



COUNTY OF LOS ANGELES  
invites applications for the position of:

## MENTAL HEALTH SERVICES COORDINATOR II

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**SALARY:** \$5,412.46 - \$7,098.18 Monthly  
\$64,949.52 - \$85,178.16 Annually

**OPENING DATE:** 11/23/16

**CLOSING DATE:** 12/09/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**  
b8149E

**TYPE OF RECRUITMENT**  
OPEN COMPETITIVE

**FILING DATES**  
11/28/2016 AT 8:00 A.M. THROUGH 12/09/2016 AT 5:00 P.M.

**DEFINITION:**

Provides highly responsible administrative staff support for the planning, coordination, and implementation of mental health services and legal requirement with public, private and community agencies.

**CLASSIFICATION STANDARDS:**

The positions allocable to this class may supervise a unit or provide highly responsible administrative support staff in the Patients Rights Unit, a region or bureau. Incumbents in these positions work under the technical and administrative direction of a Deputy Director, Program Services; Deputy Director, Program Development, or Chief, Patients' Rights Program.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates legally mandated site reviews of psychiatric facilities by staff to insure the protection of patients' rights.
- Evaluates the implementation of mental health laws in psychiatric treatment facilities.
- Develops placement resources for mentally disordered adults and children, and coordinates placement planning with appropriate agencies.

**REQUIREMENTS:****SELECTION REQUIREMENTS:**

**Option I:** One year's experience as a Mental Health Services Coordinator I\* in the services of Los Angeles County. -OR-

**Option II:** A Master's degree\*\* from an accredited college with specialization in clinical psychology, public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and four years' post-degree experience in community mental health work\*\*\* or in the delivery of mental health services in an inpatient psychiatric setting or in a County-contracted mental health program, two years of which must have included administrative responsibility in a staff\*\*\*\* or supervisory\*\*\*\*\* capacity. -OR-

**Option III:** A Bachelor's degree\*\* from an accredited college with specialization in public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and five years' post-degree experience in community mental health work\*\*\* or in the delivery of mental health services in an inpatient psychiatric setting, three years of which must have included administrative responsibility in a staff\*\*\*\* or supervisory\*\*\*\*\* capacity.

**Physical Class**

**II – Light:** 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.

**License(s) Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation to carry out job-related functions.

**Special Requirement Information**

\*To qualify, applicants must have County status in the class, as evidenced by holding or have held such payroll title. NO OUT OF CLASS EXPERIENCE WILL BE ACCEPTED.

\*\*\*Community mental health work is defined as including any of the following activities: program planning or development, community outreach, direct service, client linkage, service navigation, client referrals, contract program monitoring, mental health program compliance, client complaint investigations, or service to conservatees.

\*\*\*\*Staff capacity in the County of Los Angeles, is defined as work in an advisory capacity to line managers to provide program and administrative support.

\*\*\*\*\*Supervisory capacity in the County of Los Angeles, is defined as provides direct supervision to planning, assigning, and reviewing work of staff of the unit, evaluating employee performance, counseling and recommending discipline.

**ADDITIONAL INFORMATION:****SPECIAL INFORMATION**

Past and present mental health clients and family members are encouraged to apply.

**AVAILABLE SHIFT**

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

## EXAMINATION CONTENT

This examination will consist of an evaluation of your education and experience based on information provided on application and supplemental questionnaire, weighted 100%.

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

## VACANCY INFORMATION

The eligible list for this examination will be used to fill vacancies in the Department of Mental Health.

## ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

## APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing.

## INSTRUCTIONS

### FOR

### FILING

### ONLINE

Apply online by clicking on the green "Apply" button at the top right of this posting.

Applications must complete and submit their online applications and upload required documents (e.g. Official Transcripts, Resume, etc.) as attachment(s) during application submission or send by email to [exams@dmh.lacounty.gov](mailto:exams@dmh.lacounty.gov) within 15 calendar days from date of application submission. Indicate the Exam Title on the subject line when sending required documents by email.

\*\*In order to receive credit for any college course work, or any type of college degree, such as Doctorate's degree or for completion of a certificate program, 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; or official certificates with your application at the time of filing or within 15 calendar days of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

## IMPORTANT NOTES:

- All information is subject to verification. Applicants may be rejected at any stage of the selection process.
- Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirement. Doing so may result in an **INCOMPLETE APPLICATION** and your application may be **DISQUALIFIED**.

