

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OLDER ADULT SYSTEM OF CARE**



TRANSFER OPPORTUNITY – DMH Employees Only
Clinical Psychologist II

The West Los Angeles Service Area 5 Administration is seeking interested candidates with strong advocacy and interpersonal skills for a Clinical Psychologist II who assists with the coordination of various Child/TAY programs including Wraparound, Multidisciplinary Assessment Team (MAT), and Family Preservation, and assumes the role of the SA5 Quality Assurance (QA) and Quality Improvement (QI) Liaison.

ESSENTIAL JOB DUTIES:

- Coordinates the Wraparound Program and interfaces with the Department of Children and Family Services (DCFS) and Probation. Provides clinical and administrative support to Wraparound Contract Providers
- Coordinates the MAT program and facilitates the SA5 MAT Coordinator Meeting
- Coordinates the Family Preservation (FP) Program and attends DCFS and DMH FP Roundtable Meetings
- Co-Chairs the SA5 Quality Improvement Committee (SA5 QIC)
- Serves as the SA5 QA Liaison and coordinates with Directly Operated providers and Contract Providers regarding State/DMH Audits, etc.
- Serves as the SA5 QI Liaison and coordinates QI activities including CAEQRO visits, ACCESS Center Test Call Projects, MHSIP Survey Trainings, etc.
- Provides clinical and administrative support to the SA5 Navigation Team

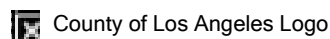
DESIRABLE QUALIFICATIONS:

- Experience in providing program oversight and ability to effectively coordinate various Child/TAY programs
- Experience as a QA/QI Liaison and/or strong interest in QA and QI related activities
- Ability to work effectively with multidisciplinary SA5 teams (Navigation, Outreach & Engagement, Housing, SB82, Specialized Foster Care; multiple departments (DCFS, DPSS, Probation, etc.); and multiple agencies (directly operated and contract providers, community agencies, etc.)
- Excellent verbal and written communication skills
- Flexible, detail-oriented, and strong multi-tasking and organizational skills
- Strong computer skills including ability to utilize Microsoft Excel and various online tracking systems
- Ability and desire to work in a positive and effective team environment

Interested applicants who are currently holding the payroll title of Clinical Psychologist II may submit their resume, last two (2) performance evaluations and last two (2) years of master time cards by **5:00 PM on Friday, August 05, 2016 to:**

Elianora Vladika
Staff Assistant I
Telephone: 310-482-6600
Fax: 310-313-0813
evladika@dmh.lacounty.gov
11303 W. Washington Blvd. Ste. 200, Los Angeles, CA 90066

COUNTY OF LOS ANGELES
invites applications for the position of:



COMPLIANCE AUDITOR

SALARY: \$6,137.00 - \$8,049.00 Monthly
\$73,644.00 - \$96,588.00 Annually

OPENING DATE: 07/26/16

CLOSING DATE: 08/10/16 05:00 PM

POSITION/PROGRAM INFORMATION:



COMPLIANCE AUDITOR

EXAM NUMBER:
F-0684-A

INTERDEPARTMENTAL PROMOTIONAL JOB OPPORTUNITY

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

FILING DATES:

July 27, 2016; 8:00 a.m. PST through August 10, 2016: 5:00 p.m. PST

DEFINITION: Conducts compliance auditing of departmental accounts, records, and operations in a County department.

CLASSIFICATION STANDARDS:

Positions allocable to this journey-level class report to a departmental fiscal services manager and are restricted in allocation to those County Departments where the Auditor-Controller has authorized the performance of internal compliance audits. Compliance Auditors are responsible for the performance of detailed audits of fiscal records using computerized and non-automated reports and are accountable for identifying areas of non-compliance with departmental fiscal policies and practices and for early identification and correction issues of non-compliance or other irregularity in departmental operations. Compliance Auditor positions are characterized by assignments involving the conduct of department wide audits of financial and operational practices, accounting system studies, and performing research and making recommendations to management on improvements to accounting, operational, and other departmental systems and practices. Positions allocable to this class must be able to exercise effective written and verbal communications skills, have the ability to analyze and prepare recommendations on complex departmental issues, and have sufficient interpersonal skills to interact effectively with departmental managers, supervisors, and employees, and others.

ESSENTIAL JOB FUNCTIONS:

- Develops and follows departmental audit plans in scheduling the conduct of departmental audits and reviewing laws, regulations, contracts and previous audit reports for background information.
- Conducts audits, cost surveys, and accounting system studies, and reviews and tests internal and administrative controls for new or modified accounting systems; may research and recommend to management on related departmental operational issues.
- Reviews and monitors internal overhead rates, billings to special funds or contracts, components of departmental cost accounting systems, and ensures that billing rates recover costs.
- Reviews and makes recommendations to improve the effectiveness and efficiency of accounting systems and procedures in departmental operational practices and participates in the conduct of departmental internal control certification programs (ICCP).
- Drafts reports of audits and studies including developing specific recommendations for improvement of fiscal, administrative, or operational control measures.

REQUIREMENTS:

SELECTION REQUIREMENTS:

A Bachelor's Degree from an accredited* college in Accounting or a closely related field, including 21 units of accounting courses, including a course in auditing **-AND-** either (1) two years of professional auditing experience at the level of the County class of Intermediate Accountant-Auditor**, or (2) three years of ***professional accounting 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: 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:

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

** In the County of Los Angeles service, an Intermediate Accountant-Auditor conducts management, performance, financial, and compliance audits, as well as conducts special studies and investigations of County departments that may include financial and compliance audits of private sector firms that provide goods and services under contract with the County.

*** Professional accounting experience is experience at the level of Los Angeles County class of ****Accounting Officer II.

****In the service of Los Angeles County, an Accounting Officer II performs professional accounting work and directs a moderate sized staff (20 or more) in the operation of a moderate to large scale complex accounting program and in the work of a group of related activities of a department.

ADDITIONAL INFORMATION:

DESIRABLE QUALIFICATIONS

- Demonstrated experience applying Older Americans Act (OAA) law and regulation, including program directives from the California Department of Aging on program requirements for programs included in OAA.
- Demonstrated experience applying Workforce Investment Act (WIA) or Workforce Innovation and Opportunity Act (WIOA) law and regulation, including program directives from the California

Employment Development Department on program requirements for programs included in WIA or WIOA.

- Demonstrated experience applying Generally Accepted Accounting Principles (GAAP).
- Certified Public Accountant (CPA) by the California Board of Accountancy.

EXAMINATION CONTENT: This examination will consist of two (2) parts:

1) Evaluation of Training and Experience based on the information provided on your application and supplemental questionnaire weighted 50%.

2) Appraisal of Promotability (AP) evaluating the following dimensions weighted 50%:

- Knowledge and Skills
- Adaptability
- Problem Solving and Analytical Skills
- Oral and Written Communication Skills
- Interpersonal Skills

Applicants must meet the Selection Requirement(s) and achieve a passing score of 70% or higher on both exam parts 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 for twelve (12) months following the date of promulgation.

VACANCY INFORMATION:

The Interdepartmental promotional eligible list resulting from this examination will be used to fill vacancies in the Community and Senior Services Department.

APPLICATION AND FILING INFORMATION:

All applicants must apply online. Applications submitted in person, via fax, e-mail or mail **will not** be accepted. In order to receive credit for any type of college degree or units, such as a Bachelor's or higher, you must include a legible copy of the diploma and/or official transcripts, or official letter from the accredited institution which shows the areas of specialization with your application, or within 15 calendar days from the application filing date.

INSTRUCTIONS FOR FILING ONLINE:

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

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after an appointment has been made.

Fill out your application and supplemental questionnaire completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training and experience in the spaces provided so we can evaluate your qualifications for the job. All documents required should be attached to your application at the time of filing or within 15 calendar days of filing your application. 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.

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number 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 E-MAIL: fanoai@css.lacounty.gov

TELETYPE PHONE: (800) 899-4099

ALTERNATE TELETYPE PHONE: (800) 897-0077

CALIFORNIA RELAY SERVICES PHONE: (800) 735-2922

DEPARTMENT CONTACT NAME: Felisha Anoa'i

DEPARTMENT CONTACT PHONE: (213) 738-2786

DEPARTMENT CONTACT E-MAIL: fanoai@css.lacounty.gov

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.

