



COUNTY OF LOS ANGELES
invites applications for the position of:

BIOLOGIST

SALARY: \$4,208.46 - \$5,519.74 Monthly
\$50,501.52 - \$66,236.88 Annually

OPENING DATE: 04/28/16

CLOSING DATE: 05/31/16 05:00 PM

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF REGIONAL PLANNING



TYPE OF RECRUITMENT:
OPEN COMPETITIVE (OC)

EXAM NUMBER:
50312B

FIRST DAY OF FILING:
May 2, 2016 at 8:00 A.M. (PST)

LAST DAY OF FILING:
May 31, 2016 at 5:00 P.M. (PST)

DEFINITION:

Performs basic or applied research or other related activities in a specialized field of plant or plant-related science, and provides information regarding the field of specialization to the public and others.

CLASSIFICATION STANDARDS:

Positions allocable to this class have responsibility for activities related to research or other related activities in one of the following specialized fields: Entomology, nematology, plant genetics, plant pathology, plant physiology, plant taxonomy, plant ecology, horticulture, or soil science. Positions in this class work under minimum professional guidance and must exercise a knowledge of the principles, techniques, procedures and relationships of the practice of biology in their field of specialization and of the application of this knowledge in conducting individual research and preparing findings for publication.

ESSENTIAL JOB FUNCTIONS:

Applies scientific knowledge and methodology to the solution of problems in the practice of biology such as data collection and analysis, population and habitat inventory and monitoring, and disease identification and control. Plans, organizes, and conducts independent research and participates in cooperative research projects as required. Writes research-related papers for publication in scientific journals. Writes popular articles and brochures to be disseminated to the general public. Provides information to the public, colleagues, industry representatives and other agencies. Presents papers at scientific meetings, and gives lectures or informative tours to lay groups or students. Organizes and conducts field inspections, tests, or surveys in connection with research or other related activities. Drafts ordinances, regulations, or proposed techniques for the control of conditions or organisms adversely affecting plant life or public health. Maintain collections of specimens for exhibition, study or reference purposes. Supervise others engaged in scientific research or related activities as needed. Prepares research grant proposals for submission to public or private agencies.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: A Bachelor's degree with a specialization in Environmental Science, plant ecology, or wildlife ecology from an accredited* college-**AND-** Three (3) years professional field research experience in the environmental science, plant ecology or wildlife ecology.

Option II: A Master's degree with a specialization in Environmental Science, plant ecology, or wildlife ecology from an accredited* college **-AND-** Two (2) years professional field research experience in the environmental science, plant ecology or wildlife ecology.

Option III: A Ph.D. degree* with a specialization in environmental science, plant ecology or wildlife ecology from an accredited college.

Special Requirement Information:

***In order to receive credit for the required degree/coursework, certification, and/or license, 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, and/or a legible copy of the official certificate and/or license at the time of filing or within 15 calendar days of filing.**

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:

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.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of TWO (2) parts:

PART I: An online unproctored written test weighted 50% that will assess verbal ability, achievement, confidence and optimism, independence, influence, reliability, and professional potential.

PART II: A structured interview weighted 50% that will assess professional/technical knowledge of the most current information, theories, techniques, practices, and procedures of the fields of biology and environmental science; professional/technical knowledge of federal, state, county, and local laws and ordinances pertaining to environmental and biological impacts; fact finding and data analysis; decision making; adaptability/flexibility; relationship building; customer service; presentation/oral communication skills; and technology aptitude.

CANDIDATES MUST MEET THE REQUIREMENTS AND ACHIEVE A PASSING SCORE OF 70% OR

HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

TRANSFER OF SCORES:

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

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

Please Note: Invitation letters to the written test may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add lsalle@planning.lacounty.gov and info@governmentjobs.com to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

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

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation information is located under the "Employment Test Assistance" section.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

BACKGROUND CHECK:

Candidates appointed to Department of Regional Planning positions are fingerprinted and are subject to a criminal background check by the State Department of Justice and Federal Bureau of Investigation. Job-related convictions as defined by County Policy may result in discharge or disqualification from employment with Department of Regional Planning.

ELIGIBILITY INFORMATION:

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

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

VACANCY INFORMATION:

The eligible list resulting from this examination will be used to fill a vacancy in the Department of Regional Planning, Advance Planning Division.

