



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



Bulletin No. 7702761

Posting Date: October 27, 2009

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| JOB TITLE | <u>CLINICAL NURSING DIRECTOR II</u> |
| EXAM NUMBER | J5299D |
| FILING DATES | October 28, 2009 - November 25, 2009 |
| SALARY | \$10,303.27 - \$15,594.84 MONTHLY (RANGE 15) MAPP - This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary. |
| POSITION INFORMATION | Positions allocable to this class under general supervision, administer multiple major programs or organizational areas with full responsibility for planning, organizing, staffing, budgeting, directing, and controlling the accomplishment of both short and long-term nursing service objectives. |
| ESSENTIAL JOB FUNCTIONS | <p>Plans the nature, content and extent of nursing operations for achievement of both short and long-term objectives.</p> <p>Determines the subordinate organizational structure, nursing operations, nursing methods, and standards, and makes adjustments consistent with changing objectives.</p> <p>Manages, monitors, and provides input into the budget of assigned areas; integrates with organizational budget and defends budget and personnel resource requests.</p> <p>Establishes policy for determining program emphasis and operating guidelines, including setting goals for delegated areas of responsibility.</p> <p>Interprets and communicates nursing and organizational philosophy and objectives, department policies and procedures, and applies recognized standards of nursing care and practice.</p> <p>Evaluates and initiates corrective action regarding operational compliance with licensure, accreditation and regulatory standards.</p> <p>Evaluates the performance of subordinates; resolves problems involving grievances and discipline.</p> <p>Administers general personnel management matters and actions.</p> <p>Participates in strategic planning for the organization and for the nursing service.</p> <p>Participates in formulating policy, procedure and standards for the organization and</p> |

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

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

nursing service.

In assignments with interagency departments, confers with management staff in order to resolve problems, makes fiscal and administrative decisions, and ensures that policies and procedures are consistent with involved departments.

Serves as Clinical Nursing Director III in his/her absence, as required.

Actively participates in local and national organizations to represent the facility.

Assumes responsibility for the operational and administrative duties for assigned facility 24 hours a day, 7 days a week.

Drives to various facilities located throughout Los Angeles County to perform job-related essential functions.

Performs other duties as assigned.

Graduation from an accredited* college or university with a Bachelor's degree** in nursing or a relevant Bachelor's degree in health care administration

-AND- a relevant Master's degree** in nursing or health care administration, i.e., MPA, MBA, MHA, MHS, MPH in Administration

- AND- Four years' paid experience in nursing management. Up to two years of experience with organization-wide responsibility for setting policy as a clinical or administrative specialist (equivalent to or at the level of County of Los Angeles class of Assistant Nursing Director, Administration***) may be substituted for the required management experience.

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 current active license to practice as a Registered Nurse issued by the California Board of Registered Nursing.****

A valid California Class "C" Driver License is required to perform job-related essential functions.*****

A current cardiopulmonary resuscitation (CPR) certification from the American Heart Association.*****

Special Requirement Information: *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 United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services** or **Association of International Credential Evaluators, Inc.**

To qualify, applicants **must attach copies of the official transcripts of school records confirming required field of study and successful completion of required classes **at the time of filing.**

***In the County of Los Angeles, experience as an Assistant Nursing Director,

Administration is defined as administering an organizational area which has functional impact on the management and/or operations of departments across the nursing or health care operation, such as the development of policy, application of procedures and provision of services which broadly affect or control the management and operations of all departments and divisions within the nursing or health care operation.

****Applicants **must** submit a copy of their license to practice as a Registered Nurse issued by the California Board of Registered Nursing **at the time of filing**. Applications received without the required license will be considered incomplete, and subject to rejection.

*******License Information:** Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles and presented **at the time of appointment**. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE PAST YEAR WILL NOT BE APPOINTED.**

APPLICANTS MUST PROVIDE THEIR DRIVER'S LICENSE INFORMATION ON SECTION 11 OF THE STANDARD COUNTY OF LOS ANGELES EMPLOYMENT APPLICATION, "LICENSE OR CERTIFICATE" SECTION, AT THE TIME OF FILING.

APPLICATIONS THAT DO NOT INCLUDE THE REQUIRED DRIVER'S LICENSE INFORMATION ON SECTION 11 OF THE STANDARD COUNTY OF LOS ANGELES EMPLOYMENT APPLICATION, "LICENSE OR CERTIFICATE" SECTION, AT THE TIME OF FILING WILL BE CONSIDERED INCOMPLETE AND SUBJECT TO REJECTION.

*****Applicants **must** attach a copy of the current cardiopulmonary resuscitation (CPR) certification **at the time of filing**.

**SPECIAL
INFORMATION**

Shift: Any Shift
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.

**VACANCY
INFORMATION**

The eligible list resulting from this examination will be used to fill vacancies at the Los Angeles County Sheriff's Department, Medical Services Bureau.

**EXAMINATION
CONTENT**

This examination will consist of an oral interview weighted 100%. The interview will cover training, experience, and general ability to perform the duties of the position, and will include a writing exercise to be completed as part of the interview.

Candidates must achieve a passing score of 70% or higher in the examination in order to be placed on the eligible list.

**ELIGIBILITY
INFORMATION**

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

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

APPLICATION INFORMATION

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either online, in person, or by U.S. mail beginning on Wednesday, October 28, 2009 through Wednesday, November 25, 2009. You have the option of filing your application either through hard copy submission **-OR-** online (via electronic submission). **Please select only one method to file your application.**

Instructions for Filing Online: A Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically. Applications received electronically after 4:30 p.m. PST on the last day of filing will not be accepted. **TO APPLY ONLINE CLICK ON THE LINK BELOW THE FILING ADDRESS.**

Applicants who apply online must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-2580 within five (5) business days of filing online or by 4:30 p.m. PST on the last day of filing, whichever comes first. Please include your Name, the Exam Number, and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this examination will be accepted either in person or by U.S. mail on business days only, between 8:00 a.m. and 4:30 p.m., at the address listed below. A Standard County of Los Angeles Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

Applications filed at any other County location **will not** be accepted if they are not received at the below location by 4:30 p.m. on the last day of filing. Facsimiles of the application **will not** be accepted. For further information concerning this examination, please call the Professional Examinations Unit at (323) 526-5611, TTY (323) 260-5291 or (323) 267-6669.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements at the time of filing. Of particular interest will be the breadth and length of experience in the areas covered under "Selection 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, and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, 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:

Personnel Administration, Professional Examinations Unit
University Centre Building
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1787.

**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) 526-5671.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. 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.