



COUNTY OF LOS ANGELES  
invites applications for the position of:

## ACCOUNTANT III

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**SALARY:** Not Displayed  
**OPENING DATE:** 04/14/16  
**CLOSING DATE:** 05/12/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR



### TRANSFER OPPORTUNITY ANNOUNCEMENT

**VACANCY INFORMATION:**

The Treasurer and Tax Collector (TTC) is seeking a highly motivated and qualified individual for the position of Accountant III in the Internal Controls Branch.

This position reports to an Accounting Officer II and supervises, through subordinate staff, a unit of three employees composed of clerical and professional personnel in the Collections Accounting Section.

This transfer opportunity is located at the Kenneth Hahn Hall of Administration in downtown Los Angeles, which offers close proximity to various forms of public transportation and parking options. The address is 500 West Temple Street, Los Angeles, CA 90012.

This position offers a 5/40 or 9/80 work schedule. The County of Los Angeles provides employees who work in the Civic Center with a transportation allowance of \$70 per month.

**ESSENTIAL JOB FUNCTIONS:**

The primary responsibilities for this position include, but are not limited to the following:

- Supervises three full-time accounting professional and clerical staff responsible for the day-to-day accounting, reconciliation, and reporting activities of the Outside Collections Agency (OCA) Unit.
- Performs critical and complex analysis and provides recommendations to managerial staff on the monthly and cumulative results of collection and write-off activities on a very large scale. Responds to various inquiries and requests by the OCA and client departments regarding their referrals, collections, and write-offs.
- Participates in various meetings and collaborates with various branches of the TTC, OCA, and client departments regarding the development of new referrals, collections, and write-offs; and improvement of procedures and processes.
- Reviews and evaluates a very large-scale collection accounts receivable system (CARS) and recommends solutions to improve the efficiency of the accounting work processes.
- Analyzes the prepared OCA collection statistical reports, reconciles OCA reports with CARS transactions, and

provides written recommendations of the solution to the management for any discrepancies.

- Transmits, processes, and reconciles the referrals, adjustments, and recall of accounts with the OCA. Reviews and approves the transfer of collections to the OCA and various departments.
- Assists in reviewing and monitoring the month-end closing processes and reports of all the transactions in CARS, and processes the Probation restitution payments.
- Serves as a backup in reconciling the two major collection trust funds with a wide variety of transactions.
- Reviews and prepares Performance Evaluations, Appraisal of Promotability Reports, and Probationary Reports of subordinate employees.

#### **DESIRABLE QUALIFICATIONS:**

- Strong accounting and collections/accounts reconciliation experience.
- Strong organizational, planning, and supervisory skills.
- Strong analytical and logical reasoning skills.
- Strong information technology skills to assist with designing or modifying the collection system.
- Strong oral and written communication skills.
- Strong team building skills and ability to work well with management and staff of the TTC and other County departments.
- Excellent knowledge in Microsoft Excel and Word.
- In-depth knowledge of eCAPS.

#### **REQUIREMENTS:**

**\*\*DO NOT APPLY ONLINE\*\***

This transfer opportunity is open to permanent County employees who currently hold the County of Los Angeles payroll title of Accountant III or its equivalent. Qualified employees are invited to submit a cover letter, resume, copies of the last two performance evaluations, and the last two years' Time History Reports by May 12, 2016. Please mail, e-mail, or fax your information to:

Elen Aguilar  
LA County - Treasurer and Tax Collector  
Personnel Office  
500 W. Temple Street, Suite 490  
Los Angeles, CA 90012  
Email: eaguilar@ttc.lacounty.gov  
Phone: (213) 893-0054 Fax: (213) 217-4931

Please include your name, bulletin number, and position title on all emailed and/or fax documents.

#### **ADDITIONAL INFORMATION:**

*Only the most qualified employees will be invited for the interview. We may close this transfer opportunity at any time without prior notice.*

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#### **COUNTY OF LOS ANGELES Employment Information**

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##### **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. Your Social Security Number must be included for

**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

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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 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.

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:

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

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/CCHO\\_2014.pdf](http://file.lacounty.gov/dhr/CCHO_2014.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.

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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.

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.

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.

**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.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**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

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**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.

