



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



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION AND SUPERSEDES BULLETIN NO. 770-2412 POSTED ON JANUARY 30, 2007 WITH AN ORIGINAL FILING DATE OF JUNE 8, 2006. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST TWELVE (12) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION, IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 770-2613

Posting Date: February 20, 2008

<b>JOB TITLE</b>	<b><u>NURSING ATTENDANT II</u></b>
<b>EXAM NUMBER</b>	J5100F
<b>FILING DATES</b>	June 08, 2006 until needs are met
<b>SALARY</b>	\$1,958.27 - \$2,505.00 <b>MONTHLY</b> \$1,958.27 - \$2,573.18 <b>MONTHLY</b> (EFFECTIVE 07/01/08) \$2,017.18 - \$2,649.27 <b>MONTHLY</b> (EFFECTIVE 01/01/09)
<b>POSITION INFORMATION</b>	Positions allocable to this class are characterized chiefly by their responsibility for providing prescribed bedside nursing care and limited technical services under close supervision to assigned adult or pediatric inpatients in a medical, surgical, obstetrical, psychiatric, admitting or rehabilitation ward or other inpatient care unit, and by the performance of related clerical and sanitation tasks.
<b>ESSENTIAL JOB FUNCTIONS</b>	<p>Performs a limited prescribed range of technical nursing tasks, such as collecting urine, stool and sputum specimens; making clini-tests for acetone and sugar control; monitoring the physical condition of patients and reporting changes to the charge nurse; measuring and recording patients' food and liquid intake and output; taking and recording vital signs; and recognizing manifest signs of anxiety, stress or indications of change in emotional state of behavior.</p> <p>Provides limited therapeutic services for patients as directed by a charge nurse or physician, such as turning and positioning patients to prevent pressure sores and to facilitate drainage, applying hot or cold compresses, applying bandages; giving baths, suctioning respiratory passages, administering oxygen, giving bowel and bladder training, administering irrigations of the mouth, throat, bladder, vagina and rectum, and inserting urinary catheters.</p> <p>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 and providing assistance in changing position in bed, furnishing bedpans and urinals, and giving baths, shampoos and back rubs.</p> <p>Maintains a sanitary environment for patients by cleaning up minor spills, washing and sterilizing bedpans, urinals and emesis basins; cleaning bathtubs and hydrotherapy tanks; cleaning up operating rooms after use; and washing and sterilizing instruments and equipment such as catheters or tubings.</p> <p>Performs other support tasks, including taking inventory and replenishing ward supplies such as thermometers, gloves and needles; inspecting, folding,</p>

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packaging and sterilizing dressings; and assisting in patient admission, transfer and discharge by listing and making distribution of clothing and valuables; and performs incidental clerical tasks.

Administers passive exercises to or helps patients to perform exercises and activities prescribed by a physician, licensed therapist, or registered nurse. Assists patients in sitting up, getting out of bed and ambulating.

Carries on prescribed structured interaction with patients which is designed to provide an environment in which behavioral modification may take place; observes and reports patient's response.

Assists physicians in performing medical procedures positioning and draping of patients; restraining patients during procedure and passing instruments and supplies to the physician as requested.

Helps patients as may be required in all of the usual activities of daily living such as eating, brushing teeth, dressing, undressing, and eliminating.

Encourages patients to resuming normal functioning at a pace in keeping with their capability.

Communicates with patients and members of their families and with members of the hospital staff in a manner conducive to achieving and maintaining a patient environment which is free of stress and emotional tension.

Protects patients and staff by intervening in ward disturbances, calming agitated patients and restraining combative patients.

As an incident to other duties described above, escorts patients to outside clinics, schools, recreational therapy and other off-the-ward activities.

Six months' paid experience as a Nursing Attendant in a ward or clinic in an accredited hospital **-AND-** completion of a training assignment or a recognized training program in Nursing Attendant work.\*

**Physical Class:** 4 - Arduous:

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

**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.

**Special Requirement Information:** \*Applicants must submit a copy of the certification confirming completion of a training assignment or a recognized training program in Nursing Attendant work **at the time of filing.**

**Shift:** Any Shift

**Appointees must be willing to work any shift, including evenings, nights, weekends and holidays.**

**Appointees will be in constant contact with inmates in a jail environment.**

The eligible register resulting from this examination will be used to fill vacancies throughout the Los Angeles County Sheriff's Department, Correctional Services Division, Medical Services Bureau. The initial assignment will be at the Century Regional Detention Facility.

**SELECTION  
REQUIREMENTS**

**SPECIAL  
INFORMATION**

**VACANCY  
INFORMATION**

**EXAMINATION  
CONTENT**

This examination will consist of an evaluation of training and experience based on application information weighted 100%.

**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**

Applications should be submitted on business days 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. Facsimiles of the application will not be accepted. **This 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 Selection Requirements. 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, 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) 526-5606.

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](http://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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