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

**COUNTY OF LOS ANGELES
Employment Information**

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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.

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.

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).

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

Position #F-0684-A
COMPLIANCE AUDITOR
LR

Los Angeles, CA 90010

COMPLIANCE AUDITOR 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 a response. Please note that all information is subject to verification at anytime in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS..

Yes No

* 2. Do you have a Bachelor's Degree from an accredited college or university in Accounting or a closely related field, including 21 units of accounting courses, including a course in auditing? If you answer Yes, please attach a legible copy of the official diploma, official transcripts, or official letter from the

accredited institution which shows the area of specialization with your application at the time of filing or within 15 calendar days of filing.

Yes No

- * 3. Do you have two years of professional auditing experience at the level of the County class of *Intermediate Accountant-Auditor? -OR- Do you have three years of **professional accounting experience? *In the County of Los Angeles service, an Intermediate Accountant-Auditor conducts management, performance, financial, and compliance audits, as well as conducts special studies and investigations of County departments that may include financial and compliance audits of private sector firms that provide goods and services under contract with the County. ** Professional accounting experience is experience at the level of Los Angeles County class of ***Accounting Officer II. ***In the service of Los Angeles County, an Accounting Officer II performs professional accounting work and directs a moderate sized staff (20 or more) in the operation of a moderate to large scale complex accounting program and in the work of a group of related activities of a department.

Yes No

- * 4. Do you have experience applying Older Americans Act (OAA) law and regulation, including program directives from the California Department of Aging on program requirements for programs included in OAA? If Yes, please tell us about your experience. If no, please indicate NA.

- * 5. Do you have experience applying Workforce Investment Act (WIA) or Workforce Innovation and Opportunity (WIOA) law and regulations, including program directives from the California Employment Development Department on program requirements for programs included in WIA or WIOA? If yes, please tell us about your experience. If no, please indicate NA.

- * 6. Do you have experience applying Generally Accepted Accounting Principles (GAAP)? If yes, please tell us about your experience. If no, please indicate NA.

- * 7. Are you a Certified Public Accountant (CPA) by the California Board of Accountancy? If yes, please indicate yes below and attach a copy of your certification with your application. If no, please indicate NA.

* Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

INTERMEDIATE TYPIST-CLERK

SALARY: \$2,529.28 - \$3,395.28 Monthly
\$30,351.36 - \$40,743.36 Annually

OPENING DATE: 07/21/16

CLOSING DATE: 08/15/16 05:00 PM

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY ANNOUNCEMENT

FILING DATES: JULY 21, 2016 - AUGUST 15, 2016

The Child Welfare Division is seeking an enthusiastic, motivated, experienced individual to fill the position of Intermediate Typist Clerk (ITC) to provide general clerical support for Quality Services Review (QSR) Program. The ITC position will work with clinical staff to improve information sharing and assisting with mental health follow-up for children involved in the child welfare system. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

ESSENTIAL JOB FUNCTIONS:

- Type and process minutes and email correspondence for Countywide Quality Services Review (QSR) Program
- Track attendance of Mental Health Provider QSR activities
- Manage and update the Shared Drive
- Obtain information from IS and IBHIS System screens and facilitate accurate recording of mental health information for staff
- Perform general office duties, such as answering and routing telephone calls, responding to inquiries, obtaining room and car reservations, photocopying, document scanning, etc.
- Work on special assignments and reports under direction of supervisor
- Special assignments, as needed.

REQUIREMENTS:

All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of Intermediate Typist Clerk.

DESIRABLE QUALIFICATIONS:

- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Able to travel to various County locations.
- Skilled in working with MS Office, i.e., Word, Excel, PowerPoint, and Outlook.

ADDITIONAL INFORMATION:

Interested applicants who are currently holding the payroll title of ITC may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Tuesday, August 15, 2016 to:**

**Annie Haratounian
(213) 739-5465**

AHaratounian@dmh.lacounty.gov

600 S. Commonwealth Ave., 6th floor, Los Angeles, CA 90005

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- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

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4. Change of Name or Address:

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COUNTY OF LOS ANGELES
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teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

5. Promotional Examinations:

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

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

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 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

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

COUNTY OF LOS ANGELES
Employment Information

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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.

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>

Los Angeles, CA 90010

Position #TRMH2214D
INTERMEDIATE TYPIST-CLERK
CY



COUNTY OF LOS ANGELES
invites applications for the position of:

INTERMEDIATE TYPIST-CLERK

SALARY: \$2,529.28 - \$3,395.28 Monthly
\$30,351.36 - \$40,743.36 Annually

OPENING DATE: 07/25/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY ANNOUNCEMENT

FILING DATE: JULY 25, 2016

Service Area 1 Juvenile Justice Mental Health Program – Challenger Memorial Youth Center 5300 W. Avenue I Lancaster is recruiting to fill an Intermediate Typist Clerk position. This position is co-located with the Probation Department at the Challenger Memorial Youth Center.

ESSENTIAL JOB FUNCTIONS:

- Maintaining electronic charts
- Researching the Integrated System for information pertaining to clients to assist clinical staff
- Scanning documents into the PEMRS system
- Inputting Units of Service into the Integrated System
- Faxing documentation to the court system
- Maintaining office records and files alphabetically
- Answering phone calls and routing calls appropriately
- Providing clerical support to the Mental Health Clinical Supervisor

REQUIREMENTS:

All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of Intermediate Typist Clerk.

DESIRABLE QUALIFICATIONS:

- Ability to work independently and as a team member
- Ability to work collaboratively with other County departments
- Ability to adhere to strict standards of confidentiality
- Dependable and adaptable
- Proficient in MS Office Suite

ADDITIONAL INFORMATION:

Individuals holding the title of Intermediate Typist Clerk should fax or e-mail their resume, last two master time cards, and last two performance evaluations to:

Jeanette Fraticelli
jfraticelli@dmh.lacounty.gov
(661) 297-1684
(661) 296-3595 FAX

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

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

COUNTY OF LOS ANGELES
Employment Information

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address, log into your profile and make the necessary change. This can be done at any time.

attempt to meet reasonable accommodation requests whenever possible.

5. Promotional Examinations:

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

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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.

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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

**COUNTY OF LOS ANGELES
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.

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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.

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).

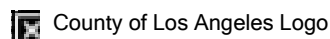
APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #TRMH2214E
INTERMEDIATE TYPIST-CLERK
CY

COUNTY OF LOS ANGELES
invites applications for the position of:



**PROGRAM MANAGER, COMMUNITY AND
SENIOR SERVICES**

SALARY: \$8,433.04 - \$12,764.10 Monthly
\$101,196.48 - \$153,169.20 Annually

OPENING DATE: 07/26/16

CLOSING DATE: 08/10/16 05:00 PM

POSITION/PROGRAM INFORMATION:



PROGRAM MANAGER, COMMUNITY AND SENIOR SERVICES

TYPE OF RECRUITMENT:

Interdepartmental Promotional Job Opportunity

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

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

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing.

EXAM NUMBER:

F8194A

APPLICATION FILING PERIOD:

July 27, 2016 at 8:00 a.m. (PST) - August 10, 2016 by 5:00 p.m. (PST)

Verification of Experience Letters (VOEL) will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will 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:

Has immediate charge of a major organizational unit or major functional responsibility in Community and Senior Services concerned with the development and evaluation of community and senior citizens services or with major administrative functions.

CLASSIFICATION STANDARDS:

Positions allocable to this class are found in Community and Senior Services and head major organizational units responsible for community and senior citizens direct services and/or program development and evaluation, or major administrative functions. These positions also direct legislative analysis programs in an effort to develop new program and funding linkages to augment existing County programs and develop related policy recommendations.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, assigns, and coordinates the work of the organizational unit, resolving policy issues and problems as they arise.

Advises department administration on policy issues involving the work of the organizational unit.

Has responsibility for major administrative functions such as budget, accounting, personnel, or internal support services.