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 #TTC-TRANS0648A  
ACCOUNTANT III  
EA

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Los Angeles, CA 90010

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COUNTY OF LOS ANGELES  
invites applications for the position of:

## ACCOUNTING TECHNICIAN II

**SALARY:** \$3,273.28 - \$4,281.64 Monthly  
\$39,279.36 - \$51,379.68 Annually

**OPENING DATE:** 04/15/16

**CLOSING DATE:** Continuous

### POSITION/PROGRAM INFORMATION:

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

### FIRST DAY OF FILING:

04/15/2016

Until the needs of the service are met and is subject to closure without prior notice.

### TYPE OF RECRUITMENT TRANSFER OPPORTUNITY

### VACANCY INFORMATION

Executive Office of the Board of Supervisors  
Fiscal Services Division, Accounting Section  
500 W. Temple St., Room 383  
Los Angeles, CA 90012

**APPLICATIONS MUST BE SUBMITTED ONLINE ONLY. APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.**

### ESSENTIAL JOB FUNCTIONS:

Participates in performing a wide variety of accounting assignments related to departmental accounting activities occurring within the annual accounting cycle including the annual setup and maintenance of accounting records; classification of transactions; and trial balance, closing, and end of period adjustments.

Assists in researching information for the preparing the annual departmental budget.

Reviews and prepares accounting documents such as payment vouchers, journal vouchers, internal transfers, deposit permits, and cash receipts.

Assists with the monthly financial forecast including salary, revenue, and services rendered/received reports.

Assists with the completion of various financial functions including accounts payable, accounts receivable, capital asset accounting, and Interdepartmental Billing.

Reconciles Auditor-Controller's Countywide Accounting and Purchasing System (eCAPS) reports with internal reports, in accordance with the County Fiscal Manual.

Assists with Budget Adjustments.

Retrieves and maintains Departmental Service Orders (DSO) and eCAPS transactions.

Reviews Purchase Orders and Encumbrance documents for payment upon verification.

Performs billing and receiving payments from other County departments.

## DESIRABLE QUALIFICATIONS:

- Proficient with using eCAPS.
- Excellent interpersonal skills and the ability to interact effectively with all levels of staff.
- Proficient in the functions of Microsoft Excel.
- Extensive knowledge of the County Budget process and experience preparing a Department Budget submission.
- Working knowledge of the County Fiscal Manual.
- Ability to multi-task in a fast-paced environment.
- Ability to analyze and explain trends.
- Ability to complete assignments in a team setting.

## REQUIREMENTS:

This position is restricted to permanent County of Los Angeles employees who have successfully completed their initial probationary period and currently hold the payroll title of Accountant Technician II, or hold a comparable item which performs similar work at an equivalent level in salary and complexity in accordance with Civil Service Rule 15.

## APPLICATION AND FILING INFORMATION:

Those interested in applying for this Transfer Opportunity are invited to submit an online application, cover letter, resume, copies of their last two (2) performance evaluations, and copies of their last two (2) years time history report (prime variances only).

All materials submitted will be evaluated. **Only the most qualified candidates will be contacted by for an interview.** Employment is contingent upon passing a background check and review of personnel records.

**If you are unable to attach the aforementioned required documents online, you may email your information to:**

## DEPARTMENT CONTACT:

**Julia Ngo**, Exam Analyst  
Executive Office of the Board of Supervisors  
Human Resources Division  
(213) 974-1421  
[jngo@bos.lacounty.gov](mailto:jngo@bos.lacounty.gov)

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## COUNTY OF LOS ANGELES Employment Information

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### Your Responsibilities:

#### 1. Completing Your Application:

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- 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. Your Social Security Number must be included 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.

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- 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.

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.

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**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.

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.
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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

This also applies to the spouse of such person who, while

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to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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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.

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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.

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**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.

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system in which she or he was a member before (AICE).  
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.

