



COUNTY OF LOS ANGELES
LOS ANGELES COUNTY FIRE DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 594BR

Posting Date: October 15, 2009

JOB TITLE	<u>HEALTH PROGRAM ADMINISTRATOR, RN, FIRE</u>
EXAM NUMBER	35239A
FILING DATES	October 16, 2009 until needs are met
SALARY	\$6,904.51 - \$10,058.56 MONTHLY
POSITION INFORMATION	<p>This position administers, plans, develops, implements, and evaluates specialized health programs for Fire Department employees.</p> <p>This position will implement and then support a multi-disciplinary, interprofessional health improvement program for all department personnel. This will be done in close collaboration with Department administrative and medical staff.</p>
ESSENTIAL JOB FUNCTIONS	<p>Determines departmental needs for occupational education programs through investigation and evaluation of departmental personnel health and safety records and other available data.</p> <p>Directs the resolution of employee and public health issues, such as communicable diseases, alcohol and drug-free workplace, disseminates information, and provides consulting and/or training for Departmental staff, in consultation with all levels of Department personnel and other County and State agencies (e.g., Department of Health Services, Chief Executive Office Occupational Programs Section, State of California, CalOSHA, Public Health, etc.)</p> <p>Develops and implements departmental medical and behavioral health policies and plans required to ensure that appropriate and timely treatment is provided to the public safety employees in accordance with established County policies, rules, procedures, and current clinical practice.</p> <p>Manages health programs to meet departmental needs through the development and implementation of such programs as reconditioning, physical fitness, stress management, hazardous materials and communicable disease control; including health and fitness goal planning and general nutrition and diet guidance.</p> <p>Monitors and reports on the outcome of physical training and conditioning on the incidence and severity of job related injuries and on the loss of productivity and service connected disabilities.</p> <p>Provides internal consulting to departmental administrators, supervisors, and staff regarding health care issues, procedures, and standards pursuant to the exposure policies and procedures and applicable regulatory agencies, to promote quality control care.</p>

Los Angeles County Fire Department: Address: 5801 South Eastern Avenue, Commerce, CA 90040
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2929

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

Plans and conducts continuing education courses for paramedics and other public safety personnel.

Advises and assists management in developing and pursuing health education programs and maintains files of available educational programs.

Coordinates and conducts individual health and risks assessments involving the administration of a variety of standardized tests to identify potentially infectious and or communicable diseases by evaluating exposure risks, verifying appropriate referral, follow-up and documents findings; including providing departmental employees with general nutrition, diet, and exercise evaluations.

Recommends improvements and revision in health care standards, policies, and procedures and suggests methods of implementation of services pertaining to CAL/OSHA requirements, changes in CDC recommendations for immunizations, and Public Health recommendations.

Develops and implements the nursing component of related programs, standards, policies, procedures, such as health awareness campaigns, infection control campaigns.

Develops, monitors, evaluates, and revises occupational health care programs in order to ensure appropriate access to care, quality of care, and continuity of care in compliance with community standards of care, laws, rules, regulations, departmental policies and procedures governing public safety healthcare, in consultation with the Department's Medical Director, with special emphasis on public safety member needs [Title 15, Title 22].

Prepares official reports for Department-wide distribution and executive reports regarding current health issues to ensure that management receives accurate and adequate information about health program issues affecting Departmental personnel.

Represents the Department, and the Department's Medical Director, at formal medical committee meetings, conferences and task forces specific to the operational needs of the Department in order to complete studies or projects in a timely manner, clarify departmental issues, or develop new policies and procedures governing health programs as required.

Provides guidance to healthcare professionals and other administrative staff.

A Bachelor's degree from an accredited college* with specialization in occupational safety, risk management, nursing, health education, industrial hygiene, or public health - AND - four years of experience in the health care field in the administration, development, implementation, and evaluation of health care programs, policies, and initiatives; including experience analyzing and making recommendations for the solution of problems.

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 issued by the California Board of Registered Nursing.

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.

Special Requirement Information: License/Certificate Information: On your application be sure to write the title of the required license and its number, date

issued, date of expiration and the name of the issuing agency as specified in the Requirements. Attach a copy of the required license or certificate of compliance to your application AT THE TIME OF FILING. Applications submitted without the required evidence of licensure or certification will be considered incomplete until such information is provided. The original license must be presented during the selection process and prior to appointment.

Transcripts: In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

Accreditation: 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.**

**DESIRABLE
QUALIFICATIONS**

1. Masters degree from an accredited university in occupational safety, risk management, nursing, health education, industrial hygiene, or public health.
2. Experience as an employee or consultant working for a Public Safety Organization; responsible for similar type duties as stated in the bulletin.
3. National level committee membership experience or national level educational experience making presentations in occupational health, public health or public safety.
4. Authorship of articles in peer reviewed journals related to occupational health, public health or public safety.

**SPECIAL
INFORMATION**

Shift: Day: 8:00a.m. - 5:00p.m.

A fingerprint search will be required of candidates prior to appointment. Candidates who are found to be unsuitable for employment as a Health Program Administrator, RN Fire will be removed from the certification list pursuant to Civil Service Rule 6.04.

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill a vacancy in the Fire Department.

**EXAMINATION
CONTENT**

The examination will consist of an interview designed to evaluate training, experience, and general ability to perform the duties of the position, weighted 100%.

Candidates must achieve a passing score of 70% or higher on the interview 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 order of their score group for a period of twelve (12) months following date of promulgation.

No person may compete for this examination more than once every 12 months.

**SUPPLEMENTAL
INFORMATION**

Additional Information may be found at:
<http://easier.co.la.ca.us/jobs/Supplemental/35239A.pdf>

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

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard Los Angeles County Employment Application. You have the option of filing your application either by 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 without prior notice.

Application filing may be suspended at anytime without advance notice.

Instruction for Filing Online: A Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning October 16, 2009. To apply online, click on the link below.

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=594br

Candidates who apply online must upload any documents as attachments during application submission or fax the documents to (323) 869-0312 within five (5) business days of filing online. Please include your Name, Exam Number and the Exam Title on the faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. beginning October 16, 2009. The Standard County of Los Angeles Employment Application are available at the filing location below or may be downloaded from the Department of Human Resources website at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have **clearly** shown that you meet the Requirements. Applicants must submit a completed "**Supplemental Information Sheet**" along with their application. Please fill out your application completely and correctly so that you will receive full credit for your related education and experience. 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 earned, college 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 or work performed and salary earned. Attach an additional page 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. Resumes may be added to your application, but cannot be substituted for the Education and Experience portions of the County application.

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

Los Angeles County Fire Department
Personnel Services
1320 N. Eastern Avenue, Room 221
Los Angeles, CA 90063
(323) 838-2239

**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) 838-2239.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 838-2239. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2929 . The County will attempt to meet reasonable accommodation requests whenever possible.

AN EQUAL OPPORTUNITY EMPLOYER

CHILD SUPPORT COMPLIANCE

VETERAN'S CREDIT

EMPLOYMENT ELIGIBILITY INFORMATION

RECORD OF CONVICTIONS

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.

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.

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: 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.

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.