



COUNTY OF LOS ANGELES

invites applications for the position of: **NURSING ATTENDANT I**

SALARY:

\$2,297.92 - \$2,850.00 Monthly

\$27,575.04 - \$34,200.00 Annually

OPENING DATE:

08/22/17

CLOSING DATE:

Continuous

POSITION/PROGRAM INFORMATION:



FILING START DATE: 08/23/17 AT 8:00 A.M. (PST) - UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSE WITHOUT PRIOR NOTICE.

EXAM NUMBER: Y5098B

SPECIAL SALARY INFORMATION:

\$2,297.91 - \$2,850.00 Per Month Effective 10/01/17

\$2,344.45 - \$2,906.00 Per Month Effective 04/01/18

OPEN COMPETITIVE JOB OPPORTUNITY

DEFINITION:

Provides basic nursing services to both child and adult inpatients or to children of preschool age in the custody of County day care nurseries.

CLASSIFICATION STANDARDS:

Positions allocable to this class perform one of the following two assignments: Nursing care of stable and basically well and normal newborn infants and children of preschool age: Nursing Attendants I in this assignment are assigned to hospital nursery wards and nursery facilities and day care nurseries of County hospitals or other health facilities. Infants and children of preschool age cared for by such positions may be suffering minor injuries or distress; however, children who become very ill or unstable are cared for by others. In this assignment, Nursing Attendants I are responsible for providing a safe, caring and comfortable environment for infants and children in their care. Basic nursing care of adults, children and adolescents in an inpatient setting: Nursing Attendants I in this assignment are assigned to wards housing at least some patients who are chronically ill but who are stable and require some bedside care and the observation and reporting of behavior and manifest signs of their physical condition. Patients who are acutely ill or unstable or who require extensive or specialized treatment are assigned to other nursing personnel for care. Positions in this class may also move patients from one hospital area or ward to another and assist in moving patients from beds to stretchers. In either assignment Nursing Attendants I are responsible for performing specific nursing care tasks defined for them in a nursing plan. The plan for such care is specified in detail for each patient by a registered nurse or physician and methods for providing this care are prescribed. Within this context positions in the class are responsible for maintaining a planned environment that is physically and emotionally conducive to patient comfort and safety. To do this, the worker furnishes personal services such as assisting patients in grooming, hygiene and feeding; gives reassurance and other emotional support to the patients; accompanies or transports patients to clinic, therapy, recreation and other off-the-ward activities; and monitors patients' condition and taking vital signs and observing and reporting patient symptoms and behavior. Because many patients require help in meeting their needs, much of the work of many positions in this class involves long periods of standing and walking and some stooping lifting.

ESSENTIAL JOB FUNCTIONS:

- Monitors condition of patient while being moved and reports any manifest change in condition to a registered nurse or physician.
- Takes and records temperature, pulse and respiration of patients, and reports adverse vital signs or observed abnormal stress or discomfort.
- Helps patients as may be required in all of the usual activities of daily living, such as eating, brushing teeth and dressing and undressing, and eliminating.
- Moves patients on beds or stretchers from one ward to another or to operating or examining rooms.
- Contributes to patient comfort and well-being by rearranging bedding and changing linen, serving and removing meal trays and responding to requests for personal services, such as filling water containers, making mechanical adjustments of bed, providing assistance in changing position in bed, furnishing bedpans and urinals, and giving shampoos and back rubs.
- Assists physicians by positioning and holding patients for examination or treatment.
- Turns and positions patients and places supports to prevent pressure sores.

- Assures a safe and sanitary environment for the patient by cleaning up minor spills in kitchen and dining areas, by making beds, cribs and bassinets, and by maintaining ward, sleeping quarters and recreational areas in a clean and orderly condition.
- Encourages ambulatory patients to participate fully in their own dressing, feeding, and hygiene.
- Supervises children in recreational activities and social relationships.
- As an incident to other duties described above, escorts patients to outside clinics, schools, recreational therapy sites and other activities away from the ward or nursery.

REQUIREMENTS:

SELECTION REQUIREMENTS:

1. Certification as a Nursing Assistant by the State of California.*

-AND-

2. Certification issued by the American Heart Association's Basic Life Support (BLS) for Healthcare Providers (CPR & AED) Program.**

PHYSICAL CLASS: IV - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

LICENSE AND CERTIFICATE REQUIREMENTS:

License(s) and Certificate(s) Required:

*To compete in this examination process, applicants must have current certification as a Nursing Assistant by the State of California -OR- have an equivalent certification issued by a State Government Board within the United States of America. The required certification must be current and unrestricted; a conditional, provisional, probationary, or restricted certification will not be accepted.

Applicants who are not certified as a Nursing Assistant by the State of California but have an equivalent certification issued by a State Government Board within the United States of America at the time of filing may compete in this examination; however, the names of such candidates will be withheld from the certification list pending receipt of the required certification by the State of California.

Applicants must ensure the License and Certification Section of the application is completed. Provide the title of your required certification, the certificate number, date of issue, date of expiration and the name of the issuing agency for the required certification as specified in the Selection Requirements.

AND

**Applicants must attach a legible photocopy of their current Certification issued by the American Heart Association's Basic Life Support (BLS) for Healthcare Providers (CPR & AED) Program to their application. If you are unable to attach required document, you must e-mail the documents to Christina Roy at CRoy@dhs.lacounty.gov, within 15 calendar days of filing online. Please include the exam number and the exam title.

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.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a multiple-choice test weighted 100% which will assess professional potential, emotional resilience, patient focus, motivation, assertiveness, and responsibility.

Applicants must meet the Selection Requirements and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible register.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants will receive instructions via email on when and how to log on and take the online unproctored written test. Applicants who do not pass the written test will be notified by mail. Results cannot be given over the telephone.

TRANSFER OF SCORES

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You may also access test preparation materials for the computerized portion of the test by going to the website: http://www.shldirect.com/practice_tests.html. While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

ELIGIBILITY INFORMATION:

Applications will be processed on an "as-received" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade on the examination will be placed on 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.

No person may compete in this examination more than once every twelve (12) months.

SPECIAL INFORMATION:

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

AVAILABLE SHIFTS:

Any

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill vacancies throughout the Department of Health Services as they occur.

APPLICATION FILING INFORMATION:

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

Applications electronically received after 5:00 p.m., PST, on the last of filing will not be accepted.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

Falsification of any information may result in disqualification or rescission of appointment.

Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. 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. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER: Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

ADA COORDINATOR:

(323) 869-7124

CALIFORNIA RELAY SERVICES PHONE:

(800) 735-2922

DEPARTMENT CONTACT:

Christina Roy, Exam Analyst

(323) 890-7837

CRoy@dhs.lacounty.gov

COUNTY OF LOS ANGELES

Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

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.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. 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 either workers'

compensation fraud or human trafficking 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.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

<http://file.lacounty.gov/dhr/CCHQ.pdf>>

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/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: 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- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

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.

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.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Accreditation 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 the Association of International Credential Evaluators, Inc. (AICE).

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

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 or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #Y5098B

NURSING ATTENDANT I

NURSING ATTENDANT I Supplemental Questionnaire

* 1. The information you provided on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. I understand the above information and instructions.

Yes No

* 2. Do you have a certification as a Nursing Assistant by the State of California or by a State Government Board within the United States of America? If yes, please provide the certification number below.

* 3. Do you have a current Basic Life Support (BLS) for Healthcare providers (CPR & AED) program certification issued by the American Heart Association? If yes, please attach a legible copy of your certification card.

Yes No

* Required Question