighted 45%.
 - Candidates must achieve a passing score of 70% or higher on both Part II and Part III in order to be placed on the eligible register.

*****TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

- An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>
 - Click on "Job Info Center". In the section "Some helpful links", click on "Employment Test Preparation"
3. The eligible register resulting from this examination will be used to fill vacancies within the Department of Public Health.
 4. The names of candidates receiving a passing grade on the examination will be added to the eligible register and will appear in the order of their score group for a period of twelve (12) months following the date of eligibility.

5.19.2015



CAREER OPPORTUNITIES

For employment applications and more information, access our web site at: www.publichealth.lacounty.gov/phn

AN ACTIVE EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC HEALTH, LOS ANGELES COUNTY WELCOMES ALL QUALIFIED MEN AND WOMEN REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX, OR DISABILITY.

REGISTERED NURSE I

EXAM NO.: MONTHLY SALARY: Effective 02/01/15 \$5,784.00 - \$8,426.00

MINIMUM REQUIREMENTS: A license to practice as a Registered Nurse issued by the California Board of Registered Nursing.

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.

PHYSICAL CLASS: "3" - Moderate. Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

ESSENTIAL JOB FUNCTIONS: Receives unscreened, urgent, sick call, walk-in, or phone-in patients and evaluates symptoms described by patients or a member of the patient's family; asks questions and examines patients as necessary to assess the full extent of patients' symptoms, the nature and duration of the illness or injury, and the urgency for treatment; determines what type of treatment is needed, refers to physician, administers medication or treatment in accordance with standing orders or refers patients to appropriate agency; manages the movement of patients through the clinic or dispensary to achieve an even flow and maximize the use of physician's time; makes assignments to subordinates staff, reviews their work, makes suggestions, demonstrates proper methods and records incidents and indications of employee performance; meets with families regarding medical and related problems by explaining patterns of illness, type of medication ordered, when and how to use it, and side effects or reactions.

PUBLIC HEALTH NURSE

EXAM NO.: PH-5230-C MONTHLY SALARY: Effective 02/01/15 \$6,320.00 - \$9,208.00

MINIMUM REQUIREMENTS: A license to practice as a Registered Nurse issued by the California Board of Registered Nursing, and a California Public Health Nursing Certificate

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.

PHYSICAL CLASS: "3" - Moderate. Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

ESSENTIAL JOB FUNCTIONS: Identifies the health problems of an assigned geographical area by monitoring health problems revealed in clinics, homes and community; participates in adapting agency health programs and planning ways of delivering health care services to meet specific community health needs; manages a caseload of nursing services within an assigned geographical area; makes home and other visits to the community to evaluate the health status and needs of individuals and families; and develops health care plans which involve direct nursing care and counseling or referral to a physician, hospital or other health or social services agency; and administers therapeutic treatments and preventive measures in accordance with medical orders.

PUBLIC HEALTH NURSING

R.N. Benefit Information

CAFETERIA BENEFIT PLAN:

Medical, Dental, Life/Accidental Death Insurance, Healthcare /Dependent Care Spending Accounts are available to employees and their family members through the OPTIONS CAFETERIA PLAN. You receive \$812 (Employee Only), \$1481 (Employee + 1 Dependent), or \$1750 (Employee + 2 or More Dependents) to create your own benefit package. More details are available at the following website: <http://dhr.lacounty.info>

PAID TIME OFF:

- Holidays - An average of 11 paid holidays per year
- Paid Vacation - 2 weeks (after 1 yr of service *), 3 weeks (after 5 yrs of service *), 4 weeks (after 14 yrs of service *)
- Sick Leave (Accumulated Monthly) - 10 days (1st yr of service *), 11 days (2nd through 4th yr of service *), 12 days (5th yr of service * and thereafter). 12 days of the time allocated each year may be used for Personal Leave.
- Bereavement Leave - 3 to 5 days of paid leave

RETIREMENT PLANS:

- County Plan -Employees choose either a contributory or non-contributory defined retirement plan. To learn more about these plans, call LACERA at (800) 786-6464 or access website at <http://www.lacera.com>
- Horizons (457 Plan) - Optional tax-deferred income plan that includes a County match of up to 4% of employee's salary. To learn more about this plan, contact the County's program administrator: Great West Retirement Services <https://www.countyla.com>

RN LOAN REPAYMENT/SCHOLARSHIP PROGRAM:

The Health Professions Education Foundation can assist RN's with up to \$10,000 per academic year in scholarships or \$20,000 total in loan repayment. Los Angeles County nursing positions meet the criteria of being medically underserved areas. For more information contact (800) 773-1669 or www.healthprofessions.ca.gov

EDUCATION:

- Continuing Education – Full time permanent RN's are granted a maximum of 40 hours paid time per time two year contract. Many classes are available free.
- Tuition Reimbursement - Tuition reimbursement for bachelor's, master's, or doctorate in nursing, public health or a degree field relevant for a career path within the Department of Public Health.