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your application by 5:00 P.M., PST, on the last day of filing. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

If you are unable to attach required documents, you must fax them to (213) 613-4901 or e-mail the documents to the exam analyst, **within fifteen (15) business days of filing online. Please include the exam number and exam title.**

DEPARTMENT CONTACT:

Lana Faye Salle, Exam Analyst
(213) 974-6488
LSalle@planning.lacounty.gov

ADA COORDINATOR EMAIL:

LSalle@planning.lacounty.gov

ADA COORDINATOR PHONE:

(213) 974-6488

CALIFORNIA RELAY SERVICES PHONE:

(800) 735-2922

**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 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 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

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_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 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

COUNTY OF LOS ANGELES
Employment Information

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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.

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).

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

Position #50312B
BIOLOGIST
LS

Los Angeles, CA 90010

BIOLOGIST Supplemental Questionnaire

* 1. Which of the following best describes your level of education?

- Bachelor's Degree in Environmental Science or a closely related field from an accredited college or university.
- Master's Degree in Environmental Science or a closely related field from an accredited college or university.
- Ph.D Degree in Environmental Science or a closely related field from an accredited college or university.
- I do not possess a degree in Environmental Science or a closely related field from an accredited college or university.

* 2. Please select which Option(s) qualify you for this examination.

- A Bachelor's degree with a specialization in Environmental Science, plant ecology, or wildlife ecology from an accredited* college-AND- Three (3) years professional field research experience in the environmental science, plant ecology or wildlife ecology.
- A Master's degree with a specialization in Environmental Science, plant ecology, or wildlife ecology from an accredited* college -AND- Two (2) years professional field research experience in the environmental science, plant ecology or wildlife ecology.

A Ph.D. degree with a specialization in environmental science, plant ecology or wildlife ecology from an accredited college.

* Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

LIBRARY AID

SALARY: \$12.12 - \$12.12 Hourly

OPENING DATE: 04/28/16

CLOSING DATE: 05/05/16 06:00 PM

POSITION/PROGRAM INFORMATION:

COUNTY OF LOS ANGELES PUBLIC LIBRARY



EXAM NUMBER
Q8325I

FILING DATES
MAY 3, 2016 - MAY 5, 2016

FILING WILL START EFFECTIVE TUESDAY, MAY 3, 2016 AT 8:00 AM. FILING WILL BE SUSPENDED AFTER THE FIRST 500 APPLICATIONS ARE RECEIVED OR BY THURSDAY, MAY 5, 2016 AT 6:00 PM (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN IF THE NEEDS OF THE SERVICE REQUIRE.

TYPE OF RECRUITMENT
OPEN COMPETITIVE JOB OPPORTUNITY

BENEFIT INFORMATION:

Part-time Employees: Can qualify for County Medical Plan, Pension Savings Plan for part-time, temporary, seasonal.

POSITION:

Perform library-related clerical work in a community or specialized library, or at Regional or Library Headquarters.

ESSENTIAL JOB FUNCTIONS:

- Uses electronic computer wand and keyboard to process outgoing and incoming library materials.
- Packs and unpacks library materials that are received and sent throughout the department.
- Registers library customers to receive library cards.
- Files library materials in alphabetical and numerical order.
- Inspects and mends print materials.
- Packs and unpacks outgoing and incoming delivery shipments, as needed.
- Answers incoming calls, takes messages, greets callers and customers, provides general information to the public, and promotes customer satisfaction through friendly and efficient service.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Three (3) months of paid experience* providing service to the public to achieve customer satisfaction**.

AGE: At least 18 years of age.

SPECIAL REQUIREMENT INFORMATION:

*Part-time experience will be calculated by a verifiable 40-hour work week.

**Typically, such assignments include receptionist, sales associates, food servers, and customer service representatives.

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.

DESIRABLE QUALIFICATIONS:

- Successful completion of one (1) or more college courses from an accredited*** college or university in Library Technology or Library Science.
- Experience assisting in the operation of a community or specialized library performing general library tasks.