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

Position #TRBS064302  
ACCOUNTING TECHNICIAN II  
JN

\*\*\*\*\*  
Los Angeles, CA 90010

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COUNTY OF LOS ANGELES  
invites applications for the position of:

## CHIEF, ASSESSMENT APPEALS BOARDS, BOARD OF SUPERVISORS

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**SALARY:** \$7,549.82 - \$9,901.56 Monthly  
\$90,597.84 - \$118,818.72 Annually

**OPENING DATE:** 04/20/16

**CLOSING DATE:** 05/04/16 05:00 PM

### **POSITION/PROGRAM INFORMATION:**

**EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS**

#### **FIRST DAY OF FILING**

04/21/2016

#### **EXAM NUMBER**

H1102B

#### **TYPE OF RECRUITMENT**

Interdepartmental Promotional Opportunity

**NO OUT OF CLASS EXPERIENCE OR VERIFICATION OF EXPERIENCE WILL BE ACCEPTED.**

#### **WITHHOLD INFORMATION**

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AT THE TIME OF FILING. **NO WITHHOLD IS ALLOWED.**

#### **DEFINITION:**

Has immediate responsibility for the Assessment Appeals Boards Division of the Executive Office of the Board of Supervisors.

#### **CLASSIFICATION STANDARDS:**

The one position allocable to this class reports to a Deputy Executive Officer and has responsibility for directing the operations, programs, and staff of the Assessment Appeals Boards Division. This responsibility includes planning, organizing, coordinating, and evaluating all activities relating to the Appeals Boards, Assessment Hearing Officers, and the public through subordinate supervisors. The position is also required to formulate administrative policies, prepare the annual budget, and maintain working relationships with Appeals Boards Members, Hearing Officers, and other divisions. This position requires that the incumbent apply a thorough knowledge of the regulations, policies and procedures, and terminology applicable with assessment appeals.

#### **ESSENTIAL JOB FUNCTIONS:**

Plans, organizes, directs, and evaluates the work of the Assessment Appeals Boards Division. Assists in the formulation and interpretation of administrative policies. Directs the County assessment appeals program and provides administrative direction to members of the Assessment Appeals Boards and Assessment Hearing Officers.

Plans, designs, and conducts annual training seminars for Assessment Appeals Board Members and Hearing Officers; conducts training for staff on the latest changes in legislation.

Oversees the filing of assessment appeals, scheduling of appeals hearings, and the recording and communication of actions taken by Appeals Boards and Assessment Hearing Officers. Prepares and administers the annual budget for the division. Participates in improving communication between the Board of Supervisors and the general public.

Oversees the Assessment Appeals Public Education Program.

Acts as a liaison with other divisions, departments, and outside agencies.

Oversees the Tax Agent Registration Program.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

**Option 1:** Three years' experience in a responsible supervisory capacity\* in the Board of Supervisors of the County of Los Angeles, one (1) year of which must have been in work connected with assessment appeals. **-OR-**

**Option 2:** Three years' experience in a responsible supervisory capacity providing technical guidance to assessment appeals program staff in the filing of assessment appeals, scheduling of appeal hearings, and the recording and communication of actions taken by Appeals Boards and Assessment Hearing Officers in a public sector assessment appeals program.

### **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.

\* Responsible supervisory capacity is defined as: Has full supervisory responsibility including planning, assigning, scheduling, hiring, rating performance evaluations, disciplining, and counseling support staff.

## **ADDITIONAL INFORMATION:**

### **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.

### **EXAMINATION CONTENT:**

THIS EXAMINATION WILL CONSIST OF TWO PARTS:

**PART I:** An oral interview weighted 50%. The structured interview will assess: oral expression; supervisory experience; decision-making; analytical and problem-solving skills; and customer service.

**PART II:** A Commentless Appraisal of Promotability weighted 50%. The Commentless Appraisal of Promotability will evaluate: job-related knowledge and skills; written communication; work habits and dependability; personal and public relations; adaptability and flexibility; and management and administrative ability.

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

### **ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade on the examination will be added to the eligible list for a period of 12 months following the date of promulgation.

### **VACANCY INFORMATION:**

The resulting eligible list for this examination will be used to fill a vacancy in the Executive Office of the Board of Supervisors, Assessment Appeals Board Division.

### **Special Information:**

For more information about the Los Angeles County Executive Office of the Board of Supervisors, you may visit their website at: [www.bos.lacounty.gov](http://www.bos.lacounty.gov)

### **APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, on or before the last day of filing. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

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.

### **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 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.

Department Contact Name: Hector Moreno  
Department Contact Phone: (213) 974-1421  
Department Contact Email: hmoreno@bos.lacounty.gov

Teletype Phone: (213) 974-1707  
Alternate Teletype Phone: (800) 897-0077  
California Relay Services Phone: (800) 735-2922  
ADA Coordinator Phone: (213) 974-1421

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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. Your Social Security Number must be included 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,

**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,

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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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 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.

