

Close

|                                     |   |
|-------------------------------------|---|
| <b>Bulletin Number</b>              | 19834BR   |
| <b>Type of Recruitment</b>          | Open Competitive Job Opportunity  |
| <b>Department</b>                   | Children and Family Services  |
| <b>Position Title</b>               | DIVISION CHIEF, CHILDREN AND FAMILY SERVICES  |
| <b>Exam Number</b>                  | T9108F  |
| <b>Filing Type</b>                  | Open Continuous   |
| <b>Filing Start Date</b>            | 19-Nov-2013   |
| <b>Salary Type</b>                  | Monthly   |
| <b>Salary Minimum</b>               | 8459.52   |
| <b>Salary Maximum</b>               | 12804.17  |
| <b>Special Salary Information</b>   | <b>Management Appraisal of Performance Plan (MAAPP):</b> This position is subject to the provisions of the Management Appraisal of Performance Plan (MAAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAAPP guidelines and regulations. |
| <b>Benefits Information</b>         | <b>Non-Represented Employees</b><br>• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules  |
| <b>Position/Program Information</b> | <b>FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR ON TUESDAY, DECEMBER 10, 2013 AT 5:00 PM (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN AS THE NEEDS OF THE DEPARTMENT REQUIRE.</b>   |

Directs the activities of a division in the Department of Children and Family Services.

Positions allocable to this class report to a Deputy Director, Children and Family Services and direct activities such as those concerned with placement services, program development, regional operations, or other administrative operations, including budget, personnel, finance and management information. Incumbents must exercise a knowledge of the principles of management in order to direct the activities of these major organizational units or functions. They must also exercise a knowledge of the department's programs, policies, and procedures in order to coordinate effectively the activities of their division with those of others in the department.

#### Essential Job Functions

- Plans, organizes, directs, and evaluates, through subordinate managers, the work of the division or implementation of major children's services programs for a major geographical area and associated support services.
- Plans, organizes, and directs subordinate managers and staff in evaluating administrative needs for budget, personnel, facilities, and other administrative functions for the division or a major geographical area and associated support services.
- Implements policies and establishes procedures for the administration of the division or a major geographical area and associated support services.
- Ensures the implementation of applicable Federal, State and local regulations governing departmental programs and operations.
- Evaluates the impact of legislation on departmental operations and makes recommendations on proposed changes that affect the administration of the department's program.
- Directs the preparation of correspondence, reports, and studies related to the work of the division or a major geographical area and associated support services.
- Coordinates the work of the division or a major geographical area and associated support services with other divisions and departments.
- Maintains effective public relations with other County departments, other jurisdictions, agencies, and community groups.
- Directs, through subordinate staff, the review and analysis of existing programs and proposed program concepts against strategic goals and available resources for the division or regional and specialized support programs.
- Plans, organizes, and directs, through subordinate managers and staff, the implementation and integration of special and support services into the regional operations.
- Assists the Department's Public Information Office in building and maintaining effective relationships with radio, television, and print media to obtain coverage for

- Department of Children and Family Services announcements and news.
- Directs, through subordinate staff, the completion of special assignments to study, analyze, make recommendations and/or develop solutions to address significant issues having department-wide impact.
- Acts for the Senior Deputy Director/Deputy Director, Children and Family Services in their absence.
- Oversees various County-wide specialized programs.

## Requirements

### **ON-LINE FILING ONLY**

### **SELECTION REQUIREMENTS**

#### **OPTION I:**

Four years of paid experience at the level of Los Angeles County's class of Children Services Administrator III\* directing the development or administration of a Children and Family Services program for adoptions, protective services, residential care, or other administrative operations.

#### **OPTION II:**

Five years of paid experience at the level of Los Angeles County's class of Administrative Services Manager III\*\* managing a major section in a large-sized County department responsible for providing budget, finance, contracts, management information systems, personnel, or other administrative services.

