



**City of Long Beach**  
Working Together to Serve

**Memorandum**

**Agenda Item No.**

13

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CIVIL SERVICE DEPT.

*Dr. Mills*

**Date:** May 15, 2012  
**To:** Civil Service Commission  
**From:** Deborah R. Mills, Director of Human Resources  
**Subject:** REQUEST FOR SELECTIVE CERTIFICATION

I would like to request Civil Service Commission approval to selectively certify a Registered Nurse II in the Occupational Health Clinic (Requisition # HR12-009), in accordance with Section 28 of the Civil Service Rules and Regulations.

The candidate selected for this position will be required to have unique skills specific to the duties associated with this classification. The candidate must possess a minimum of six (6) months of experience working in an occupational health clinic within the last 10 years of employment, as demonstrated by specific experience in areas such as: evaluation and first aid treatment of work related injuries and illnesses, pre-placement physicals, Evidential Breath testing, Tuberculosis testing, phlebotomy, Titmus Vision testing, spirometry, audiometry, electrocardiograms, urine drug testing (DOT and non-DOT), Blood-borne pathogen procedures and medical surveillance programs, including hearing conservation, respiratory, lead and asbestos monitoring, familiarity with OSHA (Occupational Safety and Health Administration) and DOT (Department of Transportation) regulations, and certification in Occupational Health Nursing (C-OHN) is desirable.

A representative from the Department of Human Resources will be present at the Civil Service Commission meeting to respond to any questions.

If you have any further questions, please do not hesitate to contact Mike Alio, Manager of Risk and Occupational Health Services, at extension 8-6754.

DRM:BN  
R:\Personnel\svcs\CIVIL SERVICE\Correspondence\CS Commission-Request for Selective Certification - Registered Nurse II.doc

cc: Irene Grace, M.D., Occupational Health Services Officer

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**PUBLIC HEALTH PROFESSIONAL  
REQUEST FOR SELECTIVE CERTIFICATION**  
Civil Service Rules and Regulations Section 28

Form Prepared by: **Deborah McCluster, Personnel Analyst, Civil Service Department**

Date: **5/31/12**

Section 1: To be completed by requesting department. <b>see department's memo</b>		Civil Service Dept. Verification
A requisition is required. The requisition number is: <b>HR 12-009</b> Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> No	<b>DWM</b>
Section 2: Points to be addressed in request:		Civil Service Dept. Verification
Title of classification. <b>REGISTERED NURSE</b>		<b>DWM</b>
Number of vacancies to be filled by this selective certification request. <b>1</b>		<b>DWM</b>
The specific skills that are being requested. <b>(see attached)</b>		<b>DWM</b>
The reason for the need for specific skill. <b>(see attached)</b>		<b>DWM</b>
If the specific skill been assessed. – <b>Candidates were assessed during the last open recruitment and qualified candidates have been placed on the eligible list.</b>		<b>DWM</b>
When the need for the specific skill was identified. <b>During the previous recruitment</b>		<b>DWM</b>
If the specific skill was identified on the job opportunity bulletin as a desirable qualification. <b>YES</b>		<b>DWM</b>
If the request will require generation of a new eligible list. <b>No</b>		<b>DWM</b>
Quantification of the need for the request. (Do other employees in the work area have the requested skill? How much time will the employee be required to use the skill? Will this replace an employee with the same skill?) <b>full-time</b>		<b>DWM</b>
Attendance at the Civil Service Commission <ul style="list-style-type: none"> <li>• Requesting department. <b>Human Resources Department.</b></li> </ul>		<b>DWM</b>
Notes:		