



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-010
SUBJECT: EMPLOYMENT PRACTICES: HIRING & PROMOTIONAL OPPORTUNITIES	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: HR ADMINISTRATOR AND POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 06/07/93
TO BE PERFORMED BY: MLK OPC/HUMAN RESOURCES	REVIEWED DATE: 04/16/07 REVISED DATE: 01/2016

PURPOSE

To ensure that employment practices affecting the hiring and promotional appointments within Martin Luther King Jr., Outpatient Center is consistent with the provisions of the Los Angeles County Code (Titles 5 and 6).

POLICY

The MLK OPC facility is an equal employment opportunity employer and will provide equal consideration to all qualified and eligible persons without regard to race, color, sex, religious belief, age, ancestry, national origin, disability, marital status, or sexual orientation.

PROCEDURE

Employment Practices:

1. No person in classified County service, or seeking admission to such service, shall be appointed, reduced or removed, or in any way favored or discriminated against in employment or an opportunity for employment because of race, color, religion, sex, physical handicap, medical condition, marital status, age, national origin or citizenship, ancestry, political opinions or affiliations, organizational membership or affiliation, or other non-merit factors which are not substantially related to successful performance of the duties of a position.

“Non-merit factors” are those factors that relate exclusively to a personal or social characteristic or trait and are not substantially related to successful performance of the duties of a position.

2. Nothing in this practice shall preclude appropriate action by an appointing power when a candidate’s membership in, or affiliation with, an organization may cause a conflict of interest relative to the duties of the position in question.

Employment Standards:

No standard for employment shall be applied that will have an adverse effect against members of minority groups (as defined in the County’s affirmative action policy), women, or the disabled, unless it is substantially related to successful performance of the duties of a position. Persons adversely affected by the application of such standards may appeal to the Civil Service Commission under provisions of Civil Service Rule 4.

The MLK OPC facility encourages its employees to seek and prepare for promotional opportunities as offered by the Department of Health Services in particular and LA County in general. Employees may improve their opportunities for advancement in the following manner:

- Perform well in their present assignment and independently prepare for promotion by gaining the knowledge, skills, and/or credentials required to perform at higher levels.
- Demonstrate work related characteristics of excellence; dependability, consistency, initiative, adaptability, resourcefulness, competency and productivity.
- Demonstrate characteristics that are consistent with the organization’s mission to provide quality healthcare in a manner that is acceptable and adaptable to the community in a culturally sensitive manner.
- Demonstrate personal characteristics of ethics and integrity that are a positive reflection on the MLK OPC organization in all interactions.
- Applicants for interdepartmental promotional examinations must hold a permanent status with LA County and must have successfully completed a preliminary probationary period. Applicants for departmental promotional examinations must satisfy the standard for interdepartmental promotional examinations, and, in addition, must hold current status in the department conducting the examination.
- Employees serving their initial probationary period may compete in promotional examinations provided that they are not appointed until they have successfully completed their probationary period.
- Recurrent/Temporary employees who have completed at least 120 working days of satisfactory service may be allowed to compete in promotional examinations for permanent appointments to the class in which they have status.

NOTE: The County’s Affirmative Action Program and the Department of Health Services/E.E.O.C Conciliation Agreement may be considered in promotional planning.

AUTHORITY:

Titles 5 and 6 of the Los Angeles County Code
L.A County Civil Service Rules

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, Nursing Director

Date

Signature(s) on File.