



Olive View-UCLA Medical Center
Position Opportunity

RN III – Nursing Administration

Olive View-UCLA Medical Center is seeking highly enthusiastic and well-qualified RN III for Nursing Administration.

Reports directly to the Clinical Nursing Director.

Responsibilities include but not limited to :

- ✿ Serves as the Lead coordinator for Patient Classification System (PCS) for the Department of Nursing.
- ✿ Analyzes and maintains the Patient Classification System PCS frequency distribution ratings, reliability reports and variance reports.
- ✿ Conducts the training of RNs on the Patient Classification System.
- ✿ Assists with nursing recruitment operations in the initiation, submission and tracking of Personnel Action Requests(PAR), item control reconciliation, completion of the HR hiring process and vacancy reports.
- ✿ Monitors staff licenses and required certification for timely renewal.
- ✿ Serves as the resource/expert RN on the use of ANSOS/ONE Staff system and in the generation of various staffing reports from ANSOS/ONE Staff.
- ✿ Monitors and analyzes Productivity related ONE Staff data, PCS acuity ratings and formats data into reports
- ✿ Serves as the lead nursing staff in coordinating activities related to automated nursing staffing systems.
- ✿ May be assigned to other projects as needed by the CNO or CND.

Desirable Qualifications:

- ✿ Excellent verbal and written communication skills
- ✿ Ability to work well with people
- ✿ Excellent skills in Access and Excel
- ✿ Knowledge and Experience in Nursing Staffing Information System and Item Control
- ✿ Ability to multi task and work in tight deadlines for report generation

Minimum Requirements:

- ✿ A License to practice as a Registered Nurse issued by the California Board of Registered Nursing
- ✿ Current and reachable on the Registered Nurse III certification list or currently hold the item
- ✿ Three years' experience as a Registered Nurse II

Interested applicants please submit a copy of your resume, performance evaluation and your attendance records for the past two years to:

The Nurse Recruitment and Retention Center

14445 Olive View Dr.

Sylmar, CA 91342

Phone: (818) 364-3317

Fax: (818) 364-3326

WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET

EOE/Posted 05-28-2015

This is not an official civil service examination