## SOCIAL SECURITY NUMBER LANGUAGE

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

## 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.

## DEPARTMENT CONTACT

Celia Yeung

**ADA Coordinator Phone** 213-972-7034  
**Teletype Phone** 800-735-2922  
**California Relay Services Phone** 800-735-2922

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## COUNTY OF LOS ANGELES Employment Information

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

### **Your Responsibilities:**

#### 1. Completing Your Application:

- a. 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.
- b. 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.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. 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.

- a. 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.
- b. 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.
- c. 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:

- a. 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.
- b. 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

**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](http://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 either workers' compensation fraud or human trafficking 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.

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**Employment Information**

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change. This can be done at any time.

**5. Promotional Examinations:**

a. 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.

b. 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:**

a. 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.

b. 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 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.

**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 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.

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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.

**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 #b8149E  
MENTAL HEALTH SERVICES COORDINATOR II  
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\*\*\*\*\*  
Los Angeles, CA 90010

**MENTAL HEALTH SERVICES COORDINATOR II  
Supplemental Questionnaire**



- \* 1. The information you provide on this supplemental questionnaire is designed to assess your experience as it relates to the Selection Requirements for competing in the Mental Health Services Coordinator II examination. In order to be considered for this examination, you are required to respond to the following questions. All information that you provide is subject to verification. Referrals to a resume or the County application will be considered a non-response and will result in disqualification. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.
- YES
- \* 2. Do you currently hold or have previously held the payroll title of Mental Health Services Coordinator I for one year or more in the service of Los Angeles County?
- YES  
 NO
- \* 3. Which of the following best describes your level of education? You must attached 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.
- Bachelor's degree  
 Master's degree  
 Doctorate degree  
 Not Applicable
- \* 4. Do you have a Bachelor's degree or Master's degree from an accredited college with specialization in public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning?
- YES  
 NO
- \* 5. Do you have a Master's degree from an accredited college with specialization in clinical psychology, public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and four years' post-degree experience in community mental health work\*\*\* or in the delivery of mental health services in an inpatient psychiatric setting or in a County-contracted mental health program, two years of which must have included administrative responsibility in a staff\*\*\*\* or supervisory\*\*\*\*\* capacity? \*\*\*Community mental health work is defined as including any of the following activities: program planning or development, community outreach, direct service, client linkage, service navigation, client referrals, contract program monitoring, mental health program compliance, client complaint investigations, or service to conservatees. \*\*\*\*Staff capacity in the County of Los Angeles, is defined as work in an advisory capacity to line managers to provide program and administrative support. \*\*\*\*\*Supervisory capacity in the County of Los Angeles, is defined as provides direct supervision to planning, assigning, and reviewing work of staff of the unit, evaluating employee performance, counseling and recommending discipline.
- Yes  
 No
- \* 6. Do you have a Bachelor's degree from an accredited college with specialization in public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and five years' post-degree experience in community mental health work\*\*\* or in the delivery of mental health services in an inpatient psychiatric setting, three years of which must have included administrative responsibility in a staff\*\*\*\* or supervisory\*\*\*\*\* capacity? \*\*\*Community mental health work is defined as including any of the following activities: program planning or development, community outreach, direct service, client linkage, service navigation, client referrals, contract program monitoring, mental health program compliance, client complaint



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- YES
- NO

- \* 7. If you answered YES to question #5 or #6, describe your experience in community mental health work. Community mental health work is defined as experience gained in providing direct psychiatric services to clients or patients.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

EMPLOYER/COUNTY DEPARTMENT UNIT

PAYROLL TITLE

COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)

NUMBER OF HOURS WORKED PER WEEK

NAME AND CONTACT NUMBER(S) OF DIRECT SUPERVISOR(S)

COMPLETE DESCRIPTION OF DUTIES

- \* 8. Describe your experience in the administrative responsibility in a staff or supervisory capacity in community mental health work or in the delivery of mental health services in an inpatient psychiatric setting or in a County-contracted mental health program.

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NUMBER OF HOURS WORKED PER WEEK

NAME AND CONTACT NUMBER(S) OF DIRECT SUPERVISOR(S)

COMPLETE DESCRIPTION OF DUTIES

- \* Required Question