TRANSCRIPTS:

In order to receive credit for one or more college course from an accredited*** college or university in Library Technology or Library Science, you must include a legible copy of the official diploma, official transcripts or official letter form the accredited*** institution which shows the area of specialization with your application **at the time of filing or within fifteen (15) calendar days from application submission**. If you are unable to upload the required documents, you must either email to baldana@library.lacounty.gov or fax to (562) 940-4155. Please include the exam number and exam title.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of an evaluation of education and experience based upon application information and desirable qualifications weighted 100%.

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

ELIGIBILITY INFORMATION:

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

BACKGROUND CHECKS:

Candidates appointed to Public Library positions are fingerprinted and subject to a criminal background check by the State Department of Justice and the Federal Bureau of Investigation. Job-related convictions as defined by County Policy may result in discharge or disqualification from employment with the Public Library.

VACANCY INFORMATION:

The resulting eligible list for this examination will be used to fill temporary vacancies throughout the County of Los Angeles Public Library.

SHIFT:

Appointees must be willing to work any shift, including evenings, nights and weekends.

APPLICATION AND FILING INFORMATION:

Fill out your application completely. Applications must be filed online only. Applications submitted by U.S. Mail, fax or in person will NOT be accepted. Any required documents must be submitted within fifteen (15) calendar days from application submission.

Apply online by clicking on the "APPLY" tab for this posting. You can also track the status of your application using this website. We must receive your application by 6:00 p.m., PST, on the last day of filing.

The acceptance of your application depends on whether you have clearly shown that you meet the Selection Requirements. Fill out the application and supplemental questionnaire completely and correctly to receive full credit for any related education, training, and job experience in the space provided. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If

your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

IMPORTANT NOTES:

- All information included in the application 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.
- Utilizing verbiage from Class Specification and/or Bulletin 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.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-000, 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 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: Barbara Aldana or Melody Silva

Department Contact Phone: (562) 940-8434

Department Contact Email: baldana@library.lacounty.gov or msilva@library.lacounty.gov

California Relay Services Phone: (800) 735-2922

ADA Coordinator Phone: (562) 940-4155

ADA Coordinator Email: sfowler@library.lacounty.gov

Teletype Phone: (562) 940-8477

**COUNTY OF LOS ANGELES
Employment Information**

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Your Responsibilities:

1. Completing Your Application:

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- 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, 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:

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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

- 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.
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- 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.

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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.

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Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan

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 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).

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.

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

Position #Q83251
LIBRARY AID
MS

Los Angeles, CA 90010

LIBRARY AID Supplemental Questionnaire

* 1. Are you at least 18 years of age?

Yes No

* 2. Have you successfully completed one (1) or more college courses from an accredited college or university in Library Technology or Library Science?

Yes No

* 3. Do you have experience assisting in the operation of a community or specialized library performing general library tasks?

Yes No

* Required Question

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
LONG BEACH CHILD & ADOLESCENT PROGRAM – SERVICE AREA 8**

**TRANSFER OPPORTUNITY
PATIENT FINANCIAL SERVICES WORKER, BI-LINGUAL SPANISH
SPEAKING ONLY**

The Long Beach Child and Adolescent Program is seeking a highly motivated and experienced individual to fill our Patient Financial Services Worker vacancy.

ESSENTIAL JOB FUNCTIONS:

- Interview clients to assess financial benefits and resources.
- Refer clients to government and social service agencies as needed.
- Complete the Payor Financial Information (PFI) form for each client to determine their ability to pay under the Uniform Method of Determining Ability to Pay (UMDAP) sliding scale system.
- Update Monthly UMDAP Re-Evaluation Reports in IBHIS.
- Enter and update various data screens into the Integrated Behavioral Health Information System (IBHIS).
- Maintain updated financial folders for clients in the Outpatient Program.
- Run 270 Real Time Report and determine patient's insurance eligibility status in regard to Medi-Cal or other third party insurance.
- Respond to daily financial inquiries by clinical staff.
- Make referrals and link clients to Mental Health Advocacy Services.
- Assist with clients making cash payments.