Develops and implements solutions to complex problems of organization, budget, personnel, or procedures that occur within the Program Manager's area of responsibility.

Plans, organizes, and directs the work of subordinate staff in: Development of comprehensive plans and service priorities for Departmental programs; Development of contractor selection and contracting systems; Management of contract monitoring and compliance mechanisms; Working with advisory bodies and the public to elicit the opinions and advice of these interested parties.

Directs Senior and Service Center managers and staff in the delivery of direct services to the public.

Formulates recommendations of departmental policies and procedures.

Maintains liaison with a variety of officials, agencies, and organizations in complex or high level matters concerning the Department.

Coordinates the work of the organizational unit with that of other County departments and divisions.

Represents the department before subcommittees and full meetings of various advisory councils, workshops, conferences, and meetings of special committees.

REQUIREMENTS:**MINIMUM REQUIREMENTS:**

Option I: One year of experience at the level of Los Angeles County's class of *Project Supervisor, Community Services, or higher, responsible for the development and/or implementation of community development and senior citizens services or related programs.

Option II: Three years of experience at the level of Los Angeles County's class of **Community Center Director I, or higher, one year of which must include supervision during the last three years, participating in the development and/or implementation of community development and senior citizens services or related programs or in departmental administrative support functions.

Option III: Three years of experience at the level of ***Executive Assistant, or higher, in a highly responsible administrative or staff capacity analyzing and making recommendations for the solution of problems related to the administration of community or senior services programs.

Option IV: Three years of experience in a highly responsible administrative capacity analyzing and making recommendations for the solution of problems of organization, financial services, human resources, or information technology, one year of which must have been at the level of a ****Personnel Officer III or *****Administrative Services Manager III directing or assisting in directing an administrative, human resources, financial services or information technology program unit in the service of Los Angeles County.

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:

* In the County of Los Angeles service, a Project Supervisor, Community Services, has responsibility for supervising a special project concerned with the development and conduct of service programs involving direct community participation. Positions allocable to this class have responsibility for directing the work of a staff of 15 or more working directly with the community in a specific area such as employment and training, drug abuse, or delinquency prevention in programs operating outside of those normally provided by the department.

** In the County of Los Angeles service, a Community Center Director I acts as administrative head of a diversified, multi-service community center, or senior citizen's center.

*** In the County of Los Angeles service, an Executive Assistant performs special assignment and liaison work for the Department Head as directed and is responsible for providing a wide range of staff support services on the more complex departmental management issues and operational needs, including conducting special administrative and research studies affecting departmental operations and acting as liaison and coordinator for the director within the department and between the various commissions, boards, committees and public and private entities.

**** In the County of Los Angeles service, a Personnel Officer III develops and administers a comprehensive integrated personnel program for one of the larger County departments or hospitals.

***** In the County of Los Angeles service, an Administrative Services Manager III directs a section composed of multiple units responsible for providing administrative services which directly impacts the management of major departmental programs and administrative operations.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT: This examination will consist of two (2) parts:

1) Evaluation of Training and Experience based on the information provided on your application and supplemental questionnaire weighted 50%.

2) An Appraisal of Promotability (AP) evaluating the following dimensions weighted 50%:

- Knowledge and Skills
- Management and Leadership Skills
- Oral Communication Skills
- Problem Solving and Interpersonal Skills
- Customer Service

Applicants must meet the Minimum Requirement(s) and achieve a passing score of 70% or higher on both exam parts 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 for twelve (12) months following the date of promulgation.

VACANCY INFORMATION:

The Interdepartmental promotional eligible list resulting from this examination will be used to fill vacancies in the Community and Senior Services Department.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION:

All applicants must apply online. Applications submitted in person, via fax, e-mail or mail **will not** be accepted. Additional documents, if any, must be submitted during the time of filing or within 15 calendar days from the application filing date. We must receive your application and supplemental questionnaire by 5:00 p.m., August 10, 2016.

INSTRUCTIONS FOR FILING ONLINE:

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

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after an appointment has been made.

Fill out your application and supplemental questionnaire completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training and experience in the spaces provided so we can evaluate your qualifications for the job. All documents required should be attached to your application at the time of filing or within 15 calendar days of filing your application. 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.

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number 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 E-MAIL: fanoai@css.lacounty.gov

TELETYPE PHONE: (800) 899-4099

ALTERNATE TELETYPE PHONE: (800) 897-0077

CALIFORNIA RELAY SERVICES PHONE: (800) 735-2922

DEPARTMENT CONTACT NAME: Felisha Anoa'i

DEPARTMENT CONTACT PHONE: (213) 738-2786

DEPARTMENT CONTACT E-MAIL: fanoai@css.lacounty.gov

COUNTY OF LOS ANGELES
Employment Information

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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.
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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.

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 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

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 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

**COUNTY OF LOS ANGELES
Employment Information**

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

generally or on any other basis.

discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

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

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://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 #F8194A
PROGRAM MANAGER, COMMUNITY AND SENIOR SERVICES
LR

Los Angeles, CA 90010

PROGRAM MANAGER, COMMUNITY AND SENIOR SERVICES 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 a response. Please note that all information is subject to verification at anytime in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.
 I acknowledge the above information.
- * 2. Do you have one year of experience at the level of Los Angeles County's class of *Project Supervisor, Community Services, or higher, responsible for the development and/or implementation of community development and senior citizens services or related programs? If yes, please indicate your title held, beginning and ending dates, and your experience. If no, please indicate NA. *In the County of Los Angeles service, a Project Supervisor, Community Services, has responsibility for supervising a special project concerned with the development and conduct of service programs involving direct community participation. Positions allocable to this class have responsibility for directing the work of a staff of 15 or more working directly with the community in a specific area such as employment and training, drug abuse, or delinquency prevention in programs operating outside of those normally provided by the department.
- * 3. Do you have three years of experience at the level of Los Angeles County's class of *Community Center Director I, or higher, one year of which must include supervision during the last three years, participating in the development and/or implementation of community development and senior citizens services or related programs or in departmental administrative support functions? If yes, please indicate your title held, beginning and ending dates, and your experience. If no, please indicate NA. * In the County of Los Angeles service, a Community Center Director I acts as administrative head of a diversified, multi-service community center, or senior citizen's center.

- * 4. Do you have three years of experience at the level of *Executive Assistant, or higher, in a highly responsible administrative or staff capacity analyzing and making recommendations for the solution of problems related to the administration of community or senior services programs? If yes, please indicate your title held, beginning and ending dates, and your experience. If no, please indicate NA. *In the County of Los Angeles service, an Executive Assistant performs special assignment and liaison work for the Department Head as directed and is responsible for providing a wide range of staff support services on the more complex departmental management issues and operational needs, including conducting special administrative and research studies affecting departmental operations and acting as liaison and coordinator for the director within the department and between the various commissions, boards, committees and public and private entities.

- * 5. Do you have three years of experience in a highly responsible administrative capacity analyzing and making recommendations for the solution of problems of organization, financial services, human resources, or information technology? One year of which must have been at the level of a *Personnel Officer III or an **Administrative Services Manager III directing or assisting in directing an administrative, human resources, financial services or information technology program unit in the service of Los Angeles County. If yes, please indicate your title held, beginning and ending dates, and your experience. If no, please indicate NA. *In the County of Los Angeles service, a Personnel Officer III develops and administers a comprehensive integrated personnel program for one of the larger County departments or hospitals. **In the County of Los Angeles service, an Administrative Services Manager III directs a section composed of multiple units responsible for providing administrative services which directly impacts the management of major departmental programs and administrative operations.

* Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

Antelope Valley Area

PSYCHIATRIC SOCIAL WORKER II

Countywide Resource Management (CRM) – Community Reintegration Program (CRP), which provides mental health screening/triage and linkage for offenders with mental illness who are being released to Los Angeles County from the California Department of Corrections and Rehabilitation (CDCR) is recruiting a Psychiatric Social Worker II to assess, triage and link clients to various levels of care. With the passage of the 2011 Public Safety Realignment Legislation, Assembly Bill (AB)109, a significant number of inmates will no longer be released to traditional State Parole. Effective October 1, 2011, certain offenders have been released to Post Release Community Supervision (PRCS) upon completion of their prison term. The CRM-CRP provides mental health screening/triage and linkage to community-based mental health services for these clients. Primary duties and responsibilities of this position include:

- Completing mental health assessments on AB109 clients being referred at a co-located probation HUB; triage, consult and make referrals for mental health treatment upon release from prison; collaborate with the Probation Department on release planning for inmates identified for release from prison.
- Collaborating with community mental health agencies and directly operated program staff dealing with the target population regarding community alternatives available to inmates on reentry.
- Providing linkage for inmates being released from jail to various levels of care.
- Identify system barriers to the successful reintegration of inmates into communities and work with the Supervising Psychiatric Social worker and community partners to resolve barriers.
- Providing coverage for other clinicians at one of the other hubs as needed.
- Provide other duties as assigned by management.
- Consulting with community mental health agencies and directly operated program staff dealing with the target population regarding community alternatives available to inmates on reentry.
- Providing other duties as assigned by management.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in providing services to adult clients with forensic or criminal justice histories *preferred*.
- Excellent clinical, assessment and communication skills.
- Skill in tracking, multi-tasking, and prioritizing under pressure.
- Ability to be creative, problem solve, delegate and motivate.
- Experience working with a multidisciplinary team.
- Experience with electronic (IBHIS) chart record
- Adaptable and flexible.
- **This position is a Monday through Friday position (no regular days off)**

Interested individuals holding a current title of Psychiatric Social Worker II are encouraged to email their resume, last two (2) Performance Evaluations, and last two (2) years of master time records **to:**

TAndrewsHarper@dmh.lacounty.gov

**Tracie Andrews, LCSW
Mental Health Clinical Supervisor
Countywide Resource Management-Community Reintegration Program**

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**EMERGENCY OUTREACH BUREAU
PSYCHIATRIC MOBILE RESPONSE TEAM (PMRT)**

VACANCY ANNOUNCEMENT

Psychiatric Social Worker II

North County

Psychiatric Mobile Response Teams (PMRT) is a County-wide program that provides mobile crisis evaluation and intervention in 8 County of Los Angeles Service Areas. PMRT uses a coordinated approach with the mental health system of care to provide a range of services including outreach, assessment, crisis intervention, consultation, referral and follow-up, and evaluation of adults, adolescents, and children for civil commitment (WIC 5150/5585) to acute inpatient psychiatric care.

The PSW II performs:

- Field-based psychiatric evaluations of adults, children, and adolescents to determine danger to self/others resulting from a mental disorder or grave disability and completion of WIC 5150/5585 applications for involuntary detention at a hospital facility
- Intensive crisis stabilization and other mobile mental health services during emergencies and critical incidents
- Utilize community based support services to better manage client's needs, make appropriate referrals, and link clients to community mental health/support services in collaboration with DMH Child Welfare Division
- Provide targeted case management services to clients
- Conduct joint response with DCFS social worker(s)
- Ensure that mental health services provided to consumers meet State and Federal mandated standards and that they are in compliance with Medi-Cal rules for reimbursement claiming
- Provide training/in-service to the community, including group homes, foster homes, parent groups and other entities
- Assist in covering PMRT services in other Service Areas as needed

DESIRABLE QUALIFICATIONS

- Clinical experience in working with clients with multiple diagnoses including severe mental illness, substance abuse, developmental disabilities, etc.
- Knowledge of DCFS services system and DMH Adult, Children, and Tay programs
- Experience working with a multidisciplinary team
- Availability to work after hours for crisis calls and critical incident response
- Manage emotionally charged situations by providing crisis intervention in residential settings, emergency rooms, police stations, other institutional locations
- Adaptable and flexible

Employees who currently hold the payroll title of PSW II, should submit their resume by August 19, 2016 to:

**Valerie Crawford
Emergency Outreach Bureau
550 South Vermont, 10th Floor
Los Angeles, CA 90020
Phone: (213) 738-3442
FAX: (213) 351-2490
VCrawford@dmh.lacounty.gov**

COUNTY OF LOS ANGELES

DEPARTMENT OF PARKS & RECREATION
invites resumes for the position of:

Senior Secretary III

TRANSFER OPPORTUNITY

Only Open to Employees of the County of Los Angeles

Who Currently Hold the Payroll Title of Senior Secretary III or its Equivalent

Work Schedule: 4/40, Monday through Thursday

SALARY: \$3,986.92 - \$5,229.00 Monthly
\$47,843.04 - \$62,748.00 Annually

OPENING DATE: 07/19/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

JOB DESCRIPTION:

The Department of Parks and Recreation seeks a skilled, resilient and highly motivated **Senior Secretary III for our Human Resource Office**. The position reports directly to the Departmental Human Resources Manager and will perform a wide range of secretarial duties for the division. A unique opportunity for the

EXAMPLES OF DUTIES INCLUDE:

- Assists in preparing and finalizing correspondence, documents, reports, forms, etc., including information that is confidential or sensitive in nature and ensures that all materials submitted for approval are accurate and complete, and that all relevant information, attachments, clearances, etc., are included.
- Maintains the Calendar and coordinates meetings as requested.
- Assists in ordering, maintaining, and distributing office supplies, and requests and coordinates the receipt of services as required.
- Tracks internal and external assignments and creates/maintains comprehensive filing systems.
- Recommends improvements to office protocols/administrative operating procedures for the Division.
- Assists in gathering data for general information purposes or special reports, contacting other Departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for approval upon request.
- Screens telephone calls, furnishes requested information, refers calls to others better qualified, and personally takes care of those calls which do not require the attention of the supervisor.
- Makes appointments, keeps calendar, and schedules conferences, meetings and travel arrangements for supervisor
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the manager's absence.
- Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions.
 - Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy and the laws and regulations governing the activities of the office.
 - Calculate bonuses, increases and workforce data
 - Prepare charts, graphical displays of data and info graphics
 - Demonstrated ability to work independently, to follow through on instructions and meet deadlines
 - Strong organizational skills and demonstrated ability to establish priorities

DESIRABLE QUALIFICATIONS:

- Excellent verbal and written communication skills with proficiency in spelling, grammar proofreading, and editing.
- Excellent interpersonal skills with the ability to interact effectively with all levels of staff.
- Proficient in the operations of computer systems such as Excel, Microsoft Word, eHR, Internet, Intranet, Outlook, PowerPoint, and Access.
- Demonstrated ability to work independently, to follow through on instructions and meet deadlines.
- Strong organizational skills, ability to structure and schedule work and demonstrated ability to establish priorities.
- Independent, reliable, creative and resourceful person who is a self-starter.
- Excellent attendance record.
- Demonstrated ability to handle high profile assignments.
- Ability to maintain discretion and strict confidentiality
- Ability to work well with others, establish rapport and deescalate conflicts .

Requirements

This position is open to all permanent County of Los Angeles employees who currently hold the payroll title of Senior Secretary III.

Qualified candidates are invited to SUBMIT:

- (1)** a cover letter and resume detailing relevant experience and education, payroll title and employee number.
- (2)** copies of the last two performance evaluations, and
- (3)** time variance reports for the last two years..

Please scan and email these documents to:

Jesse Yee

jyee@parks.lacounty.gov

Call (213) 639-6357 with any questions you may have.

DPR Human Resources Office
433 S. Vermont Avenue
Los Angeles, CA 90020

COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR WEED ABATEMENT WORKER (TEMPORARY)

SALARY: \$2,976.74 - \$3,891.10 Monthly
\$35,720.88 - \$46,693.20 Annually

OPENING DATE: 07/25/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



DEPARTMENT OF AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

FILING DATES: July 27, 2016 at 8:00 a.m. (PST) - Until the needs of the Department are met and is subject to closure without prior notice.

