

Job details

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Bulletin Number 3173BR

Type of Recruitment Open Competitive Job Opportunity

Department Health Services

Position Title CENTRAL SERVICES TECHNICIAN II

Exam Number Y5083H

Filing Type Open Continuous

Filing Start Date 02/06/2012

Salary Type Monthly

Salary Minimum \$2,268.82

Salary Maximum \$2,969.36

Position/Program Information Under the direct supervision of the Central Services Supervisor, manager, or in some instances, medical and nursing staff, Central Services Technician II performs the full range of sterilizing, decontaminating and cleaning medical and surgical items, packaging sets and trays of instruments and supplies.

Essential Job Functions

- Disassembles, decontaminates, cleans, and reassembles medical, surgical and patient care supplies, including surgical instruments, according to established procedures.
- Assembles utensil sets, single package instruments, sterile containers, and trays for sterilization.
- Sorts linens, assembles, and wraps linen packs, dressings, utensils, and surgical instrument sets for sterilization.
- Operates steam and gas sterilizers, autoclaves and other sterilization, cleaning, and reprocessing equipment.
- Loads and unloads supply carts and delivers sterile processed supplies to service areas, and collects and delivers used supplies back to processing area.
- Disassembles, cleans, reassembles, and checks operation of suctioning machines, respirators, and related surgical equipment.
- Fills emergency requests and suggests possible substitute items to medical and nursing staff in the event the requested item is not in stock.
- Orientates new staff and trains them in the performance of any or all central service procedures as needed.

Requirements

Selection Requirements:

One year's experience cleaning, assembling, packaging and sterilizing medical surgical and nursing supplies, instruments and equipment at the level of the Los Angeles County classification Central Services Technician 1*.

Completion** of a central services technician course in an accredited*** vocational school or community college may be substituted for six months of the required experience.

Physical Class	Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	<p>*In the County of Los Angeles, a Central Services Technician I performs a limited range of sterilizing, processing, packaging, and distribution duties in a central services unit or in ancillary hospital units.</p> <p>**To qualify, applicants must provide legible copies of their official transcripts for completion of a central services technician course from an accredited vocational school or community college at the time of filing.</p>
Accreditation Information	<p>*** Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of an evaluation of education and experience based upon application information weighted 100%.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be added to the eligible register.</p>
Special Information	Appointees may be required to work any shift, including evenings, nights, weekends and holidays.
Vacancy Information	The resulting eligible register for this examination will be used to fill the immediate vacancies in the LAC+USC Medical Center, Rancho Los Amigos National Rehabilitation Center and ValleyCare Olive View-UCLA Medical Center; and will be used to fill other vacancies in the Department of Health Services as they occur.
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.</p>
Available Shift	Any
Application and Filing Information	<p>APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.</p> <p>All applicants are required to submit a Standard County of Los Angeles Employment Application online (via electronic submission)</p>

ONLY. Facsimile and hard copy applications will not be accepted.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications must be completed and submitted **online by clicking on the link above or below this bulletin that reads Apply To Job.** You can track the status of your application online and receive notification of your progress by e-mail.

This examination will remain open until the needs of the service are met. Application filing may be suspended at any time without advance notice. **Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted.**

Note: If you are unable to attach required documents, you must fax them to (323) 869-0942 within **five (5) business days** of filing online. Please include the exam number and exam title.

The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS based on the information provided on the application. It is to your advantage to provide complete and thorough information for evaluation.

Social Security Number Language:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

Computer and Internet access at libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

No sharing USER ID and Password:

All applicants must file their applications 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.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

GE_NERAL EXAMINATION INFORMATION

OR

Visit http://dhr.lacountyj_nfo to view the above information. Click on Career Opportunities' Tab, and then click on General Examination

Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name HUONG DUONG

Department Contact Phone 323-869-7045

Department Contact Email HDUONG@DHS.LACOUNTY.GOV

ADA Coordinator Phone 323-869-7124

California Relay Services Phone 800-735-2922

Job Field Health Other

Job Type Technicians

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