



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE SALARY, DESIRABLE QUALIFICATIONS AND SUPERSEDES BULLETIN NO.: 770-2473, POSTED ON APRIL 20, 2007 WITH AN ORIGINAL FILING DATE OF JANUARY 12, 2004. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST TWELVE (12) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 770-2612

Posting Date: February 25, 2008

JOB TITLE

NURSE PRACTITIONER

EXAM NUMBER

J5121B

FILING DATES

January 12, 2004 until needs are met

SALARY

\$7,111.64 - \$10,360.32 **MONTHLY**
\$7,324.99 - \$10,671.13 **MONTHLY** (EFFECTIVE 01/01/09)

POSITION INFORMATION

Positions allocable to this class work in collaboration with physicians and within guidelines to provide complete physical examinations, diagnosis, and treatment of both chronic and episodic disorders.

ESSENTIAL JOB FUNCTIONS

- Conducts comprehensive physical examinations, diagnoses and treats patients, issues information and initiates emergency care procedures to a population of male and female incarcerated patients.
- Provides around-the-clock medical clinical coverage and is responsible and accountable for the continuity of healthcare for male and female patients with acute and chronic illnesses and other conditions requiring medical care and treatment.
- Orders, reviews, and interprets laboratory results, x-rays, and EKG's.
- Analyzes data collected to determine patient health status and identifies differential diagnosis based on patient history, physical examinations, and clinical findings and discusses the results with the patient.
- Prescribes, administers, and dispenses medication.
- Acts as an advocate for incarcerated patients requiring immediate medical action to improve healthcare status or makes informed decisions about the healthcare treatment plans before they are administered.
- Consults with the chief physician to coordinate a plan of care, implementation of inpatient treatments, review of mental assessments, and to discuss disease prevention and patient education.
- Performs diagnostic and therapeutic procedures, including: biopsies, suturing, wound care, incisions and drainage, splint and casting.
- Evaluates assessment data to define health and developmental problems.
- Conducts quality assurance studies of chart documents and the quality care provided to incarcerated patients.
- Assists in preparing training materials for ongoing and continuing education courses.

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

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<p>MINIMUM REQUIREMENTS</p>	<p>A license to practice as a Registered Nurse -AND- a certificate to practice as a Nurse Practitioner issued by the California Board of Registered Nursing*.</p> <p>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.</p> <p>Licenses: 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.</p> <p>Special Requirement Information: *Applicants must submit a copy of their license to practice as a Registered Nurse -AND- a certificate to practice as a Nurse Practitioner issued by the California Board of Registered Nursing at the time of filing. Applications without the required license and certificate will be considered incomplete, and subject to disqualification.</p> <p>Note: Degrees earned must be from an accredited institution. If the degree earned is from outside the United States and/or written in a foreign language, it must be translated and evaluated by a recognized evaluation agency. 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 <u>American Universities and Colleges and International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credentials evaluation agency recognized by <u>The National Association of Credential Evaluation Services and Association of International Credential Evaluators, Inc.</u></p>
<p>DESIRABLE QUALIFICATIONS</p>	<p>Applicants who possess any of the desirable qualifications are asked to include the information in their resume and attach a copy of their certificate or the degree earned confirming successful completion of the program in the field of specialization:</p> <ul style="list-style-type: none"> · Adult Care · Family Practice
<p>SPECIAL INFORMATION</p>	<p>Shift: Any Shift</p> <p>SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.</p>
<p>VACANCY INFORMATION</p>	<p>The eligible register resulting from this examination will be used to fill vacancies throughout the Los Angeles County Sheriff's Department, Medical Services Bureau.</p>
<p>EXAMINATION CONTENT</p>	<p>This examination will consist of an interview covering training, experience, and general ability to perform duties of the position weighted 100%.</p> <p>CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.</p>

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**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the promulgation date.

RETAKE: NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

Applications must be submitted on business days ONLY either in person or by mail between 8:00 a.m. and 4:30 p.m., at the address listed below. Applications filed at any other County location will not be accepted if they are not received at the below location. Facsimilies of the application will not be accepted. The examination will remain open until the needs of the service are met and is subject to closure at any time.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Minimum Requirements". Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. 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. Applications may be rejected at any stage of the selection process.

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

Sheriff's Department
University Centre Building, Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611

**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) 526-5601.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5601. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669 . 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.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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