ORIENTATION:

- PHN – 10 days of classroom orientation over a 3 month period, with 28 CEU's. Each new nurse has an onsite preceptor.

* "Service" is defined as employment within the County of Los Angeles.

FOR MORE INFORMATION CONTACT:

PUBLIC HEALTH NURSING ADMINISTRATION NURSE RECRUITMENT AND RETENTION UNIT

241 North Figueroa Street, Room 347

Los Angeles, CA 90012

Phone: (213) 240-7725 Fax: (213) 250-0612

www.publichealth.lacounty.gov/phn

**TO APPLY FOR A NURSING EXAM/BULLETIN PLEASE VISIT THE LOS ANGELES COUNTY
DEPARTMENT OF HUMAN RESOURCES:**

<http://hr.lacounty.gov/wps/portal/dhr>



SUBJECT: PROFESSIONAL APPEARANCE IN THE WORKPLACE	PAGE	1
	OF	3
POLICY No.: 704	EFFECTIVE DATE: 02/01/10	
APPROVED BY: <i>Jonathan Feldman MD</i>	SUPERSEDES: DHS Policy No. 706.01	

PURPOSE: To establish a policy for professional appearance in the workplace for the Department of Public Health (DPH) employees and to ensure compliance with County Policy, 512 Professional Appearance in the Workplace and County Code Section 5.72.010.

POLICY: DPH employees are required to wear clothing suitable to their occupations, as may be determined by the Director of Department of Public Health. Employees shall furnish and maintain in suitable and appropriate condition such clothing and associated articles at their own expense except as otherwise expressly provided for by the Board of Supervisors. Employees should maintain a neat and professional appearance in the performance of their duties.

GUIDELINES:

DPH provides a wide variety of programs and services and the professional image of our workforce is critical to fostering public confidence and providing "effective and caring service." Therefore, these guidelines on professional appearance are intended to:

- Foster respect and earn the confidence of our customers, the public, vendors and fellow employees.
- Promote a positive work environment and limit distractions.
- Ensure safety and security while working.

DPH respects the diversity of its residents and its workforce. This policy provides guidelines on dress and appearance appropriate to the nature of the work environment, nature of work performed, involvement with the service provided to the public, and/or other circumstances or business needs as defined by the Director of Public Health.

POLICY NO.: 704

Employees are expected to abide by the following standards:

- Employees shall present a neat, clean, and professional appearance in their performance of duties at all times based on the employee's assignment and/or work location.
- Employees must dress in a manner that will not hinder their ability to effectively complete their work assignments, including consideration of the communities served, customer expectations, business needs or standards of the department and the employee's safety.
- Employees are expected to practice personal hygiene that does not interfere with the public and/or co-workers in their work environment.
- Employees should be mindful of, and dress appropriately for, special events, meetings and appointments with customers.
- Official photo identification badges and uniforms (where applicable) should be worn in the performance of County of Los Angeles business and in all County of Los Angeles facilities in order to identify employees as legitimate County representatives.
- Employees shall abide by specific dress requirements intended to ensure job-related safety such as when operating equipment or machinery, working with potentially dangerous chemicals, or for public health consideration.

Except as noted or approved by the Director of Public Health, DPH employees may not wear the following:

- T-shirts or clothing articles that may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures, or words.
- Denim pants or jean-style pants of any color except for carpenter and ground maintenance worker assignments which include carpet laying, moving equipment, and repairing and assembling equipment.
- Pants below the waistline or low-rise pants showing undergarments.
- Low front tops, halter tops, bare midriffs.
- Flip-flop styled sandals.
- Athletic wear, e.g., gym or sweat pants, leggings, jogging outfits, shorts, spandex, worn during work hours. Exception for break time when walking, running, etc.
- Torn, frayed, or ripped clothing.
- Excessively tight fitting or oversized (baggy) garments.
- Visible excessive number of earrings and/or studs; no nose, eyebrow, lips, tongue rings and/or studs.
- Tattoos, must be reasonably covered (with exception for cultural or religious purposes).

POLICY NO.: 704

Exceptions to this policy may be made by the Director of Public Health in circumstances such as County of Los Angeles or DPH-sponsored events, special occasions, seasonal weather changes, and business casual days, but may also be made based on the requests for reasonable accommodation (e.g., religious, cultural, disability, etc.).

