



COUNTY OF LOS ANGELES
invites applications for the position of:

REGIONAL OPERATIONS MANAGER, PARKS AND RECREATION

SALARY: \$8,686.04 - \$13,147.02 Monthly
\$104,232.48 - \$157,764.24 Annually

OPENING DATE: 11/01/16

CLOSING DATE: 11/30/16 05:00 PM

POSITION/PROGRAM INFORMATION:



TYPE OF RECRUITMENT
OPEN COMPETITIVE JOB OPPORTUNITY

EXAM NUMBER
R8773C

FILING PERIOD
Wednesday, November 2, 2016 @ 8:00 a.m. through November 30, 2016 @ 5:00 p.m. (PT)

SPECIAL SALARY INFORMATION
Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

BENEFITS INFORMATION
Non-Represented Employees. Cafeteria Benefit plan, Defined Contribution Retirement Plan, Deferred Compensation & Thrift Plan, 11 Paid holidays, Generous Vacation and Sick Leave Benefits, and Flexible Work Schedules.

DEFINITION:

Assists in directing recreational and maintenance activities in one of five operational regions of the Department of Parks and Recreation.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to an Assistant Director, Parks and Recreation in charge of an operational region and are responsible for assisting in the overall direction of park operations, including grounds maintenance, recreation operations, golf course management, and coordination of construction and planning. Positions in this class require incumbents to exercise a thorough knowledge of departmental objectives, policies and operations sufficient to assist in planning, organizing, directing, and evaluating the work of a region of the Parks and Recreation Department.

ESSENTIAL JOB FUNCTIONS:

Assists in the direction of the recreation, maintenance, and security programs of an operational region of the department.

Assists the Assistant Director, Parks and Recreation in the development and implementation of public service, financial and administrative objectives and policies.

Assists in preparation and control of a regional budget, assigns regional staff and resources, monitors private contractors, and prepares reports.

Coordinates regional activities with other organizational units of the department, other County departments, and public and governmental agencies to ensure that program requirements are fulfilled.

Maintains effective relations with other public agencies, organizations and the public; promotes interest and participation in parks and recreation programs.

Represents the department at meetings with community groups and individuals to discuss matters related to park and facility maintenance, and the improvement of parks and recreation services and programs.

In the absence of the Assistant Director, Parks and Recreation, assumes full responsibility for the operations of the region.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1: Three years of experience at the level of Regional Park Superintendent II* or higher, supervising the overall operation of a multiple use regional park; or as a division manager of a major line function of the County of Los Angeles Department of Parks and Recreation.

OPTION 2: Three years of experience managing a major line or staff function in an organization engaged in facilities planning, development, maintenance, and the provision of human services to a population of 50,000 or more.

OPTION 3: Four years of experience supervising a section of a major line or staff function at the level of Administrative Services Manager II** or higher in an organization with responsibility for analyzing and making recommendations for the solution of problems of budget, personnel, organization, systems and procedures, program or facility planning. Graduation from an accredited*** four year college or university with a Bachelor's degree in parks and recreation management, recreation and park administration, natural resources management, public administration, business administration, recreation administration, or a related field will be accepted for two years of the required experience.

LICENSE:

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.

PHYSICAL CLASS:

2 - Light. Involves light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

* Experience at the level of Los Angeles County's class of Regional Park Superintendent II refers to having immediate responsibility for supervising the overall operations of large multi-use regional park. Please refer to Los Angeles County's Regional Park Superintendent II class specification (Item #8837) for a full position description.

<https://www.governmentjobs.com/careers/lacounty/classspecs?keywords=8837>

** Experience at the level of Los Angeles County's class of Administrative Services Manager II refers to experience in providing technical and administrative supervision over a central staff unit of two or more employees. Please refer to Los Angeles County's Administrative Services Manager II class specification (Item #1003) for a full position description.

<https://www.governmentjobs.com/careers/lacounty/classspecs?keywords=1003>

*** In order to receive credit for any degree such as a Bachelor's, Master's, or course work, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission.

ADDITIONAL INFORMATION:

This examination will consist of TWO (2) parts:

Part I: A written test weighted at 70% which consist of two (2) components:

Component 1: A proctored online test that will assess overall critical thinking and problem solving skills.