EXAM NUMBER: V0034I

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

JOB TYPE: Full-time/Temporary

DEFINITION:

Serves as a working lead person of a crew clearing weeds, brush, and combustible debris from property in fire hazard areas.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a higher-level supervisor and are distinguished by their responsibility for leading a crew or crews engaged in weed and debris clearance, the preparation of work reports, and coordination with property owners prior to, or during, clearance work. This responsibility includes inspecting property both before and after clearing, ensuring clearance operations are necessary, properly coordinated, and completed, maintaining and ensuring the proper use of all equipment and tools used in the clearing operations, and ensuring that all safety procedures and regulations are followed. Positions in this class receive instruction in and are expected to learn, comply with, and ensure safe operating practices and procedures, departmental safety regulations, CAL-OSHA regulations, and Material Safety Data Sheet (MSDS) guidelines.

ESSENTIAL JOB FUNCTIONS:

Leads the work of a weed clearance crew clearing property of grass, weeds, and other combustibles, and loading debris on trucks for removal.

Demonstrates and ensures safe operating practices and procedures, departmental safety regulations, CAL-OSHA regulations, and Material Safety Data Sheet (MSDS) guidelines for use of safety equipment, protective devices, herbicide/pesticide applications, special clothing, etc.

Coordinates and evaluates weed, brush, and rubbish clearing operations conducted by vendors, including tractor operations and hand work.

Inspects properties prior to, during, and after clearance to determine the necessity and type of clearance and to ensure completion of the work.

Prepares all required reports relating to the clearance of weeds, brush, and/or other debris from property.

Assists in the updating of the Assessor's Map Book and maps used by the Weed Abatement Division.

Ensures the proper use and maintenance of tools and equipment used in clearing operations and may participate in maintenance and repair of the tools.

Discusses and coordinates clearance problems or complaints with property owners, homeowner associations, or other interested parties.

Drives a variety of Class C vans or trucks up to 26,000 pounds Gross Vehicle Weight (GVW) to different job sites throughout Los Angeles County.

Provides workers with assistance in performing duties as necessary to meet deadlines.

Orders the performance of corrective work when problems occur during weed clearing and recommends procedural changes to avoid such problems.

Operates powered equipment, such as mowers, tractors, twin-axel vehicles, chain-saws, electric clippers, weed trimmers, pole saws, sod cutters, or pruning saws.

Recommends changes in working conditions or equipment use to increase crew efficiency.

Uses a variety of electronic technology such as, but not limited to, desktop computers and computer tablets and other office equipment.

Uses basic software such as, but not limited to, Microsoft Office, Internet Explorer, etc.

Uses hand tools, such as shovels, rakes, clippers, hedge or brush trimmers, or axes.

REQUIREMENTS:

SELECTION REQUIREMENTS:

OPTION I: Six months of paid, full-time outdoor work experience in the eradication and control of weeds, brush, or other vegetation.

OPTION II: Six months of paid, full-time outdoor work experience in a lead capacity over manual laborers performing eradication and control of weeds, brush, or other vegetation.

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 IV - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

SPECIAL REQUIREMENT INFORMATION:

*In order to receive credit for any license, certificate, or training seminar you **must** include a legible copy of the official license or official certificate of completion, respectively, with your application or within 15 calendar days of filing.

DESIRABLE QUALIFICATIONS:

1. A valid California Class B Driver License.*
2. A valid Qualified Applicator's Certificate (QAC) issued by the State of California, Department of Pesticide Regulation.*

FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g. 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

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

CANDIDATES MUCH ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THIS EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility. **Applications will be processed on an as-received basis. No person may compete for this examination more than once in a twelve (12) month period.**

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill **TEMPORARY** vacancies in the Department of Agricultural Commissioner/Weights and Measures.

AVAILABLE SHIFT:

Appointees will be required to work any shift, including evenings, nights, weekends, and holidays.

APPLICATION AND FILING INFORMATION:

Fill out your application and Job Specific Questionnaire completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

The acceptance of your application will depend on whether you have **clearly** shown that you meet the **Selection Requirements**. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information is subject to verification. We may reject your application at any time during the examination process.

Apply online by clicking on the "Apply" tab for this posting. We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire by 5:00 PM, Pacific Standard Time, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. **Falsification of any information may result in disqualification or rescission of appointment.**

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

NOTE: If you are unable to attach required documents, you must fax them to (626) 652-0740 or email them to Andrea Cortez at acortez@acwm.lacounty.gov within fifteen (15) calendar days from filing online or your application will be rejected. Please include your name, exam number, and exam title on all the faxed documents.

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.

NO SHARING 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.

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.

CONTACT INFORMATION:

ADA Coordinator Phone: (626) 575-5464

Teletype Phone: (626) 585-5520

California Relay Services: (800) 735-2922

Department Contact Name: Andrea Cortez

Department Contact Phone: (626) 575-5464

Department Contact Email: acortez@acwm.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:

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.

COUNTY OF LOS ANGELES
Employment Information

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- 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.

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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 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

COUNTY OF LOS ANGELES
Employment Information

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given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

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

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

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

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

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.

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.

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).

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.

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

Position #V00341
SENIOR WEED ABATEMENT WORKER (TEMPORARY)
AC

Los Angeles, CA 90010

COUNTY OF LOS ANGELES
Employment Information

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SENIOR WEED ABATEMENT WORKER (TEMPORARY)
Supplemental Questionnaire

- * 1. How many months of paid, full-time outdoor work experience in the eradication and control of weeds, brush, or other vegetation have you performed?
 - None
 - Less than 6 months
 - 6 months or more
- * 2. How many months of paid, full-time outdoor work experience in a lead capacity over manual laborers performing eradication and control of weeds, brush, or other vegetation have you performed?
 - None
 - Less than 6 months
 - 6 months or more
- * 3. Do you possess a valid California Class B Driver License?
 - Yes
 - No
- * 4. Do you possess a valid Qualified Applicator's Certificate (QAC) issued by the State of California Department of Pesticide Regulation?
 - Yes
 - No
- * 5. I understand that in order to receive credit for any license, certificate, or training seminar I must include a legible copy of the official license or official certificate of completion, respectively, with my application or within 15 calendar days of filing.
 - Yes
- * 6. I understand that utilizing VERBIAGE from the Class Specification and Selection Requirements serving as your description of duties WILL NOT be sufficient to demonstrate that I meet the requirements. Doing so may result in an INCOMPLETE APPLICATION and I may be DISQUALIFIED.
 - Yes
- * 7. I understand that comments such as "see resume" on any part of the application will not be considered a response. Please note that all information is subject to verification at any time during the examination and hiring process. Making false statements on the application and supplemental questionnaire may cause me to be disqualified from this examination.
 - Yes
- * Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Hollywood Mental Health Center**

VACANCY ANNOUNCEMENT

DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

Staff Assistant I

Hollywood Mental Health Center is seeking a highly motivated and competent individual with strong communication and organizational skills to fill the position of Staff Assistant I. We are looking for an individual that can efficiently multi-task, problem-solve and provide quality customer service. This individual will report directly to the Mental Health Clinical Program Manager II of Hollywood MHC.

ESSENTIAL JOB FUNCTIONS:

- Supervision of Patient Financial Services Workers and Resource Workers.
- Time keeping oversight and assistance as necessary.
- County vehicle coordinator.
- PEI data entry into OMA.
- Submission of PEI recordings to MHSA.
- Provide general administrative/clerical duties to assist clerical staff in covering the front desk as needed.
- Respond to client questions regarding financial services.
- Complete correspondence, reports, memos, emails as assigned by the Mental Health Clinical Program Manager II.
- Type, format and develop/create documents for daily operations of the unit.
- Other duties as assigned by the Mental Health Clinical Program Manager II.

DESIRABLE QUALIFICATIONS:

- Supervisory experience
- Previous CBO Financial training and work as a PFSW or PRW.
- Highly organized and excellent communication skills
- Ability to work as a team member and with various disciplines
- Proficient at Microsoft Word, Excel, Outlook and IHBIS system
- Good problem solving skills with the ability to multi-task
- Excellent customer service skills

Interested individuals currently holding the title of Staff Assistant I are encouraged to submit a cover letter which includes their employee number, resume, copies of their last two performance evaluations and copies of their master time card for 2 years.

Please respond no later than July 31st, 2016.