Dress Policy Enforcement

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. Therefore, depending on the nature of the work environment, nature of work performed, involvement with the public, or other circumstances, there may be some differences in dress guidelines. Consistent with this policy, exceptions can be made at the department level by the Director of Public Health with approval from the Director of Human Resources due to the nature of work, special events, and business casual days. Employees who report to work and are not in compliance with this policy may be sent home to change and return to work, unless some other remedy can be arranged, such as an employee putting on a jacket.

Any questions regarding the dress policy within your department should be directed to the DPH Human Resources Office.

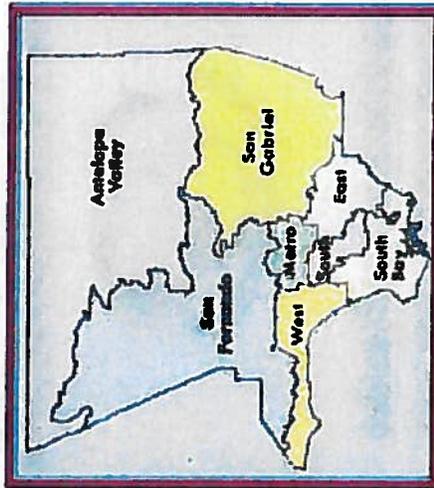
AUTHORITY: County Code, Title V Personnel, Section 5.72.010 – Suitable clothing to be worn.

Department of Human Resources Policy Number 512

County of Los Angeles Employee Handbook, Section C, Performance Expectations

Service Excellence

Service Planning Areas (SPAs)



Contact

Public Health Nurse Recruitment and Retention Unit

1-213-240-7725

www.publichealth.lacounty.gov/phn

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH

241 N. Figueroa Street, Room 347
Los Angeles, CA 90012

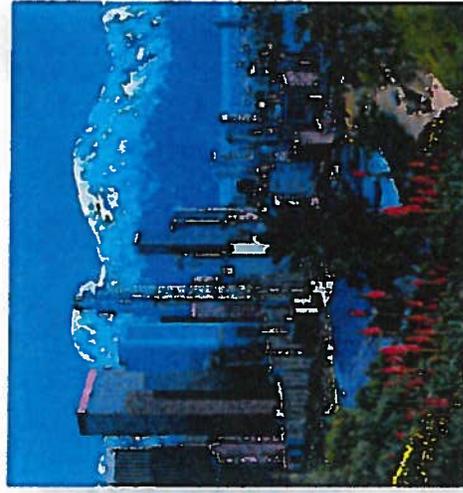
Phone: 213-240-7725



Public Health Nursing

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH

Healthy People in Healthy
Communities



Public Health Nursing in Los Angeles County

Public Health Nursing

Mission: Public Health Nursing promotes the well-being of communities and seeks to promote health, prevent disease, disability and premature death among all residents in the County of Los Angeles. Public Health Nursing strives to improve the quality of neighborhood life by working in a partnership with community residents to create the conditions that promote healthy lives.

Vision: Public Health Nursing strives to promote healthy people in healthy communities.

Public Health Nurses (PHNs) are Registered Nurses who have a Baccalaureate of Science Degree in Nursing and a California Public Health Nurse Certificate.



Many PHNs who work for the County of Los Angeles Department of Public Health have a Master's Degree in Nursing, Public Health, Administration, or related specialties.

Through interaction with individuals, families, communities, and systems, the PHN may focus on a specific geographic area, called a Service Planning Area (SPA), or a population group with special needs.

Families and Individuals

Public Health Nurses educate individuals, families, and groups to promote healthy behaviors focused on Healthy People 2020 Leading Health Indicators:

Injury and Violence	Mental Health
Nutrition	Physical Activity, and Obesity
Oral Health	Substance abuse
Mental Health	Injury and violence
Environmental quality	Tobacco
Access to health care	Environmental Quality

PHNs may provide additional assistance to individuals and families with concerns such as communicable diseases, sudden infant death syndrome (SIDS), lead poisoning, and pregnancy. Children with special needs and in foster care also



Community

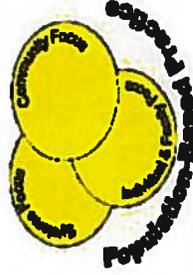
While using the core public health functions of assessment, assurance, and policy development, PHNs partner with local community agencies to ensure individuals and families receive needed preventive and healthcare services.

PHNs build on existing community strengths and resources in their actions. They work with members of the public health team in each SPA and community to address concerns affecting the quality of neighborhood life.

Systems

Many aspects of improving health requires changes in organizations, laws, policies, and power structures. PHNs advocate for system level changes to promote, maintain, and restore health utilizing interventions directed at social justice for all.

