



# City of Los Angeles

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City of Los Angeles Personnel Department

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## NURSE MANAGER

### **SALARY**

\$104,441 to \$152,695

### **DUTIES**

The Medical Services Division is divided into three distinct sections: Correctional Care (medical clinics operating within City jails), Occupational Health, and Psychology. All sections are integral and function in a complimentary fashion so the Division's mission, vision, values, and goals can be achieved. The primary goal is to provide quality medical and specialty care services to the populations served in compliance with local, state and federal regulations. This position is located at 520 E. Temple Street, but travel to other MSD locations may be required. The Nurse Manager position is responsible for the provision of nursing services provided in the Medical Services Division, including occupational health and correctional care. Correctional care has 24/7 responsibility.

The Nurse Manager:

- Supervises, directs, and works with subordinate nursing supervisors, nurses, and ancillary staff
- Prepares budgetary items and maintains fiscal compliance
- Instructs subordinates in the proper performance of duties
- Ensures supervisory approval of time off and reviews time sheets
- Is responsible for personnel issues
- Develops and revises policies, protocols, and procedures
- Trains and advises other personnel on nursing protocols and procedures
- Advises supervisors on the performance of subordinate personnel
- Develops work schedules and receives call offs from nursing and medical staff to maintain twenty-four hour clinic operations
- Ensures adequate inventory of equipment, medication/drugs, and emergency equipment
- Provides clinical care and documents the care provided in the patient's medical record
- Applies job related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. Possession of a current and valid Registered Nurse License issued by the California Board of Registered Nursing (Candidates must list their RN License number in the appropriate box on the application); **and**
2. Possession of a current American Heart Association Healthcare Provider CPR card (Candidates must list the expiration date of their CPR card on the application); **and**
3. Graduation from a recognized four-year college or university with a degree in Nursing, Healthcare Administration, Public Health, or Public Administration (Candidates must list their school name, location, degree, and completion date in the appropriate section on the application); **and**
4. Five years of full-time paid professional registered nursing experience, three years of which must provide experience as a Charge Nurse, Unit Manager, or Clinical Coordinator. Candidates must list their Charge Nurse, Unit Manager or Clinical Coordinator experience separately in the work history section of the application.

### **WHERE TO APPLY**

Please submit an application to [per.personnelservices@lacity.org](mailto:per.personnelservices@lacity.org) with subject line 'Nurse Manager'. The application process will remain open until the position is filled. Link to Application: <https://per.lacity.org/Application.pdf>

*An emergency appointment is a temporary appointment which does not require that you successfully compete in the Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. The applicant appointed to the emergency appointment position must compete in the Civil Service process once it is available in order to be considered for a permanent position. (City Charter Section 1013).*