

Are You on the Certification List?

go to: www.governmentjobs.com/careers/lacounty/

1. *Create an account* using your personal email.
2. Proceed with completing online process.

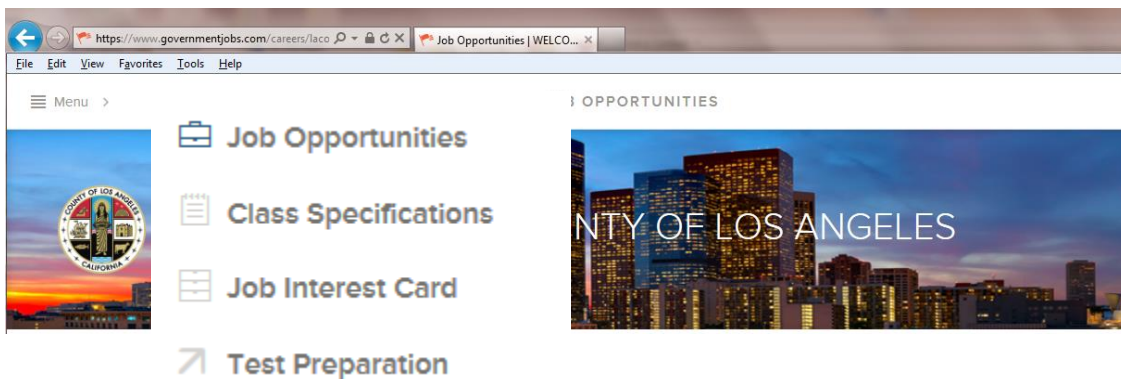
[Applying for an Exam]

1. Enter “Nursing Attendant” to search for job openings. If not available, that means HR is currently not accepting applications at the moment. Check again at a later time, or set up a Job interest Card (Menu> job Interest card).
2. Select “Nursing Attendant I” from the search result list. Bulletin display will open.
3. Read bulletin carefully specially the Position / Program Information and the requirements.
 - Take note of department contact name and number. This is your contact person if you would like to follow-up on the status of your application.
4. Click ‘Apply’
5. Upload all applicable attachments as specified in the requirements. It is vital that your application is submitted completely and all the required documents are attached. Please do not forget to attach **Nursing Assistant Certification issued by the State of California, BLS for Healthcare Provider certificate issued by the American Heart Association**
6. Once submitted, you will receive an email confirming your submission and a reference number.
7. Once your application is reviewed by HR, and you are qualified for the position, you will be placed on the Certification list (Cert list). The Cert list is the list used by county facilities to hire/ promote individuals.

If you have difficulty completing the application or are unable to submit, please call the DHS examination unit at (323)890-7924.

[Subscribe] to

Job Announcements: MENU> Job Interest Card> Check the category you are interested.



RECRUITMENT & EXAMINATIONS – FAQ’S

Q1: How do I apply?

A1: You must complete on-line application by visiting www.governmentjobs.com/careers/lacounty.

Q2: Can I use someone else’s online user ID?

A2: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Q3: I just applied on-line what do I do next?

A3: Your application will be reviewed by the analyst responsible for the exam and a notice will be mailed to the address that you provided on your application. You can also go online and track the status of your application by logging on to the on-line account that you created when you made your submission.

Q4: I received a letter with a score but I never took an exam. Can you tell me what this is in regards to?

A4: This examination was an evaluation of information you provided on your application and any supporting documentation you may have submitted. Information regarding how the exam will be administered can also be found under the “Examination Content” section on all of our job announcements.

Q5: Am I on the list?

A5: If you received a notice from DHS HR with a score, then yes, you are on the list. We can also check our database to confirm this and advise you.

Q6: I just want to know, when is the test?

A6: If this examination requires a written or oral examination; all qualified candidates will be notified at least one (1) week prior to any required testing.

Q7: I received a rejection notice. Can I review my application?

A7: You have ten business days from the postmark date on the envelope to come in to review. Please follow the instruction written on the letter.

Q8: How do I appeal my examination score?

A8: The appeals information is located on the result notice you received. You have ten business days to file your appeal. However, we recommend you schedule a test review with the analyst before you do so. A test review can be very beneficial whether you file an appeal or not.

Q9: I did not receive my letter. Can another letter be mailed out?

A9: You will need to contact the exam analyst listed on your examination bulletin. A fax or e-mail copy can be sent to you. We do not re-mail result notices.

RECRUITMENT & EXAMINATIONS – FAQ’S

Q10: How long does it take for me to receive a result notice?

A10: It takes approximately 6 – 8 weeks to receive a notice. However, it depends on the workload of the analyst responsible for the exam.

Note: some exams attract a large filing pool of applicants, which takes time to disposition.

Q11: I do not see an exam (any) open on the website.

A11: If you do not see an exam on the website, the exam is not open at the time of your viewing.

Q12: If I forgot to include information on the application, can I make corrections at a later date?

A12: You should contact the analyst responsible for the examination for which you applied to determine the best method to resolve the issue.

Q13: I have been given a score and placed in this “Band”. When will I get an interview?

A13: The “Band” that you are placed in reflects the score from the “examination” as indicated under the “Examination Content” section of the job announcement; whether it is a rating from record/evaluation of training and experience, written test, oral interview, or any combination thereof. Selection of candidates for placement interviews begin with those in Band 1 or V (Veterans)

Q14: How long will it take for me to get on the list?

A14: It depends on the components of the examination, and the number of filed applications to disposition for the particular exam. Simply filing an application does not guarantee placement on the eligible list. Applicants must meet the qualifications sought in the job announcement.

Furthermore, applicants must achieve the established passing score rate for each weighted exam component specified in the job announcement.

Q15: I received my score. When will I be interviewed?

A15: Nurse Recruitment Department in each facility will contact candidates on the list to be interviewed for appointment. Your name is valid on the list for the specified amount of time on the job announcement. More specifically, your name will appear on the eligible list until the expiration date indicated on the result notice you received. You can also contact Nurse Recruitment Department of the facility where you may be interested in applying.

Q16: Did I submit everything you need for my application?

A16: Applications are reviewed in the order they are received. When your application is reviewed you will be notified if information or

RECRUITMENT & EXAMINATIONS – FAQ’S

documentation was omitted.

Q17: I just entered my application and I want to make sure you received it.

A17: When you submitted your application you should have received a confirmation number. The confirmation number confirms your application was transmitted and received. Applications are then reviewed in date order.

Q18: How was my score determined?

A18: An applicant’s score is determined using various methods. This information can be obtained by referring to the “Examination Content” section of the job announcement. Also, applicants have an opportunity to attend a test review to discuss how their score was determined. You have ten business days from the postmark date on the envelope to come in to review.