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:

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.

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/CCHO\\_2014.pdf](http://file.lacounty.gov/dhr/CCHO_2014.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

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**COUNTY OF LOS ANGELES**  
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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.

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.

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.

**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.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**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).

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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

Position #H1102B  
CHIEF, ASSESSMENT APPEALS BOARDS, BOARD OF SUPERVISORS  
HM

\*\*\*\*\*  
Los Angeles, CA 90010

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## COMPENSATION & BENEFITS

ANNUAL SALARY: \$224,216 to \$339,369

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- Retirement plan - a contributory defined benefit plan
- Cafeteria Benefit Plan
- Flexible Spending Accounts
- Savings Plan (401K)
- Deferred Compensation Plan (457)
- Holidays - 11 paid days per year
- Transportation Allowance
- Split Dollar Life Insurance



## HOW TO APPLY

This position will be open from **March 31, 2016**, until filled. Qualified candidates are encouraged to apply early for optimal consideration.

Please go to: <http://bit.ly/1SpV1AT> in order to submit your application, cover letter, resume, record of accomplishments, verification of degrees, and current salary.

For confidential inquiries, please contact:

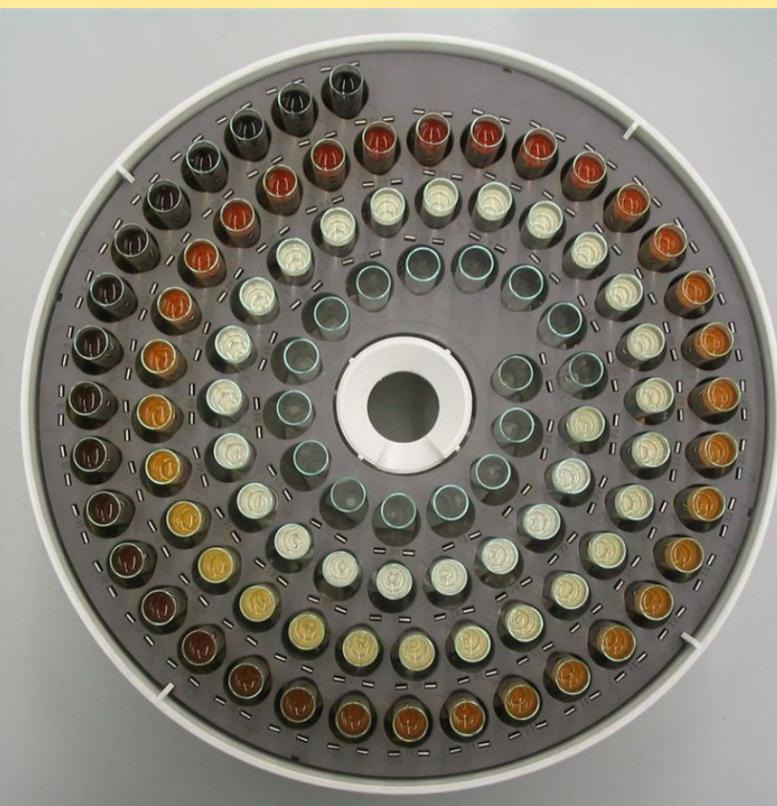
Bill Dukes  
Department of Human Resources  
Talent Solutions Division  
(213) 974-2454  
[wdukes@hr.lacounty.gov](mailto:wdukes@hr.lacounty.gov)



# CHIEF MEDICAL EXAMINER—CORONER

## County of Los Angeles

To enrich lives through effective & caring service.





The Department's current budget is over \$35 million with 227 budgeted positions and an annual caseload of over 8,500.



## THE COUNTY

The County of Los Angeles, listed as one of America's Best Employers 2015 by Forbes, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California, the County's 100,000 employees, working in more than 35 Departments, provide vital and wide-ranging public services. The County Medical Examiner—Coroner's Office is the largest of its kind in the country, performing up to 8,000 autopsies annually, and handling numerous high profile cases. It offers an exciting challenge for an innovative thought leader in forensic science with executive leadership and experience.