Component 2: A computerized Work Styles Assessment (WSA) written test that will assess Deductive Reasoning, Director Potential, Director Judgment, Leadership Professionalism, Drive for Results, Building Relationships, Self-Motivation, and Business Acumen.

Candidates must achieve a passing score of 70% or higher on Part I in order to be invited to take the structured interview, Part II.

Part II: A structured interview weighted 30% that will assess experience and the general ability to perform the duties of the positions, such as Managing People, Managing Work Operations, and Communication Skills.

Candidates must achieve a passing score of 70% or higher on each part of the examination in order to be placed on the eligible list.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

NOTE: Applicants will be notified via email regarding the written test and interview. It is the responsibility of the applicant to provide a valid email address. Add vsalomon@hr.lacounty.gov and info@governmentjobs.com to your

address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Candidates will be notified of their final test results via US mail. Scores cannot be given over the telephone.

TRANSFER OF SCORES

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. This includes any exams taken with the Los Angeles Superior Court.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION

The names of successful candidates will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

Specific knowledge of the specialized functional areas may be the subject of the departmental hiring interview.

VACANCY INFORMATION

The eligible list will be used to fill vacancies within the Department of Parks and Recreation at any of their field agency offices: North, South, East and Regional.

AVAILABLE SHIFT

Day

APPLICATION AND FILING INFORMATION

*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted at the time of filing or within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application by 5:00 pm, PST, by the last day of filing. Any or all required document(s) must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to vsalomon@hr.lacounty.gov. Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

To apply for this examination, click on the green "**Apply**" button located on the top right corner of this posting. Your application must be submitted electronically by 5:00 p.m., PST, on the last day of filing.

IMPORTANT NOTES:

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

SOCIAL SECURITY NUMBER: Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Virna Salomon

Department Contact Phone: (213) 351-2953

Department Contact Email: vsalomon@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

<http://file.lacounty.gov/dhr/CCHQ.pdf>

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and

warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Accreditation Information: 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 American Universities and Colleges and International Handbook of Universities 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).

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

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 or any other characteristic protected by State or Federal law. 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 comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R8773C
REGIONAL OPERATIONS MANAGER, PARKS AND RECREATION
VS

Los Angeles, CA 90010

REGIONAL OPERATIONS MANAGER, PARKS AND RECREATION Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.
- * 2. How many years of experience do you have supervising the overall operation of a multiple use regional park at the level of **Regional Park Superintendent II** or higher?

Experience at the level of Los Angeles County's class of **Regional Park Superintendent II** refers to having immediate responsibility for supervising the overall operation of a large multi-use regional park.

- Less than 1 year
- 1 year to less than 1 year and 6 months
- 1 year and 6 months to less 2 years
- 2 years to less than 2 years and 6 months
- 2 years and 6 months to less than 3 years
- 3 years or more

I do not have experience.

- * 3. How many years of experience do you have managing a major line or staff function in an organization engaged in facilities planning, development, maintenance, and the provision of human services?

Less than 1 year

1 year to less than one year and 6 months

1 year and 6 months to less than 2 years

2 years to less than 2 years and 6 months

2 years and 6 months to less than 3 years

3 years or more

I do not have experience.

- * 4. If you are qualifying under Option 2, what is the population size of the provision of human services?

Less than 10,000

10,000 to less than 20,000

20,000 to less than 30,000

30,000 to less than 40,000

40,000 to less than 50,000

50,000 or more

- * 5. How many years of experience do you have supervising a section of a major line or staff function at the level of Administrative Services Manager II or higher in an organization with responsibility for analyzing and making recommendations for the solutions of problems of budget, personnel, organization, systems and procedures, program or facility planning?

Experience at the level of Los Angeles County's class of Administrative Services Manager II refers to experience in providing technical and administrative supervision over a central staff unit of two or more employees.

Less than 2 years

2 years to less than 2 years and 6 months

2 years and 6 months to less than 3 years

3 years to less than 3 years and 6 months

3 years and 6 months to less than 4 years

4 years or more

I do not have experience.

- * 6. Do you possess a bachelor's or higher degree from an accredited four-year college or university?

Yes

No

- * 7. Which of the following best describes your area of specialization for bachelor's, master's or doctorate degree?

Parks and Recreation Management

Recreation and Park Administration

Natural Resources Management

Public Administration

Business Administration

Recreation Administration

Other

- * Required Question