DESIRABLE QUALIFICATIONS:

- Enthusiastic team player
- Committed to excellence in customer service
- Bi-Lingual in Spanish language
- Strong verbal and written communication skills
- Exceptional interpersonal skills and ability to communicate effectively with departmental staff, community agencies, and the public
- Ability to prioritize multiple assignments and meet deadlines
- Skills needed to work independently and follow through on instructions
- Adaptability in regard to new and evolving program needs and work duties

Interested individuals who currently hold the payroll title of Patient Financial Services Worker should email: Detailed resume, last two (2) Performance Evaluations, and last two (2) years of master time sheets to:

Eva Briggs – Clerical Supervisor
Long Beach Child and Adolescent Program – Service Area 8
240 E. 20th Street
Long Beach, CA 599-9271
FAX: (562) 218-6578
ebriggs@dmh.lacounty.gov

***THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
AN EQUAL OPPORTUNITY EMPLOYER***

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Jail Mental Health Services/Inmate Reception Center
450 Bauchet Street
Los Angeles, CA. 90012

VACANCY ANNOUNCEMENT

This is not an official examination bulletin

Licensed or license eligible Psychiatric Social Worker / Mental Health Clinician

Jail Mental Health Services/Inmate Reception Center Program is recruiting a licensed or licensed eligible Psychiatric Social Worker or Mental Health Clinician for their program co-located at Twin Towers Correctional Center. We are seeking individuals committed to working with adult offenders in a challenging environment. We provide services seven (7) days a week and (24) hours a day. The position available includes a permanent weekly schedule with evenings and a weekend shift (either Saturday or Sunday).

Examples of Duties:

- Complete a high volume of diagnostic assessments and suicide risk assessments
- Provide crisis intervention services
- Participate in multi-disciplinary team meetings
- Completion of documentation daily in a Electronic Medical Record
- Other duties as assigned

Desirable Qualifications:

- A strong desire to work with adult offenders
- Experience working with multi-disciplinary teams
- Ability to manage challenges of working in a co-located program
- Immense degree of adaptability and flexibility

Interested applicants currently holding the payroll title of Psychiatric Social Worker or Mental Health Clinician should submit their resume, last two (2) performance evaluations, and last two years (2) of master timecards by 5:00 pm on Monday, May 27, 2016 to:

Nadra Simpson
Senior Secretary III
nsimpso@lasd.org
Or
Gina Scanlon
Program Manager II
gmscanlo@lasd.org
(213) 893-5851
FAX: (213) 229-9991



COUNTY OF LOS ANGELES
invites applications for the position of:

STUDENT WORKER

SALARY: \$10.85 - \$10.85 Hourly

OPENING DATE: 05/02/16

CLOSING DATE: 06/03/16 05:00 PM

POSITION/PROGRAM INFORMATION:

Los Angeles County
DEPARTMENT OF



Human Resources

EXAM NUMBER

R8242N

APPLICATION FILING PERIOD

May 3, 2016 8:00 A.M.-JUNE 3, 2016 5:00 P.M.

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

REBULLETIN INFORMATION

This announcement is a rebulletin to reopen the filing period, update special requirement information, and the application and filing information.

Persons who have already applied within the last six months need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.

DEFINITION

Performs clerical, typing, and other routine duties in order to obtain practical work experience while enrolled as a student in school.

CLASSIFICATION STANDARDS

Positions allocable to this class typically report to a permanent staff member of a County Department and as part-time, temporary employees, perform a variety of support functions while developing job skills. Incumbents assigned to these positions are restricted to no more than 30 hours per week during instructional periods without prior approval from the Department of Human Resources.

ESSENTIAL JOB FUNCTIONS:

- Uses basic keyboarding skills to prepare, from plain and corrected copy and rough draft, or from verbal instructions, such materials as reports, letters, vouchers, receipts, lists, orders, schedules, notices, file cards, statistical data, and certified copies of documents.
- Waits on the public or acts as receptionist in a small office; answers routine questions of the public, in person or by telephone.
- Does all types of filing (alphabetical, numerical, chronological and code), and pulls and charges out file material.
- Posts data, keeps records, and prepares reports in accordance with predetermined forms and procedures.
- Makes out bills, orders, notes, receipts, permits, licenses, etc.
- Operates various office machines or equipment requiring little specialized training.
- Collects and delivers correspondence, records, packages, etc. on regular messenger rounds and upon request.
- Opens, sorts, time stamps, and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail.
- Searches records and files for data.
- Does comparing and proofreading.
- Sorts and arranges documents, correspondence or other material.
- Operates a small telephone console, as needed.
- Takes stenographic notes and transcribes them using basic keyboarding skills, as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS

Current enrollment in an accredited* college, community college, or business college, having academic standing equivalent to at least a freshman in college -OR- current enrollment as a junior or senior in high school. Age: At least 16 years of age.