## MEDICAL EXAMINER — CORONER

The Medical Examiner-Coroner provides compassionate, quality service to its primary customers: the loved ones and families of the deceased that require forensic investigation. This individual works closely with a range of stakeholders, often under intense media scrutiny. Key partners include law enforcement; courts, the District Attorney, Public Defender and other justice agencies; foreign consulates; the news media; and funeral directors.

The Medical Examiner-Coroner oversees forensic laboratories, forensic medicine, and any ensuing investigations.

Recent facility renovations include construction of a new 500 body crypt facility plus 21 new autopsy stations.

The Department is recognized for its work with medical schools, its collaborative research, professional development programs for a variety of public agencies, its outstanding Special Operations Response Team, collaborations with law enforcement agencies across the state, and its leading mass fatality planning process.

The Department is proud to be a leader in forensic death investigation and continues to be successful in maintaining the following accreditations:

- National Association of Medical Examiners,
- Institute of Medical Quality/California Medical Association,
- Accreditation Council for Graduate Medical Education,
- Peace Officers Standards and Training, and
- American Society of Crime Laboratory Directors/Laboratory Accreditation Board.

## THE OPPORTUNITY

### THE IDEAL CANDIDATE

The County is searching for an individual who brings a forward thinking approach to forensic medicine and the executive acumen to lead one of the nation's largest death investigation agencies. The new Chief Medical Examiner-Coroner will have the capacity to engage staff in a variety of disciplines — medical, investigative, and analytical — in order to meet the County's forensic death investigation requirements. The individual selected needs to take a bold and creative approach in managing resources, and engaging County leadership to meet current and future needs. The new executive needs to be a technical expert, an engaging leader, and an effective executive, building on the achievements of today for tomorrow's challenges.

### REQUIREMENTS

Valid certificates issued by the American Board of Pathology in:

- Anatomic and Clinical Pathology or Anatomic Pathology
- Forensic Pathology

Possession of a valid Physician's and Surgeon's Certificate issued by the Medical Board of the State of California. (Note: Reciprocity is available through application if State requirements are met. Additional information regarding this will be provided upon request.)

Appointees are required to obtain a Coroner Peace Officer Standards and Training (POST) certificate.

U.S. Citizenship is required for appointment to this position.

### DESIRABLE QUALIFICATIONS

- Demonstrated knowledge and ability required in the overall direction of a large, diverse, modern forensic sciences services facility and laboratory.
- Forensic pathology experience in a coroner's office, medical examiner's office, hospital or teaching facility, including having personally conducted several thousand autopsies.
- Demonstrated ability to effectively manage the operations of professional and technical staff.
- Recognized leadership in project development, fiscal, budget administration, and other administrative areas.
- Demonstrated knowledge and ability required to work effectively with families of decedents, public officials, law enforcement agencies, community groups, private organizations, and the media.





COUNTY OF LOS ANGELES  
invites applications for the position of:

## HEALTH PROGRAM ANALYST III

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**SALARY:** \$7,115.74 - \$9,333.00 Monthly  
\$85,388.88 - \$111,996.00 Annually

**OPENING DATE:** 04/15/16

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**



**TYPE OF RECRUITMENT**  
**DEPARTMENTAL PROMOTIONAL OPPORTUNITY**

**RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH WHO  
HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD**

**FILING START DATE:**  
**04/18/2016 AT 8:00 A.M.**

**This examination will remain open until the needs of the service  
are met and is subject to closure without prior notice**

**EXAM NUMBER**  
**b4731E**

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

1) 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. 2) 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.

**VERIFICATION OF EXPERIENCE:** Out-of-class experience **will not be accepted** for this examination.

**WITHHOLD INFORMATION:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title 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.

**DEFINITION:**

Supervises a team of analysts and other technical and support personnel providing technical and

consultative services to the management of a program; or oversees a small Countywide health program.

**CLASSIFICATION STANDARDS:**

This is the senior-/supervisory-level class in the Health Program Analyst Series. Positions allocable to this class are located in the department of Mental Health and Public Health and typically report to and receive general direction from a program administrator/manager or higher. Positions are distinguished either by responsibility for supervising a team of analysts and other technical and support personnel in the development, implementation, administration, and evaluation of a large program, or by non-supervisory responsibility for these activities for a small program. Factors affecting allocation of positions in the Health Program Analyst Series include but are not limited to scope and complexity of program/clinic, program budget, number and size of contracts, and size and composition of clinical, professional, and support staff.

