Supervising Occupational Health Nurse
Annual Salary: $60,260 - $81,223

Employees assigned supervisory responsibilities may be eligible to receive a supervision differential of up to 5.5%.

APPLICATION DEADLINE: Applications will be accepted until position is filled.

RESPONSIBILITIES

A Supervising Occupational Health Nurse assigns, reviews and evaluates the work of Occupational Health Nurses, Medical Technicians and other employees engaged in all aspects of occupational health; assists in planning and implementing occupational health programs; monitors work processes and makes changes based on quality service reviews; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. A valid Registered Nurse License issued by the California Board of Nursing Education and Nurse Registration; and
2. Two years of full-time paid experience as an Occupational Health Nurse or in a class which is at least at that level in professional nursing; and
3. A valid California driver’s license and a good driving record may be required.

METHOD OF EVALUATING CANDIDATES:

Depending on the number of candidates who apply, all resumes and applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the Supervising Occupational Health Nurse’s duties and requirements. Only the most qualified candidates will be invited to a panel interview for further evaluation. Final selection will be based on an oral interview where candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications for the position. As part of the selection process, present and former supervisors may be contacted for a reference check.
HOW TO APPLY:

Interested candidates should submit a resume detailing applicable background and work experience, a City application, a cover letter of interest and three (3) work-related references (include name, job title, affiliation and telephone number) to:

Kevin Hirose, Personnel Services Section
Los Angeles Personnel Department
700 East Temple Street, Room 380
Los Angeles, CA 90012
Email: Kevin.Hirose@lacity.org
Phone (213) 473-9409

NOTE:

The Supervising Occupational Health Nurse (SOHN) position will be filled through an Emergency Appointment, which may last up to one year. An Emergency Appointment is a temporary appointment and will be contingent upon approval by the City’s Personnel Department. A regular appointment will be made upon completion of the Civil Service Examination process for SOHN. To be considered for the regular appointment, the successful incumbent for this emergency position will be required to take the examination. The individual appointed to the regular position must have a score on the SOHN eligible list high enough to receive a regular appointment per civil service provisions.

The City of Los Angeles is an Equal Employment Opportunity Employer