

## Job posting preview

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**Bulletin Number** 14718BR  
**Type of Recruitment** Interdepartmental Promotional Opportunity  
**Department** Human Resources Countywide Exams  
**Position Title** WAREHOUSE WORKER II  
**Rebulletin Information**

**THIS ANNOUNCEMENT IS A REBULLETIN TO RE-OPEN THE FILING PERIOD, UPDATE SALARY, EXAMINATION CONTENT INFORMATION, SPECIAL INFORMATION, AND APPLICATION AND FILING INFORMATION. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.**

**APPLICATIONS WILL BE ACCEPTED STARTING MONDAY, FEBRUARY 23, 2015 AT 8:00AM.**

**THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.**

**Exam Number** R2332F  
**Filing Type** Open Continuous  
**Filing Start Date** 02/23/2015  
**Salary Type** Monthly  
**Salary Minimum** 3043.00  
**Salary Maximum** 3977.00  
**Essential Job Functions** Supervises and participate in the receiving, checking, storing, and issuance of a variety of supplies as needed. Analyzes perpetual inventory and other records and makes determination of optimum stock levels to be maintained, and items to be added or removed from stock. Initiates timely requisitions for replenishment of supplies and follows up on delays. Coordinates storekeeping functions with needs of operating units. Supervises and participates in the maintenance and adjustment of stock records. Supervises or conducts periodic physical inventories of supplies. Supervises the operation of the salvage warehouse,

and assists in the disposal of unusable County property. Supervises and participates in the acquisition, tagging, and the preparation of records for the County Auditor of property assigned to a County department, conducting periodic inventories, and processing and maintaining records showing present location, transfer, or disposal of such property. Maintains physical custody of items not assigned to an operating unit. Prepares reports as required. Participate in the procurement of capital outlay and fixed asset equipment as needed. Operate forklifts and other materials-handling equipment and train subordinates the safe and efficient use of this equipment. Conducts periodic "tailgate safety sessions" regarding safe use of forklifts, electric trucks, pallet dollies and response to spills to toxic or possible toxic materials being handled or stored. Transports shipments and/or salvage or surplus materials by operating a light truck (e.g., pickup, bobtail, flatbed, or cargo van) according to established County procedures and in full compliance with motor vehicles code requirements in order to deliver requisitioned materials, files and documents, retrieve needed stock, or dispose of discarded materials.

<b>Requirements</b>	<b>MINIMUM REQUIREMENTS:</b> One year of storekeeping, procurement or related experience at the level of Warehouse Worker I* or Procurement Aid**.
<b>Physical Class</b>	<b>Physical Class III – Moderate:</b> 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.
<b>License(s) Required</b>	A valid California Class C Driver License may be required for some positions required to drive as a job-related essential function of their position. Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. <b>AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.</b>
<b>Special Requirement Information</b>	*Experience at the level of Warehouse Worker I in the County of Los Angeles performs a full-range of Journey-level duties related to handling materials and supplies in the operation of a warehouse.  **Experience at the level of Procurement Aid in the County of Los Angeles participates in the procurement process of a variety of supply items or services including preparing various procurement

documents and maintaining related clerical records and controls.

**VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.**

**Withhold Information:**

**Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met. Applications who are within six months of meeting the Selection Requirements while working outside of their classification will not be placed on withhold status. Therefore, their applications will not be accepted.**

**Examination  
Content**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Principles of Supervision, Written Expression, Reading Comprehension, Data Analysis and Decision Making, Office Practices and Procedures, Customer Service, Achievement and Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness and Retention.

NOTE: Applicants that have taken identical written test part(s) for other exams within the last 12 months will have their written test score(s) for the identical test part(s) automatically transferred to this examination.

This examination contains test part(s) that may be used in the future for new examinations. Upon the acceptance of your online application, your score will be transferred to the new examination

and may not be allowed to re-take any identical part(s) for the next 12 months.

Applicants who are also concurrently competing for Warehouse Worker Aid and Warehouse Worker I will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

**Invitation letters may be sent electronically to the email address provided on the applicaiton. It is important that candidates provide a valid email address. Make sure to add [JWILLIAM@HR.LACOUNTY.GOV](mailto:JWILLIAM@HR.LACOUNTY.GOV) to your address book to ensure our emails reach your inbox.**

**Exam results will be mailed via United States Postal Service (USPS). Written test scores cannot be given over the telephone.**

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

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the examination in order to be placed on the Eligible Register.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized portion of the test by going to the following website:

[http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html)

**While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.**

**Vacancy  
Information**

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

<b>Eligibility Information</b>	<p>Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.</p> <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 12 months following the date of promulgation.</p> <p>NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.</p>
<b>Available Shift</b>	Any
<b>Job Opportunity Information</b>	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.</p> <p>Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.</p>
<b>Application and Filing Information</b>	<p>APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p> <p>INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to job". You can also track the status of your application using this system. We must receive your application by the time filing closes.</p> <p>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.</p> <p>Direct copies of class specifications and minimum requirements as your description of duties will not be sufficient to meet requirements.</p> <p>Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. If application is incomplete, it will be rejected.</p> <p><b>COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:</b> For candidates who may not have regular access to a computer or the Internet, applications can be completed on</p>

computers at public libraries throughout Los Angeles County.

**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 or friend's user ID and password may erase a candidate's original application record.

**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 (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**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.

If you have a disability which requires a reasonable accommodation, such as a reader or interpreter, you must contact our ADA Coordinator via email at [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov).

**Department Contact Name** Joset Williams

**Department Contact Phone** (213) 738-2084

**Department Contact Email** jwilliam@hr.lacounty.gov  
**ADA Coordinator Phone** adarequests@hr.lacounty.gov  
**Teletype Phone** 800-899-4099  
**California Relay Services Phone** 800-735-2922  
**Alternate TTY Phone** 800-897-0077  
**Job Field** Warehouse and Inventory Control  
**Job Type** All Others

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