Positions allocated to the Department of Mental Health typically report to and receive supervision from a clinical program manager who oversees multiple Countywide programs, or from a Deputy Director, Mental Health.

Positions in the Health Program Analyst Series are distinguished from positions allocated to perform contract development and administration activities as part of a centralized departmental contracting function. Health Program Analyst III is distinguished from Health Program Analyst II in that the latter may lead staff engaged in analyzing program components, whereas the Health Program Analyst III supervises the full scope of program-analysis activities for which the position is responsible

These positions require expert knowledge of principles of program administration, organization, and planning; methodologies, concepts, and practices of human services program development, support, and evaluation; and the ability to collect, evaluate, and synthesize data, draw conclusions, and formulate recommendations in connection with community health programs; interpret Federal, State, and County legislative regulations and mandates; and establish and maintain effective working relationships with staff, community members, and other public and private agencies; and communicate effectively orally and in writing.

**ESSENTIAL JOB FUNCTIONS:**

Supervises or independently executes the development, implementation, and evaluation of the services of a program or sub-program; formulates or assists with the formulation of plans, policies, and objectives for the program.

Supervises and participates in the coordination and facilitation of collaborative efforts among public, private, and non-profit groups and community organizations to meet the needs of the target population; provides leadership, technical assistance, advocacy, and coalition-building on behalf of targeted groups.

Reviews written recommendations from staff regarding budgets submitted by contact agencies, policy issues, pending legislation, regulations, and technical research and position papers relating to the program area.

Supervises the investigation of contracted agency operations performed by subordinate analyst staff; performs investigations of highly sensitive or complex issues involving contract agencies and makes recommendations to management.

Supervises and advises staff in the analysis and preparation of grant applications; monitors program-related activities and services to ensure compliance with grant activities.

Reviews written reports on program activities and progress toward achieving the overall goals of the program; develops written program goals and specialty program plans.

Supervises and participates in the development and administration of contracts with mental health

and public health program service providers; supervises the monitoring and evaluation of agencies to ensure compliance with contract requirements and services.

Conducts meetings with departmental, public, private, and non-profit groups and community organizations to discuss and influence policy issues impacting the assigned program.

Supervises and participates in the development and implementation of community action plans and policy.

Supervises the work of program staff and coordinates the activities of professional and technical staff implementing the objectives and goals of the program.

Attends and conducts meetings with department officials and members of community-based organizations and the public interested in resolving issues and influencing the program.

Oversees the evaluation of awareness campaigns that promote the assigned program; oversees and assists in the design and layout of promotional materials and may disseminate products such as flyers, newsletters, pamphlets, posters, and articles.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

A Bachelor's Degree\* in Social Work, Counseling, Health Care Administration/Management, Public Administration, Behavioral Sciences, Social Sciences, Leadership/Organizational Development, or a closely related field from an accredited college or university-AND- five years of experience in the analysis of mental health programs\*\*, two years of which must have been at the level of Health Program Analyst II\*\*\*. A Master's Degree\* from an accredited college or university in one of the above disciplines may be substituted for one year 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: 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**

\*\*Analysis of mental health programs is defined as the study and investigation of issues and problems of mental health program development, implementation, administration, and evaluation; and the generation of applicable solutions and recommendations.

\*\*\*A Health Program Analyst II in the service of Los Angeles County Department of Mental Health plans, implements, administers, and evaluates multiple aspects of a Countywide mental health program. Is responsible for the solution of complex and difficult problems, and makes recommendations in areas of resources and personnel utilization, development, implementation and improvement of mental health programs, and the refinement of practices and policies having a significant impact on the entire mental health program.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT**

This examination will consist of two parts:

**Part I:** An evaluation of experience based upon application and Supplemental Questionnaire information weighted 50%, and

**Part II:** An Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication, adaptability, management and

administrative, interpersonal and public relations, and supervision.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**ELIGIBILITY INFORMATION**

Applications will be processed on an "**as-received**" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

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 for this examination more than once in a twelve (12) month period.

**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.

**VACANCY INFORMATION**

The eligible register for this examination will be used to fill a vacancy in the Department of Mental Health.