CONTACT: Deborah Morales 323.769.6184 Dimorales@dmh.lacounty.gov



COUNTY OF LOS ANGELES
invites applications for the position of:

STAFF ASSISTANT II

SALARY: \$4,046.36 - \$5,307.00 Monthly
\$48,556.32 - \$63,684.00 Annually

OPENING DATE: 07/20/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



DEPARTMENT OF AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

TRANSFER OPPORTUNITY ANNOUNCEMENT

MUST BE A PERMANENT COUNTY EMPLOYEE WHO HOLDS THE PAYROLL TITLE OF STAFF ASSISTANT II AND HAS PASSED THEIR INITIAL PROBATIONARY PERIOD OR REACHABLE ON THE APPROPRIATE CERTIFICATION LIST.

The Department of Agricultural Commissioner/Weights and Measures is seeking a highly qualified, self-motivated individual to fill the position of Staff Assistant II. This vacancy is located at 12300 Lower Azusa Road, Arcadia, CA 91006. This position has a Monday-Thursday 4/40 work schedule.

ESSENTIAL JOB FUNCTIONS:

This position performs the duties of a Staff Assistant II which also includes, but not limited to, the following:

- Tracks the Bureau's extensive safety training program, sets up training sessions, and acquires training vendors.
- Purchases and acquisitions over one million dollars of supplies and equipment in support of field operations.
- Provides a high level of support to a multi-agency professional alliance dedicated to environmentally responsible and science-based pest management.
- Assists with the Bureau's budget preparation.
- Supervises a small group of clerical support staff.
- Works with the County of Los Angeles Department of Public Works to maintain and update a comprehensive Integrated Pest Management (IPM) website.
- May prepare department-approved "Tweets" via Twitter in support of the IPM program.
- Ensures compliance with environmental laws.

DESIRABLE QUALIFICATIONS:

- Excellent organizational, time management and multi-tasking skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work both independently and as part of a group.
- Ability to effectively interact with all levels of supervision and management.
- Ability to simultaneously work on multiple tasks and prioritize assignments.
- Excellent attendance record.

REQUIREMENTS:

MUST BE A PERMANENT COUNTY EMPLOYEE WHO HOLDS THE PAYROLL TITLE OF STAFF ASSISTANT II AND HAS PASSED THEIR INITIAL PROBATIONARY PERIOD OR REACHABLE ON THE APPROPRIATE CERTIFICATION LIST.

Employees who meet the position requirements above and are interested in being considered for an interview may submit:

1. A letter of interest.
2. A resume (which includes their employee number, cell phone number and email address).
3. Copies of their last three (3) performance evaluations.
4. Time History Report (Prime Variance Only) for the last two (2) years.

Please email or fax your information to:

Agricultural Commissioner/Weights and Measures
Human Resources Division
Attn: Andrea Cortez
Email: acortez@acwm.lacounty.gov
Phone: (626) 575-5464 | Fax: (626) 652-0740

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.
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3. Application Deadline:

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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

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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.

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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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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.

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**COUNTY OF LOS ANGELES
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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #TRAW090701
STAFF ASSISTANT II
AC



COUNTY OF LOS ANGELES
invites applications for the position of:

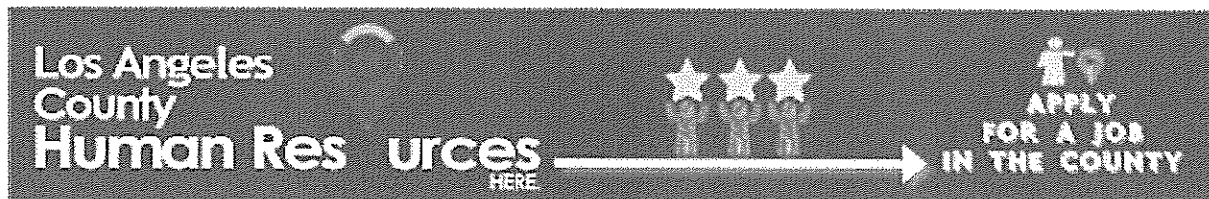
WAREHOUSE WORKER AID

SALARY: \$2,721.74 - \$3,555.74 Monthly
\$32,660.88 - \$42,668.88 Annually

OPENING DATE: 07/22/16

CLOSING DATE: 07/29/16 05:00 PM

POSITION/PROGRAM INFORMATION:



EXAM NUMBER

R2329K

FILING DATES

July 27, 2016 at 8:00 a.m. (PST)

Filing will be suspended after the first 500 applications are received or by July 29, 2016, at 5:00 p.m. (PST), whichever occurs first. Applications received after the first 500 will not be considered.

This exam will reopen as the needs of the service require.

TYPE OF RECRUITMENT

OPEN COMPETITIVE JOB OPPORTUNITY

DEFINITION:

Performs a combination of routine, manual and supply-clerical duties.

CLASSIFICATION STANDARDS:

Positions allocable to Warehouse Worker Aid typically report to a higher level warehouse worker and perform duties related to handling materials and supplies. Positions allocable to this entry-level class assist higher level warehouse workers by principally performing the manual tasks normally associated with a supply operation. They also assist in the clerical phases of that operation. Incumbents must have the ability to perform simple addition, subtraction, multiplication and division, read and follow simple instructions, policies, and procedures and use basic keyboarding skills in accessing, retrieving, and entering warehouse information on video display terminals using established data bases and commonly used software programs.

ESSENTIAL JOB FUNCTIONS:

Inspects incoming shipments by checking descriptions, amounts, and/or identification numbers of materials received, performing basic mathematical calculations, and visually examining shipping cartons and containers (unbanding and unstacking when necessary) to ensure that shipments are accurate with respect to quantity and kind, and wrong or damaged items are identified and documented prior to

receiving shipments into inventory. Any damaged, defective materials or any discrepancies should be reported to supervisor/buyer and the buyer must complete a return materials authorization; the materials will not be included in inventory.

Utilizes a computer to receive goods electronically by entering receipts and goods received into eCAPS (Electronic Countywide Accounting and Purchasing System).

Loads/unloads trucks and move items in their storage locations by considering their size, shape, weight, quantity, type, stock number, and/or other storage factors (e.g., requirements for safe storage of hazardous materials) either manually or using lifting aids (e.g., material handling equipment) in order to ensure safe and efficient storage and retrieval of inventory.

Prepares items for mailing, shipping, or will-call by picking, packaging, weighing, labeling, palletizing, properly securing shipments, etc. using shrink wrapping, marking pens, and box cutters, bungees or strap ties in order to fill requisition requests as requisitions are received.

Participates in physical inventory procedures by accurately counting stocks, records/tags property assigned to County departments for the Auditor/Controller, performing basic mathematical calculations, and recording information of inventory levels on hardcopy forms in order to obtain accurate information on inventory levels according to a routine schedule or as directed by a supervisor.

Interacts with representatives of outside agencies (e.g., delivery personnel), coworkers, and supervisors verbally (either in person or on the phone) and in writing (e.g., e-mail) in order to convey complete, accurate, and up-to-date information whenever approached or as directed by a supervisor.

Transports shipments and/or salvage or surplus materials by operating a light truck (e.g., pickup, bobtail, flatbed, or cargo van) according to established County procedures and in full compliance with motor vehicles code requirements in order to deliver requisitioned materials, files and documents, retrieve needed stock, or dispose of discarded materials.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

No training or experience is required.

LICENSE:

A valid California Class C Driver License may be required to perform the job-related essential functions of some positions in this class.

PHYSICAL CLASS:

4 - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

SPECIAL REQUIREMENT INFORMATION:

License Information: Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked.

AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

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**.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, safety judgment, attention to detail, mechanical comprehension, achievement, safety orientation, and responsibility.

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

Applicants must receive a passing score of 70% or higher on the examination in order to be placed on the eligible register.

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

Note: Invitation letters to the written test will be sent to candidates electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add awong@hr.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 scores cannot be given over the phone.

TRANSFER OF SCORES:

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

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least twelve (12) months.

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.

ELIGIBILITY INFORMATION:

Applicants will be processed on an as-received basis and 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.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**VACANCY INFORMATION:**

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

AVAILABLE SHIFT: Any

APPLICATIONS AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the "APPLY" button at the top right of this posting. You can also track the status of your application using this website.

