



COUNTY OF LOS ANGELES
invites applications for the position of:

CHIEF PROGRAM SPECIALIST, CEO

SALARY: \$8,149.46 - \$10,688.82 Monthly
\$97,793.52 - \$128,265.84 Annually

OPENING DATE: 09/11/15

CLOSING DATE: 09/18/15 05:00 PM

POSITION/PROGRAM INFORMATION:



FILING DATES

APPLICATIONS WILL BE ACCEPTED STARTING SEPTEMBER 16, 2015 AT 8:00 A.M.

FILING WILL BE SUSPENDED AFTER THE FIRST 300 APPLICATIONS ARE RECEIVED OR BY SEPTEMBER 18, 2015, AT 5:00 P.M., WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 300 WILL NOT BE CONSIDERED.

THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICES REQUIRE.

EXAM NUMBER

M0819B

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

DEFINITION:

Has responsibility for a major program providing operating departments with professional services in the administration of specialized Countywide programs.

CLASSIFICATION STANDARDS:

Positions allocable to this class are restricted to the Chief Executive Office and have responsibility for a major program providing operating departments with professional services in the administration of specialized Countywide programs, such as administrative investigation, risk management, employee relations, emergency management, productivity, protocol, budget, legislation, workplace programs, and Countywide marketing. Employees in this position may supervise or lead a team of program specialists or analysts and must demonstrate management and leadership skills sufficient to direct a major program of the Chief Executive Office.

ESSENTIAL JOB FUNCTIONS:

Supervises or leads a team of program specialists or analysts responsible for resolving policy issues and problems as they arise.

Ensures that provisions of the County Charter, the Civil Service Rules, and the policies of the Chief Executive Office are carried out.

Formulates policies in respect to overall plans for the program.

Advises superiors on problems involving the work of the program.

Assists in the formulation of Countywide policy and procedures.

Maintains liaison with a variety of officials and agencies on matters relating to the program's activities.

Directs the program's budget, personnel, and housekeeping functions.

Directs the preparation of correspondence, reports and studies related to the work of the program.

Coordinates with other divisions, departments and agencies.

REQUIREMENTS:

SELECTION REQUIREMENTS:

TRAINING AND EXPERIENCE:

Two years of experience analyzing and making recommendations for the solution of problems of organization, program, systems, budget, compensation, or personnel, at the level of Los Angeles County Class of Program Specialist IV, CEO*.

*Experience at the level of Los Angeles County class of Program Specialist IV, CEO is defined as analyzing and making recommendations for the solution of highly complex problems in administration of agency-wide programs such as administrative investigation, risk management, employee relations, emergency management, productivity, protocol, budget, legislation, workplace programs, and agency-wide marketing.

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.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of three (3) parts:

PART I

An online unproctored Work Styles Assessment (WSA) measuring achievement, confidence and optimism, flexibility, independence, influence, innovation, sense of duty, thoroughness, coaching & development, monitoring, decision making, and prioritizing.

Candidates who complete Part I, will be invited to the in-person proctored test administration (Part II and III).

The combined score of Part I and Part II is weighted at 75%.

Note: All test invitations will be sent to candidates via email. It is important that candidates provide a valid email address in their application. Please add jmcfarland@hr.lacounty.gov to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

The link to take the WSA is tentatively scheduled to be emailed to candidates during the week of **October 5th, 2015**.

PART II

An in-person proctored paper and pencil written test assessing written expression, reading comprehension, data analysis/decision making.

The combined score of Part I and Part II is weighted at 75%.

PART III

An in-person proctored writing assessment weighted 25%. The writing assessment consists of English structure and content, written expression, and prioritizing information.

Both **Parts II & III** will be administered on the same day, and they are tentatively scheduled during the week of **October 26, 2015**.

Only those candidates that achieve a combined passing score of 70% or higher on Part I and II will

have their writing assessment (Part III) scored and calculated.