Nurses empower cultural environments in systems through advocacy, performance monitoring and evaluation to improve policies, programs, and services for populations. PHNs assist the community in bringing its concerns to policy makers and organizations to improve the health of Los Angeles County.



Population Based Practice

Public health nursing in Los Angeles County is population-based, focusing on entire populations possessing similar health concerns or characteristics.

The PHN uses a combination of sciences, skills, and beliefs in collaboration with other professionals/organizations and the community on health promotion and disease prevention activities that affect the determinants of disease and influence the community's overall health profile.

PUBLIC HEALTH FACILITIES

SPA	HEALTH CENTER	DISTRICT	SPA	HEALTH CENTER	DISTRICT
1	Antelope Valley HC 335-B East Avenue K-6 Lancaster, CA 93536	Antelope Valley	5	Simm/Mann Health and Wellness Center 2509 Pico Blvd., #325 Santa Monica, CA 90405	West
2	Pacoima HC 13300 Van Nuys Blvd. Pacoima, CA 91331	San Fernando	6	Martin Luther King, Jr. PHC 11833 S. Wilmington Ave. Los Angeles, CA 90059	Compton South Southeast
	Glendale HC 501 . Glendale Avenue Glendale, CA 91206	Glendale		Ruth Temple HC 3834 South Western Avenue Los Angeles, CA 90062	Southwest
	North Hollywood HC 5300 Tujunga Avenue N. Hollywood, CA 91601	East Valley West Valley			
3	Monrovia HC 330 W. Maple Avenue Morovia, CA 91016	Alhambra Foothill El Monte	7	Whittier HC 7643 S. Painter Avenue Whittier, CA 90602	Bellflower East LA Whittier San Antonio
	Pomona HC 750 S. Park Avenue Pomona, CA 91766	Pomona El Monte	8	Torrance HC 711 Del Amo Blvd. Torrance, CA 90502	Torrance Harbor
4	Central HC 241 N. Figueroa Street Los Angeles, CA 90012	Central Northeast		Curtis Tucker HC 123 W. Mancester Blvd. Inglewood, CA 90301	Inglewood
	Hollywood/Wilshire HC 5205 Melrose Avenue Los Angeles, CA 90038	Hollywood/Wilshire			

5.19.2015

PUBLIC HEALTH PROGRAMS

ACUTE COMMUNICABLE DISEASE CONTROL (ACDC)

313 N. Figueroa Street, Room 212
Los Angeles, CA 90012

MATERNAL, CHILD & ADOLESCENT HEALTH PROGRAM (MCAH)

600 S. Commonwealth Avenue, 8th Floor
Los Angeles, CA 90005

CHILDREN'S MEDICAL SERVICES

9320 Telstar Avenue, Room 200
El Monte, CA 91713

ORGANIZATIONAL DEVELOPMENT & TRAINING

600 S. Commonwealth Avenue, 7th Floor
Los Angeles, CA 90005

DIVISION OF HIV & STD PROGRAMS

600 S. Commonwealth Avenue, 10th Floor
Los Angeles, CA 90005

PUBLIC HEALTH EMPLOYEE HEALTH LIAISON

241 N. Figueroa Street, Room 151
Los Angeles, CA 90012

EMERGENCY PREPAREDNESS & RESPONSE PROGRAM

600 S. Commonwealth Avenue, 7th Floor
Los Angeles, CA 90005

QUALITY IMPROVEMENT DIVISION

241 N. Figueroa Street, Room 275
Los Angeles, CA 90012

ENVIRONMENTAL HEALTH

5050 Commerce Drive
Baldwin Park, CA 91706

SENIOR HEALTH PROGRAM

3530 Wilshire Blvd., 8th Floor
Los Angeles, CA 90010

HEALTH ASSESSMENT & EPIDEMIOLOGY

313 N. Figueroa Street, Room 127
Los Angeles, CA 90012

SUBSTANCE ABUSE PREVENTION & CONTROL

1000 S. Fremont Ave., 3rd Fl. Bldg. A-9 East
Alhambra, CA 91803

HOMELESS PROGRAM

241 N. Figueroa Street Room 306
Los Angeles, CA 90012

TB CONTROL PROGRAM

2615 S. Grand Avenue, Room 507
Los Angeles, CA 90007

IMMUNIZATION PROGRAM

3530 Wilshire Blvd. Suite 700
Los Angeles, CA 90010

TOBACCO CONTROL & PREVENTION

3530 Wilshire Blvd., 8th Fl.
Los Angeles, CA 90010

LEAD PROGRAM

5555 Ferguson Drive, Suite 210-02
Commerce, CA 90022

TOXICS EPIDEMIOLOGY

695 South Vermont Avenue
South Tower – 14th Floor
Los Angeles, CA 90005