Applications will be accepted starting July 27, 2016 at 8:00 a.m. (PST). Filing will be suspended after the first 500 applications are received or by July 29, 2016 at 5:00 p.m. (PST), whichever occurs first. Applications received after the first 500 will not be considered.

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 education, training and 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.

SOCIAL SECURITY NUMBER:

It is important that you provide your OWN social security number at the time of filing to ensure your application is processed accurately. Entering other than your OWN social security number 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: Annie Wong

Department Contact Phone: (213) 351-2948

Department Contact Email: awong@hr.lacounty.gov

**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.

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

COUNTY OF LOS ANGELES Employment Information

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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.

Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

5. Promotional Examinations:

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

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

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

6. Equal Employment Opportunity/Non-Discrimination Policy:

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

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

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

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

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

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

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

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

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://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 #R2329J
WAREHOUSE WORKER AID
AW

Los Angeles, CA 90010

**COUNTY OF LOS ANGELES
Employment Information**

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COUNTY OF LOS ANGELES
invites applications for the position of:

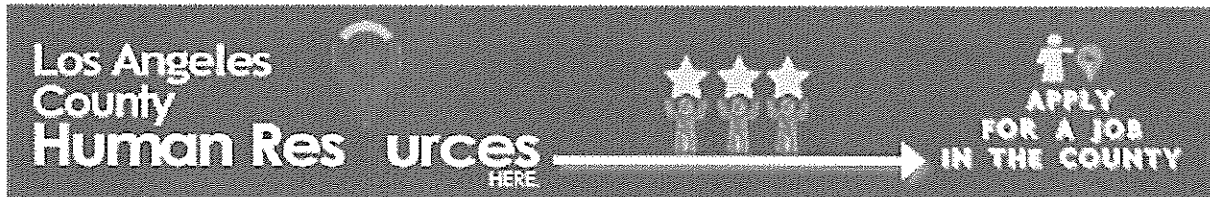
WAREHOUSE WORKER I

SALARY: \$2,871.00 - \$3,751.64 Monthly
\$34,452.00 - \$45,019.68 Annually

OPENING DATE: 07/22/16

CLOSING DATE: 07/29/16 05:00 PM

POSITION/PROGRAM INFORMATION:



EXAM NUMBER

R2331K

FILING DATES

July 27, 2016 at 8:00 a.m. (PST)

Filing will be suspended after the first 500 applications are received or by July 29, 2016, at 5:00 p.m. (PST), whichever occurs first. Applications received after the first 500 will not be considered.

This exam will reopen as the needs of the service require.

TYPE OF RECRUITMENT

OPEN COMPETITIVE JOB OPPORTUNITY

DEFINITION:

Performs a full-range of Journey-level duties in operation of a warehouse.

CLASSIFICATION STANDARDS:

Positions allocable to Warehouse Worker I typically report to a higher level warehouse worker and all positions perform duties related to handling materials and supplies. Positions allocable to this class are responsible for: (1) operating a store or warehouse, or section of a large storage facility; (2) maintaining property records for a department; (3) receiving and packing a variety of items, and arranging the details of shipments via common carrier or the postal service; or (4) assisting a higher level warehouse worker by acting as a full-time lead person over a crew of helpers; or by performing a combination of responsible supply-clerical duties. Positions allocable to Warehouse Worker I perform a range of physical tasks involving the movement of loaded material pallets using pallet jacks and may use forklifts and other warehouse and loading dock equipment. These positions also load and unload material to and from large industrial carts, push loaded carts to required locations, and store materials as required. These positions are required to use basic skills in accessing, retrieving and entering warehouse information on video display terminals using established data bases and commonly used software programs.

ESSENTIAL JOB FUNCTIONS:

Inspects incoming shipments by checking descriptions, amounts, and/or identification numbers of materials received, performing basic mathematical calculations, and visually examining shipping cartons and containers (unbanding and unstacking when necessary) to ensure that shipments are accurate with respect to quantity and kind, and wrong or damaged items are identified and documented prior to receiving shipments into inventory. Any damaged, defective materials or any discrepancies should be reported to supervisor/buyer and the buyer must complete a return materials authorization; the materials will not be included in inventory.

Utilizes a computer to receive goods electronically by entering receipts and goods received into eCAPS (Electronic Countywide Accounting and Purchasing System).

Loads/unloads trucks and move items in their storage locations by considering their size, shape, weight, quantity, type, stock number, and/or other storage factors (e.g., requirements for safe storage of hazardous materials) either manually or using lifting aids (e.g., material handling equipment) in order to ensure safe and efficient storage and retrieval of inventory.

Prepares items for mailing, shipping, or will-call by picking, packaging, weighing, labeling, palletizing, properly securing shipments, etc. using shrink wrapping, marking pens, and box cutters, bungees or strap ties in order to fill requisition requests as requisitions are received.

Participates in physical inventory procedures by accurately counting stocks, records/tags property assigned to County departments for the Auditor/Controller, performing basic mathematical calculations, and recording information of inventory levels on hardcopy forms in order to obtain accurate information on inventory levels according to a routine schedule or as directed by a supervisor.

Interacts with representatives of outside agencies (e.g., delivery personnel), coworkers, and supervisors verbally (either in person or on the phone) and in writing (e.g., e-mail) in order to convey complete, accurate, and up-to-date information whenever approached or as directed by a supervisor.

Transports shipments and/or salvage or surplus materials by operating a light truck (e.g., pickup, bobtail, flatbed, or cargo van) according to established County procedures and in full compliance with motor vehicles code requirements in order to deliver requisitioned materials, files and documents, retrieve needed stock, or dispose of discarded materials.

Procures inventory by contacting vendors, comparing price quotes, arrange for shipment of materials to off-site locations as needed or directed by a supervisor, and following County guidelines when inventory are low or new inventory requests are received.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: Twelve (12) months of experience in receiving, storing, issuing, shipping, and/or inventorying supplies, equipment or property in a warehouse setting*.

Option II: Twelve (12) months of experience in the maintenance of records related to supplies, equipment, and/or property in a warehouse setting*.

Option III: Twelve (12) months of experience in specialized office clerical work in connection with procurement activities**.

LICENSE:

A valid California Class C Driver License may be required for some positions required to drive as a job-related essential function of their position.

PHYSICAL CLASS:

4 - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

SPECIAL REQUIREMENT INFORMATION:

*A warehouse setting is defined as a store or warehouse, or section of a large storage facility.

**Procurement activities include but are not limited to processing blanket orders and requisitions for a

wide variety of supplies or services through researching of vendor catalogs and extensive telephone contacts with operating personnel and vendors in connection with clarifying details of requests, locating supply sources, ascertaining unit costs and other pertinent factors, placing and expediting orders, and resolving minor problems in connection with deliveries of wrong materials, shortages, damaged merchandise, etc.

License Information: Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

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.
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ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, safety judgment, attention to detail, mechanical comprehension, achievement, safety orientation, and responsibility.

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

Applicants must meet the Selection Requirements and receive a passing score of 70% or higher on the examination in order to be placed on the eligible register.

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

Note: Invitation letters to the written test will be sent to candidates electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add awong@hr.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.

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NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

VACANCY INFORMATION:

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

AVAILABLE SHIFT: Any

APPLICATIONS AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the "APPLY" button at the top right of this posting. You can also track the status of your application using this website.

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Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the Selection Requirements. Provide any relevant education, training and 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.

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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: Annie Wong

Department Contact Phone: (213) 351-2948

Department Contact Email: awong@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

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- 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.