**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 "Apply" tab for this posting.

Applicants must complete and submit their online applications and upload required documents (e.g. Resume, diploma, 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 Bachelor's, or Master'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.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

#### **SOCIAL SECURITY NUMBER LANGUAGE**

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 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**

Department Contact Name: Celia Yeung, Exams Analyst  
Department Contact Phone: 213-972-7038 or 213-972-7034  
Department Contact Email: [exams@dmh.lacounty.gov](mailto:exams@dmh.lacounty.gov)

**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**

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#### **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. Your Social Security Number must be included 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

**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

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**COUNTY OF LOS ANGELES  
Employment Information**

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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 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.

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:

- 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

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.

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**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,

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**COUNTY OF LOS ANGELES  
Employment Information**

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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.

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.

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.

**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,

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Employment Information**

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**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.

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.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**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>

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Los Angeles, CA 90010

Position #b4731E  
HEALTH PROGRAM ANALYST III  
CY

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**COUNTY OF LOS ANGELES  
Employment Information**

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**HEALTH PROGRAM ANALYST III 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.

- \* 2. This examination is restricted to current permanent full-time employees of the Los Angeles County Department of Mental Health. Please indicate if you are a Department of Mental Health employee.

Yes, I am a current permanent full-time employee of the Department of Mental Health

No, I am not a current permanent full-time employee of the Department of Mental Health

- \* 3. Do you currently hold, or have held, the Los Angeles County payroll title of Health Program Analyst II?

Yes

No

- \* 4. Do you have a Bachelor's Degree or higher in Social Work, Counseling, Health Care Administration/Management, Public Administration, Behavioral Sciences, Social Sciences, Leadership/Organizational Development?

In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master'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.

Yes

No

- \* 5. If you indicated yes, please state your field of study.

- \* 6. Do you have five years of experience in the analysis of mental health programs\*\*, two years of which must have been at the level of Health Program Analyst II\*\*\*?

\*\*Analysis of mental health programs is defined as the study and investigation of issues and problems of mental health program development, implementation, administration, and evaluation; and the generation of applicable solutions and recommendations.

\*\*\*A Health Program Analyst II in the service of Los Angeles County Department of Mental Health plans, implements, administers, and evaluates multiple aspects of a Countywide mental health program. Is responsible for the solution of complex and difficult problems, and makes recommendations in areas of resources and personnel utilization, development, implementation and improvement of mental health programs, and the refinement of practices and policies having a significant impact on the entire mental health program.

Yes

No

- \* 7. Describe your experience in the analysis of mental health programs.

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

**Please provide the following information:**

- **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 at the level of Health Program Analyst II.

A Health Program Analyst II in the service of Los Angeles County Department of Mental Health plans, implements, administers, and evaluates multiple aspects of a Countywide mental health program. Is responsible for the solution of complex and difficult problems, and makes recommendations in areas of resources and personnel utilization, development, implementation and improvement of mental health programs, and the refinement of practices and policies having a significant impact on the entire mental health program.

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- **COMPLETE DESCRIPTION OF DUTIES**

- \* Required Question



COUNTY OF LOS ANGELES  
invites applications for the position of:

## DEPUTY DIRECTOR, MENTAL HEALTH

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**SALARY:** \$10,476.46 - \$15,856.98 Monthly  
\$125,717.52 - \$190,283.76 Annually

**OPENING DATE:** 04/20/16

**CLOSING DATE:** Continuous

### POSITION/PROGRAM INFORMATION:

The Department of Mental Health is conducting a search for Deputy Director, Mental Health is unclassified. The Deputy Director develops mental health or public guardian programs, including planning, developing, recommending, and directing programs that ensure that quality care is provided to patients and conservatees and that all services are delivered consistent with local, state and federal policies and regulations. The Deputy Director is a member of the Department's Executive Management Team.

This is an unclassified position. Interested individuals must apply as directed in the brochure.

To download the brochure, click [here](#).

To view and print a copy of the brochure for this position, you must have [Adobe Acrobat Reader](#) installed on your computer.

**THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER**

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**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.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**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>

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Los Angeles, CA 90010

Position #UC-040  
DEPUTY DIRECTOR, MENTAL HEALTH  
WD

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## VACANCY ANNOUNCEMENT

Restricted to current, permanent employees of Los Angeles Superior Court and County of Los Angeles.