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:

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:

Applicants **MUST** attach proof of current enrollment and proof of academic standing to the application at the time of filing or within fifteen (15) calendar days of filing online (e.g. current Class Schedule, Registration Card showing the applicant has registered for the coming semester/quarter, or official transcripts). **Failure to submit the required documents will result in your application being rejected.**

Applicants under the age of 18 MUST present a work permit before starting work

Applicants **MUST** attach proof of age (e.g., photocopy of birth certificate, California Identification, or California Driver's License)

All required documents must be attached to the application at the time of application submission or within 15 days of filling such as:

- **Proof of age**-Birth Certificate, California Identification or California Driver's License
- **Proof of current enrollment**-current class schedule; registration Card showing the applicant has registered for the coming semester/quarter, letter from High School Principal on school letterhead showing grade level and current enrollment status; a student ID with photograph verifying grade level or official transcripts.
- **Proof of academic Standing**-Copy of Official Transcripts or verification letter from school registrar's office. Letter must include student's Full Name and Class Level (e.g. freshman, senior

or junior, etc.) **A print-out of unofficial transcript from the school's website is NOT acceptable**

Please email to szhang@hr.lacounty.gov if you did not attach the requirements at time of application submission .

If hired, applicants must continue to be enrolled and attend school in order to maintain status position.

Desirable Qualifications

Experience (paid or unpaid) in a work setting providing customer service; using cash registers or performing clerical functions; or operating office machines such as typewriters, personal computers, printers, fax machines, and photocopiers.

ADDITIONAL INFORMATION:

Examination Content

This examination will consist of an evaluation of training and experience based upon application information and desirable qualifications weighted 100%.

Please note, for this examination, there is no written test.

Candidates must achieve a passing score of 70% on the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of the candidates receiving a passing grade on this examination will be added to the eligible register and will appear in the order of their score group for a period of six (6) months following the date of eligibility.

Individuals may not apply for this examination more than once every six (6) months.

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill temporary vacancies at various departments throughout Los Angeles County.

AVAILABLE SHIFT: Day

APPLICATION AND FILING INFORMATION

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Any required documents must be submitted during application submission or email a copy of the requirement documents to szhang@hr.lacounty.gov or fax to (213)380-3681 within fifteen (15) calendar days from application submission.

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

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *MINIMUM REQUIREMENTS*. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

IMPORTANT NOTES:

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Sophie Zhang

Department Contact Phone: (213) 351-6458

Department Contact Email: szhang@hr.lacounty.gov

**COUNTY OF LOS ANGELES
Employment Information**

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

Your Responsibilities:

1. Completing Your Application:

- 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, 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.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT 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

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.

COUNTY OF LOS ANGELES Employment Information

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5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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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.

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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.

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Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

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The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

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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.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

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

Position #R8242N
STUDENT WORKER
SZ

Los Angeles, CA 90010

STUDENT WORKER Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. I understand the above information and instructions
- Yes
- * 2. Are you currently enrolled in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college -OR- currently enrolled as a junior or senior in high school?
- Yes
 No
- * 3. If you answered "**Yes**" to question 2, you must attach a legible copy of **proof of current enrollment** (e.g., Current Class Schedule; Registration Card showing the applicant has registered for the coming semester/quarter, letter from High School Principal on school letterhead showing grade level and current enrollment status; a student ID with photograph verifying grade level or official transcripts.) and **proof of academic standing** (e.g., Copy of Official Transcripts or verification letter from school registrar's office.) Letter must include student's Full Name and Class Level (e.g. freshman, senior or junior, etc.) to the application at the time of filing or within fifteen (15) calendar days from application submission. **A print-out of unofficial transcript from the school's website is NOT acceptable** . Please email to szhang@hr.lacounty.gov if you did not attach the requirements at time of filling. **Failure to submit the requirement documents will result in your application being rejected. I understand the above information and instructions.**
- Yes No
- * 4. Are you at least 16 years of age? In order to qualify, you must attach a legible copy of your proof of age to the application at the time of filing or within fifteen (15) calendar days from application submission.
- Yes
 No
- * 5. How many months of experience (paid or unpaid) do you have in an office setting providing customer service; using cash registers; or providing clerical functions; or operating machines such as typewriters, personal computers, printers, fax machines, and photocopiers?
- Less than 3 months of experience
 More than 3 months of experience, but less than 6 months
 More than 6 months of experience
- * Required Question