Candidates must meet the Selection Requirements and achieve a combined score of 70% or higher on Part I and Part II, and a score of 70% or higher on Part III in order to be placed on the eligible register.

Final results will be sent by U.S. mail. Test scores cannot be given over the phone.

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

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 Job Info Center, then click on Employment Test Preparation. 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.

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 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.

Applicants who are also concurrently applying for Principal Analyst, CEO, M0830A, will take the identical written test components one time only.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing score 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.

SELECTIVE CERTIFICATION:

In accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, the Department of Human Resources (DHR) is canvassing applicants to identify eligible candidates who have the experience in the following areas:

- Child Care
- Capital Projects
- Classifications
- Emergency Management
- Compensation/Defined Contribution
- Information Technology
- Contracts/Risk Management
- Child Safety
- Communications

Candidates should be prepared to respond to a supplemental questionnaire during the application process. In order to be considered for placement on any Selective Certification lists for one or more of these areas, you are required to complete the associated supplemental questions. Your request to be placed on any selective certification list will be rejected if you do not complete the supplemental questions. The experience you claim in the supplemental questions must be consistent with the information you provide in your application. Candidates who pass the examination and meet the criteria identified in the supplemental questions will be placed on the Selective Certification list for that area.

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies in the Chief Executive Office as they occur.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Any required documents must be submitted within fifteen (15) calendar days from application submission.

Applications will be accepted starting September 16, 2015 at 8:00 am. Filing will be suspended after the first 300 applications are received or by September 18, 2015 at 5:00 pm, whichever occurs first. Applications received after the first 300 will not be considered.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site. Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *SELECTION REQUIREMENTS*. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. 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 your application is incomplete, it will be rejected.

IMPORTANT NOTES:

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** or **RESCISSION OF APPOINTMENT**. Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

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.

COMPUTER AND INTERNET ACCESS AT PUBLIC 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 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.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Jeremiah McFarland

Department Contact Phone: (213) 738-2080

Department Contact Email: jmcfarland@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.
- Your Social Security Number must be included 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

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

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otherwise. Experience is evaluated on the basis of a verifiable 40-hour week. RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. 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.

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_2014.pdf

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info> and clicking on Job Information Center, then clicking on Employment Test Preparation. Additional test preparation resources may be listed on the job posting.

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.

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).

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

Position #M0819B
CHIEF PROGRAM SPECIALIST, CEO
JM

Los Angeles, CA 90010

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CHIEF PROGRAM SPECIALIST, CEO 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. I understand the above information and instructions.
 Yes No

- * 2. Do you possess two years of experience analyzing and making recommendations for the solution of problems of organization, program, systems, budget, compensation, or personnel, at the level of County of Los Angeles class of Program Specialist IV, CEO.
 Yes No

- * 3. Describe your experience analyzing and making recommendations for the solution of problems of in areas such as those above at the level of Program Specialist IV, CEO. If you do not possess this experience, type "No Related Experience."

- * 4. The following set of questions will be used to determine your eligibility to be placed on Selective Certification lists. Read each question carefully and be as specific as possible, including all information related to the functional area identified for Selective Certification. Comments such as "see resume or application" will not be considered as a response. THE EXPERIENCE YOU CLAIM MUST BE CONSISTENT WITH THE EXPERIENCE LISTED IN YOUR APPLICATION. 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. I understand the above information and instructions.
 Yes No

- * 5. Do you possess two years of experience at the level of County of Los Angeles class of Program Specialist IV, CEO managing emergency operations through workgroup and program facilitation, including roles in activating operation centers, or facilitating emergency management exercises, or managing emergency management grants, or developing plans, annexes, standard operating procedures or Concept of Operation Plans, and experience communicating disaster/emergency preparedness information via all communication modes to the community, jurisdictions and other leadership?
 Yes No

- * 6. If you answered "Yes" above, describe your experience in emergency management. If you do not possess this experience, type "No Related Experience."

