



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



THIS ANNOUNCEMENT IS A REBULLETIN TO RE-OPEN THE FILING PERIOD AND TO CHANGE THIS EXAMINATION FROM A STANDARD EXAMINATION TO AN ELIGIBLE REGISTER AND SUPERSEDES BULLETIN NO.: 770-2699, POSTED ON MARCH 04, 2009, WITH AN ORIGINAL FILING DATE OF MARCH 05, 2009. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION, IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 770-2735

Posting Date: June 02, 2009

JOB TITLE	<u>CLINICAL NURSE SPECIALIST (VARIOUS SPECIALTIES)</u>
EXAM NUMBER	J5357A
FILING DATES	June 03, 2009 until needs are met
SALARY	\$7,771.08 - \$11,321.00 MONTHLY
POSITION INFORMATION	Positions allocable to this class work in collaboration with other members of the health care team to provide, enhance or improve health care delivery to a specific patient population by evaluating nursing practices, developing methodologies and implementing standards of care, providing consultative services and by assessing and addressing patient and staff educational needs, in one or more clinical specialty areas.
ESSENTIAL JOB FUNCTIONS	<p>Works in collaboration with members of a multidisciplinary health care team in a custody setting to provide, enhance, or improve health care delivery to inmates.</p> <p>Evaluates, plans, and implements total health care programs of a specific patient population in one or more clinical specialty areas.</p> <p>Evaluates and addresses the learning/educational needs of the patients in relation to their health problems.</p> <p>Identifies problem situations or issues in patient care using the nursing process.</p> <p>Interprets and modifies the system of patient care delivered by evaluating and reviewing standard practices and initiating new procedures if necessary.</p> <p>Provides consultation and guidance to all levels of the nursing staff pertinent to patient care problems within the field of specialty.</p> <p>Advises the nursing staff in the establishment of and maintenance of records of treatments and progress of each patient for the purpose of analyzing patterns, synthesizing actions and evaluating patient care plans.</p> <p>Resolves unusual or unique patient care problems or situations which require analytical, interpretative and constructive thinking.</p> <p>Formulates and develops plans, procedures, and program content designed to meet specifically identified training/educational needs of nursing staff.</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

Conducts formal classroom instruction in the more difficult or complex areas of nursing technology which requires knowledge and understanding of the scientific principles and theoretical concepts underlying specific nursing procedures or techniques.

Works independently and/or collaborates with other health care practitioners to identify relevant clinical problems, conduct research, implement solutions, and evaluate their effectiveness.

Evaluates nursing research literature and own research findings for implementation and incorporation, as appropriate, into patient care activities.

Serves as role model, resource person, and consultant in the area of specialty for staff and members of the interdisciplinary team.

Plans, manages, and provides necessary cost effective and expert care to high risk populations across the patient care continuum.

Models excellence in practice by providing direct and indirect patient care.

Maintains a collaborative relationship with administration by utilizing expert knowledge to assist with the development, implementation, and evaluation of organizational goals.

Participates in patient care outcome studies by facilitating the assessment, evaluation, and identification of performance improvement processes and monitoring.

Contributes input to the evaluation of nursing staff performance and clinical competencies at the request of management.

Collaborates with management to act as a change agent and facilitate planned organizational change.

Serves as a representative for various organizational and/or professional committees by providing expert knowledge, skills, and abilities commensurate with the CNS role.

Uses various computer software programs to carry out work-related essential functions.

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

Responds to medical emergency situations throughout the facility and provides emergency care such as first aid and basic life support, including cardiopulmonary resuscitation, as required.

SELECTION REQUIREMENTS

A Master's degree from an accredited college or university* in Nursing with emphasis in one of the following specialties**: medicine, surgery, obstetrics/gynecology, emergency care, rehabilitation, or gerontology.

-AND- Four years of recent*** paid clinical nursing experience, two years of which must have been in one of the following specialties**: medicine, surgery, obstetrics/gynecology, emergency care, rehabilitation, or gerontology.

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 license to practice as a Registered Nurse and a certificate indicating that the person is qualified to use the title of Clinical Nurse Specialist, both issued by the California Board of Registered Nursing.****

-AND-

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

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

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 official transcripts of school records confirming the area of specialty at the time of filing. **Transcripts downloaded from the internet are not deemed to be official transcripts and will not be accepted.

***Recent paid clinical nursing experience is defined as experience within the last five (5) years.

****Applicants **MUST** attach copies of their current First Aid/Cardiopulmonary Resuscitation (CPR) certification, current license to practice as a Registered Nurse, and certificate indicating qualification to use the title of Clinical Nurse Specialist at the time of filing. **FAILURE TO PROVIDE COPIES OF THESE REQUIRED DOCUMENTS WILL BE CONSIDERED INCOMPLETE, AND SUBJECT TO DISQUALIFICATION.**

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 OR MORE MOVING VIOLATIONS WITHIN THE PAST YEAR WILL NOT BE APPOINTED.

*****APPLICANTS MUST PROVIDE THEIR CALIFORNIA DRIVER LICENSE INFORMATION ON PAGE 1 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 LICENSE INFORMATION ON PAGE 1 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.

**SPECIAL
INFORMATION**

Shift: Any Shift
Appointees may be required to work any shift, including evenings, nights, weekends, and holidays.

**VACANCY
INFORMATION**

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.

**EXAMINATION
CONTENT**

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

This examination will consist of an interview covering training, experience, personal fitness, and general ability to perform the duties of the position weighted 100%. As part of the interview, candidates will be required to write a brief memo to measure the applicant's ability to compose a justification memo.

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

**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 date of promulgation.

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

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

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either on-line, in person, or by mail beginning on **Wednesday, June 3, 2009**. You have the option of filing our application either hard copy submission -OR- Online (via electronic submission). **Please select only one method to file your application.**

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME.

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received 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.**

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

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.

Applications filed at any other County location will not be accepted if they are not received at the below location by the last day of filing. Facsimiles of the application will not be accepted. For further information concerning this examination, please call Personnel Administration, 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". Of particular interest will be the breadth and length of experience in the areas covered under "SELECTION REQUIREMENTS." Please make sure your application shows complete information, including dates of education and jobs held which relate to the 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

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1681.

**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) 526-5606.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5606. 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.