POSITION TITLE: SUPERVISOR, SECRETARY TO JUDICIAL OFFICERS

SALARY: \$4,599.45 - \$5,871.18 Monthly

OPENING DATE: 05/04/2016

CLOSING DATE: Continuous

EXAM NUMBER: R9546A

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.
Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individual to fill the position of Supervisor, Secretary to Judicial Officers.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities and 118 law enforcement agencies countywide.

The Supervisor, Secretary to Judicial Officers is responsible for supervising, overseeing, evaluating and coordinating the work of a pool of Secretaries to Judicial Officers. The incumbent serves as a technical information resource to staff on Court and district regulations, policies and procedures. For a detailed job description, please click [HERE](#).

SELECTION REQUIREMENTS:

To qualify, you must meet one of the following options upon the final filing date of this bulletin:

OPTION I: Four years of experience at the level of Los Angeles Superior Court, Secretary to Judicial Officers* **-AND-** Ability to type at the rate of 65 net words per minute.

OPTION II: Graduation from high school or G.E.D. equivalent **-AND-** Six (6) years of increasingly responsible office clerical or secretarial experience in a legal/law office environment, including experience in preparing pleadings, legal forms and documents and checking citations in legal sources **-AND-** Ability to type at the rate of 65 net words per minute.

*Experience at the level of Los Angeles Superior Court, Secretary to Judicial Officers is defined as performing work in a comparable class with the same level of responsibility, and requiring the same knowledge, skills, and abilities. Duties include serving as liaison with judicial officers and other court staff; making travel arrangements for judicial officers, maintaining calendars for judicial officers and producing a variety of legal correspondence, orders, reports, memos and other documents.

Note: Credit for experience is given based on a 40-hour workweek. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for overtime.

No out-of-class experience will be accepted.

Licenses; Certificates; Special Requirements

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

Keyboarding Skills: Ability to type at the rate of 65 net words per minute.

EXAMINATION INFORMATION:

Part I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined through this evaluation process will be invited to participate in the examination process.

Part II: Qualifying keyboard test administered on a computer. Candidates must keyboard at the rate of 65 net words per minute or higher in order to proceed to the next part of the examination process.

Part III: Written exam, weighted 50%, covering Secretarial Practices, Interpersonal Skills, Computer Usage, English Usage and Supervision.

Part IV: Oral examination, weighted 50%, covering background and experience, Oral Communication, Interpersonal Skills, Organizational Skills, Supervision and general ability to perform the duties of the position.

APPLICATION and FILING INFORMATION:

Application may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be emailed to YRodriguez2@LACourt.org

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year and other vacancies may be filled using this list.



**Exam #R9546A
Supervisor, Secretary to Judicial Officers**

Applications may be submitted online at www.lacourt.org
OR via the HR computer kiosk at
Los Angeles Superior Court
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012



Supervisor, Secretary to Judicial Officers Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.
 Please check the box to indicate you have read and understood the instructions.
- * 2. Do you have four (4) years of experience at the level of Superior Court of California, County of Los Angeles, Secretary to Judicial Officers?
 Yes No
- * 3. Do you have six (6) years of experience in a legal/law office environment performing clerical or secretarial duties, including experience in preparing pleadings, legal forms and documents and checking citations in legal source?
 Yes No
- * 4. Please list what legal forms or documents you have experience in composing and editing.
- * 5. Do you have experience working in a public agency?
 Yes No
- * 6. Do you have experience working closely with Judicial Officers or other Public Agency Officials? If yes, please describe your experience. If you do not have any experience, please write N/A.
- * 7. Discuss your experience supervising subordinate staff members. How many did you supervise? Please include the activities performed, and your interaction with your staff. If you have no experience supervising, please write N/A.
- * 8. If you have trained employees before, please explain how you have trained them and how you monitored their progress after training. If you have no experience in training employees, please write N/A.
- * 9. Describe your proficiency level and knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Outlook, Access)
- * Required Question