- * 7. Do you possess two years of experience at the level of Program Specialist IV, CEO analyzing and recommending solutions to problems in Compensation/Defined Contribution, such as total compensation policy, special step placements, and salaries for new classifications, which includes conducting salary studies and total compensation surveys as well as working with employee relations?
 Yes No

- * 8.

If you answered "Yes" above, describe your experience in Compensation/Defined Contribution. If you do not possess this experience, type "No Related Experience."

- * 9. Do you possess two years of experience at the level of Program Specialist IV, CEO in all of the following areas within the last four years? Supervising technical staff in the support of core CEO business systems; Managing enterprise IT projects; Developing custom software.
 Yes No

- * 10. If you answered "Yes" above, describe your experience in Information Technology. If you do not possess this experience, type "No Related Experience."

- * 11. Do you possess two years of experience at the level of Program Specialist IV, CEO managing a risk management program and managing the solicitation of contracts, facilitating contract evaluation committees, and monitoring contracts for compliance, which includes experience managing living wage ordinance, insurance and indemnification provisions?
 Yes No

- * 12. If you answered "Yes" above, describe your experience in contracts/risk management. If you do not possess this experience, type "No Related Experience."

- * 13. Do you possess two years of experience at the level of Program Specialist IV, CEO in child safety initiatives or programs involving system-involved or at-risk youth by leading a multi-departmental collaborative team?
 Yes No

- * 14. If you answered "Yes" above, describe your experience in child safety. If you do not possess this experience, type "No Related Experience."

- * 15. Do you possess two years of experience at the level of Program Specialist IV, CEO managing communications through a team of journalistically-oriented print and digital content producers, including non-fiction writing/editing, social media and website strategies, and public relations messaging campaigns?
 Yes No

- * 16. If you answered "Yes" above, describe your experience in communications. If you do not possess this experience, type "No Related Experience."

- * 17. Do you possess two years of experience at the level of Program Specialist IV, CEO managing capital projects, and/or handling debt management responsibilities, through input from and in collaboration with various stakeholders (e.g., CEO, other County department, and outside consultants/vendors)? Qualifying experience includes at least four of the following duties related to capital projects: •reviewing departmental space requests for expanded and/or new space for lease, •developing and maintaining Delegated Authority contracts with various consultants, •reviewing scope, cost, and schedule, •managing of individual capital project budgets, •forecasting of revenues and expenditures, •reviewing deferred maintenance/extraordinary maintenance requests, •making recommendations for approval or deferral of project funding, •planning for short term and long term financing issuances to fund capital projects •tracking/accounting for outstanding borrowed funds used on County capital projects, including commercial paper (short term) and bonds (long term) •managing of the commercial paper program activities, including such activities as annual budgeting for debt service, transfers of funds between outside trust account and County, and ensuring timely deposit of funds in project accounts for use as needed. •managing of bond financing program activities, including annual budgeting of debt service payments, payment disbursements, updates for bond redemptions or new issuances, •forecasting debt repayment

obligations for existing and proposed capital projects, reflecting latest market conditions and projects status.

Yes No

* 18. If you answered "Yes" above, describe your experience managing capital projects, and/or handling debt management responsibilities. If you do not possess this experience, type "No Related Experience."

* 19. Do you possess two years of experience at the level of Program Specialist IV, CEO developing and implementing policies regarding Child Care and Development through workforce development, committee oversight, and data analysis?

Yes No

* 20. If you answered "Yes" above, describe your experience in Child Care and Development. If you do not possess this experience, type "No Related Experience."

* 21. Do you possess two years of experience at the level of Program Specialist IV, CEO analyzing and recommending solutions to problems in Classifications, including the review of organizational structure, position reclassification, position reorganization, bonus requests, and the creation of new positions?

Yes No

* 22. If you answered "Yes" above, describe your experience in Classifications. If you do not possess this experience, type "No Related Experience."

* Required Question