## Physical Class

**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 when needed to carry out job-related essential functions.

## Desirable Qualifications

- Bachelor's Degree or higher from an accredited\*\*\* college or university with a major in Business Administration, Industry and Organizational Behavior, Public Administration, Social Work, Psychology, Counseling, or a Human Services related field.

## Special Requirement Information

\*In the services of Los Angeles County, a Children Services Administrator III is defined as: Directs the development or administration of children's services programs for adoptions, foster care, protective services, residential care or specialized program and/or directs the administrative or technical support services provided to these programs.

\*\*In the services of Los Angeles County, an Administrative Services Manager III is defined as: Directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.

\*\*\*In order to evaluate your education such as a bachelor's degree or higher, you **must** attach a copy of your diploma or copy of official transcripts to your application at the time of filing or within 15 calendar days of filing.

## Accreditation Information

\*\*\***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 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).

## Examination Content

This examination will consist of a Qualifying Evaluation of Education, Training and Experience and an Interview weighted 100%.

For the Qualifying Evaluation of Education, Training and Experience, each candidate's qualifications will be evaluated on the basis of the information provided on the Los Angeles County Employment Application and Supplemental Questionnaire Form submitted at the time of filing. The candidates with the highest qualifications, as determined by the screening process, will be invited to the interview portion of the examination.

The interview will evaluate Job Preparation; Management, Administrative and Leadership ability; Problem Solving and Decision Making; Verbal and Written Communication; Interpersonal and Public Relations.

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

eligible register.

#### Special Information

**FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:** All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An Individual with job-related convictions as defined by the County policy (PPG 514) or the requirements of a "sensitive position" may be withheld from appointment or may be discharged.

**Vacancy Information**  
The resulting eligible register for this examination will be used to fill vacancies in the Department of Children and Family Services.

**Eligibility Information**  
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.

**Retake:** No person may compete in this examination more than once every twelve (12) months.

#### Available Shift

Any

#### 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:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**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.

#### Application and Filing Information

##### ON LINE FILING ONLY:

Applicants are required to submit a standard Los Angeles County Employment Application and **Supplemental Questionnaire Form** online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications.

**Applications will not be accepted by mail, fax, or in person.**

**FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR ON TUESDAY, DECEMBER 10, 2013 AT 5:00 PM (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN AS THE NEEDS OF THE DEPARTMENT REQUIRE.**

**Click on the link below for the Supplemental Questionnaire Form:**

[http://file.lacounty.gov/dhr/ehrcms1\\_204128.doc](http://file.lacounty.gov/dhr/ehrcms1_204128.doc) Applicants must submit their online application and Supplemental Questionnaire Form by 5:00 p.m, PST, on the last day of filing. Applicants who submit the application and all required documents after the filing period will be rejected and will not be able to compete in the examination process.

**Note:** If you are unable to upload required documents to your online application, you may fax them to (213) 738-6470 within five (5) days of filing or by 5:00 pm, PST, on the last day of filing, whichever comes first. Please include exam title, exam number and your name on the documents.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **SELECTION REQUIREMENTS and DESIRABLE QUALIFICATIONS**. Please fill out the online application and Supplemental Questionnaire Form completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, hours worked, description of work performed, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time

during the selection process.

**ADDITIONAL INFORMATION REGARDING ONLINE FILING:**

**SOCIAL SECURITY NUMBER:**

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (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 USED ID AND PASSWORD:**

All applicants must file their application on line 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.

|  |                         |
|--|-------------------------|
| <b>Department Contact Name</b>         | Eileen Shih             |
| <b>Department Contact Phone</b>        | (213) 351-5639          |
| <b>Department Contact Email</b>        | eshih@dcls.lacounty.gov |
| <b>ADA Coordinator Phone</b>           | (213) 351-3269          |
| <b>Teletype Phone</b>                  | (800) 899-4099          |
| <b>California Relay Services Phone</b> | (800) 735-2922          |

Close

Powered by **Kenexo**.