### SENIOR MANAGEMENT SECRETARY - STANLEY MOSK COURTHOUSE

**SALARY:** \$4,498.55 - 5,742.09 Monthly

**OPENING DATE:** 04/20/2016

**CLOSING DATE:** 05/06/2015 at 11:59 PM PT

**EXAM:** VA9595A

**TYPE OF RECRUITMENT:** Transfer Opportunity

#### THE POSITION:

Under general supervision, performs a variety of complex, highly responsible, specialized, and confidential secretarial and administrative support functions often in a sensitive and rapidly changing environment. Incumbents independently produce a wide range of documents and reports requiring a thorough knowledge of Court and district regulations, policies and procedures.

#### ELIGIBILITY REQUIREMENT:

To be eligible for consideration employees must currently hold one of the following Los Angeles Superior Court or County of Los Angeles payroll titles:

- Senior Management Secretary
- Secretary to Judicial Officers
- Management Secretary I
- Management Secretary II
- Management Secretary III
- Management Secretary IV
- Management Secretary V
- Senior Secretary III
- Senior Secretary IV
- Senior Secretary V

**-AND-** meet the following minimum requirements:

Two years of experience at the level of a Los Angeles Superior Court Management Secretary performing administrative and secretarial support services -OR- Graduation from high school or G.E.D. equivalent -AND- Four years of increasingly responsible office administrative support, clerical or secretarial experience.

Keyboarding skill: Ability to type at the rate of 50 net words per minute.

**DESIRABLE QUALIFICATIONS:**

- High degree of proficiency in the operation of computer systems such as Office 365, Excel, Microsoft Word, Internet, Intranet, Outlook, and PowerPoint.
- Knowledge of principles and practices of sound business communication and correct English usage, both verbally and written.
- Ability to work independently, set priorities, multi-task projects, follow through on instructions and meet deadlines.
- Excellent interpersonal skills with the ability to interact effectively with all staff levels.
- Ability to understand, interpret and respond to internal and external customer needs and expectations.
- Strong organizational skills.

**APPLICATION INFORMATION:**

Applications may only be filed online. All materials submitted will be evaluated and only the most qualified candidates will be contacted for an interview. The interview process will be used to determine final selection.

If you have questions, please contact James McGlynn at (213) 633-0563 or Margaret Little at (213) 633-0414.

**THIS IS NOT AN OFFICIAL EXAMINATION**

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH**

**TRANSITION AGE YOUTH DIVISION (TAY)**

**VACANCY TRANSFER ANNOUNCEMENT**

**COMMUNITY WORKER**

The TAY Division, part of Transition Age Youth Division, is actively seeking a Community Worker that is familiar with Countywide TAY resources, to join our dynamic Navigation Team. The Division is responsible for planning, developing, and implementation of Mental Health Service Act (MHSA) programs for high-risk Seriously Emotionally Disturbed (SED) and Severe and Persistently Mentally Ill (SPMI) youth ages 16 through 25 years.

**EXAMPLES OF DUTIES:**

- To assist Navigators in providing referrals for career counseling, job preparation and training, job interviewing, and job openings.
- Provide outreach, engagement, and employment education services to youth and community-based agencies to enhance access to mental health services and other supportive services.
- Actively collaborates with an array of county departments and community-based public/private organizations to coordinate client care and ensure linkages.
- To act as liaison and represents the Transition Age Youth Division at the monthly Employment and Education Provider Meetings and other health/mental health community fairs/community events
- Countywide travel required.

**DESIRABLE QUALIFICATIONS:**

- Knowledgeable of Countywide mental health programs and TAY resources.
- Ability to function both independently in the field and collaboratively in a team environment with high pace demands.
- Excellent written and oral communication skills
- Strong time management and organizational skills
- Strong interpersonal skills

Interested individuals, who currently hold title of Community Worker, please fax a detailed resume, last two (2) Performance Evaluations, and last two (2) years of your Master Time records, by **April 20, 2016** to:

Belen Fuller, Program Head  
Attn: Cherilyn Cody  
550 S. Vermont Ave., 4<sup>th</sup> Floor  
Los Angeles, CA 90020  
Fax: (213) 487-0764  
E-mail: [ccody@dmh.lacounty.gov](mailto:ccody@dmh.lacounty.gov)