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- 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 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

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/dmr/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 a 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,

COUNTY OF LOS ANGELES
Employment Information

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

system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

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

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application accessed through the Department of Human Resources website at: System only for the submission of bona fide employment applications to the http://hr.lacounty.gov. Additional test preparation resources may be listed on the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: http://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 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 #R2331J
WAREHOUSE WORKER I
AW

Los Angeles, CA 90010

WAREHOUSE WORKER I 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. How many months of experience do you have in receiving, storing, issuing, shipping, and/or inventorying supplies, equipment or property in a warehouse setting?
A warehouse setting is defined as a store or warehouse, or section of a large storage facility.
Less than 12 months of experience
12 months or more experience
No experience
* 3. Describe your experience in receiving, storing, issuing, shipping, and/or inventorying supplies, equipment or property in a warehouse setting. Include your job title, beginning and ending dates for each job held and the name of employer. If you do not have experience in this area, indicate "N/A".
* 4. How many months of experience do you have in the maintenance of records related to supplies, equipment, and/or property in a warehouse setting?
A warehouse setting is defined as a store or warehouse, or section of a large storage facility.

- Less than 12 months of experience
- 12 months or more experience
- No experience

* 5. Describe your experience in the maintenance of records related to supplies, equipment, and/or property in a warehouse setting. Include your job title, beginning and ending dates for each job held and the name of employer. If you do not have experience in this area, indicate "N/A".

* 6. How many months of experience do you have in specialized office clerical work in connection with procurement activities?

Procurement activities include but are not limited to processing blanket orders and requisitions for a wide variety of supplies or services through researching of vendor catalogs and extensive telephone contacts with operating personnel and vendors in connection with clarifying details of requests, locating supply sources, ascertaining unit costs and other pertinent factors, placing and expediting orders, and resolving minor problems in connection with deliveries of wrong materials, shortages, damaged merchandise, etc.

- Less than 12 months of experience
- 12 months or more experience
- No experience

* 7. Describe your experience in specialized office clerical work in connection with procurement activities. Include your job title, beginning and ending dates for each job held and the name of employer. If you do not have experience in this area, indicate "N/A".

* Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

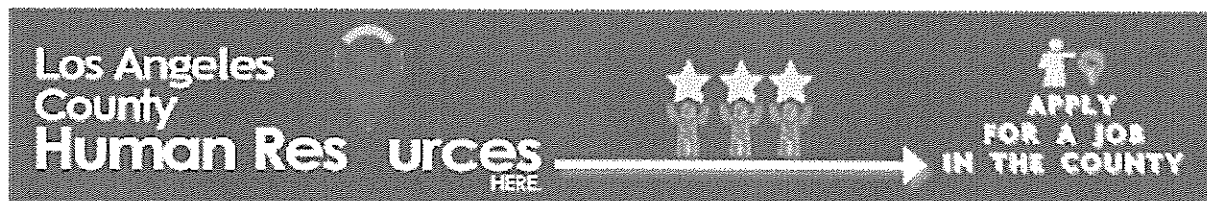
WAREHOUSE WORKER II

SALARY: \$3,194.56 - \$4,177.64 Monthly
\$38,334.72 - \$50,131.68 Annually

OPENING DATE: 07/22/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER

R2332G

FILING DATES

July 25, 2016 at 8:00 a.m. (PST) - until the needs of the service are met and is subject to closure without prior notice.

TYPE OF RECRUITMENT

INTERDEPARTMENTAL PROMOTIONAL OPPORTUNITY

RESTRICTED TO PERMANENT EMPLOYEES OF THE COUNTY OF LOS ANGELES WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD WITH LOS ANGELES COUNTY AND MEET THE QUALIFYING REQUIREMENTS.

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

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing.

VERIFICATION OF EXPERIENCE LETTER (VOEL) will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will 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 at the time of filing. However, the names of such employees will be withheld from the certification list

until the required experience is fully met. **Applicants who are within six months of meeting the minimum requirements while working outside of their classification will not be placed on withhold. Therefore, their applications will not be accepted.**

DEFINITION:

Operates or assists in the operation of a store or warehouse.

CLASSIFICATION STANDARDS:

Positions allocable to Warehouse Worker II typically report to a higher level warehousing manager and are responsible for supervising a staff operating a warehouse. Positions allocable to this class are distinguished from the class of Warehouse Worker I by responsibility for: (1) operating a store or warehouse, or section of a large storage facility, typically involving responsibility for the supervision of a staff comprised of five or fewer warehouse worker positions, the determination of items to be stocked, and the levels to be maintained; (2) supervising the maintenance of property records for a large department; (3) assisting a higher level warehouse worker; (4) supervising a large number of subordinates involving limited storekeeping responsibilities; or (5) acting with an unusual degree of responsibility for procurement and related supply functions and reporting to someone other than a higher level warehouse worker or supply officer. Warehouse Worker II positions supervise staff performing a variety of arduous material handling tasks using manual and powered equipment and ensure the observance of appropriate safety procedures and practices in the use of such equipment. These positions must also exercise the basic principles of supervision, be able to communicate effectively both orally and in writing, and use basic skills in accessing, retrieving, and entering warehouse information on video display terminals using established data bases and commonly used software programs.

ESSENTIAL JOB FUNCTIONS:

Inspects incoming shipments by checking descriptions, amounts, and/or identification numbers of materials received, performing basic mathematical calculations, and visually examining shipping cartons and containers (unbanding and unstacking when necessary) to ensure that shipments are accurate with respect to quantity and kind, and wrong or damaged items are identified and documented prior to receiving shipments into inventory. Any damaged, defective materials or any discrepancies should be reported to supervisor/buyer and the buyer must complete a return materials authorization; the materials will not be included in inventory.

Utilizes a computer to receive goods electronically by entering receipts and goods received into eCAPS (Electronic Countywide Accounting and Purchasing System).

Loads/unloads trucks and move items in their storage locations by considering their size, shape, weight, quantity, type, stock number, and/or other storage factors (e.g., requirements for safe storage of hazardous materials) either manually or using lifting aids (e.g., material handling equipment) in order to ensure safe and efficient storage and retrieval of inventory.

Prepares items for mailing, shipping, or will-call by picking, packaging, weighing, labeling, palletizing, properly securing shipments, etc. using shrink wrapping, marking pens, and box cutters, bungees or strap ties in order to fill requisition requests as requisitions are received.

Participates in physical inventory procedures by accurately counting stocks, records/tags property assigned to County departments for the Auditor/Controller, performing basic mathematical calculations, and recording information of inventory levels on hardcopy forms in order to obtain accurate information on inventory levels according to a routine schedule or as directed by a supervisor.

Interacts with representatives of outside agencies (e.g., delivery personnel), coworkers, and supervisors verbally (either in person or on the phone) and in writing (e.g., e-mail) in order to convey complete, accurate, and up-to-date information whenever approached or as directed by a supervisor.

Transports shipments and/or salvage or surplus materials by operating a light truck (e.g., pickup, bobtail, flatbed, or cargo van) according to established County procedures and in full compliance with motor vehicles code requirements in order to deliver requisitioned materials, files and documents, retrieve needed stock, or dispose of discarded materials.

Procures inventory by contacting vendors, comparing price quotes, arrange for shipment of materials to off-site locations as needed or directed by a supervisor, and following County guidelines when inventory are low or new inventory requests are received.

Supervises warehouse personnel by planning, assigning, monitoring, and coordinating work activities; inspecting work for conformance to established standards and procedures; communicating goals and expectations; providing performance feedback and/or initiating disciplinary action; participating in formal performance evaluation process; and other human resource-related activities (e.g., participating in interviewing job candidates) in order to ensure the quality, quantity, and efficiency of work performed by personnel in a large warehouse or a section of a very large warehouse facility.

Supervises warehouse operations by monitoring warehouse workload to determine staffing needs and maintain appropriate staffing levels; monitoring computerized warehouse inventory control systems to ensure that the data are accurate; reviewing and analyzing perpetual inventory and other records to ensure the maintenance of optimal stock levels, the tracking and documentation of inventory shrinkage, and the removal of depreciated items; overseeing the conduct of physical inventory counts; overseeing the receiving of new inventory; and coordinating the planning, routing, and scheduling of regular and emergency deliveries of supplies and equipment to all County departments to ensure the efficient and effective operation of a large warehouse or a section of a very large warehouse facility.

Trains warehouse personnel in all aspects of warehouse work, including proper care and preservation of items received and stored, methods of material handling, proper use of equipment, safe work methods and procedures, CalOSHA requirements, and other subject matter as deemed necessary by identifying training needs, determining the most appropriate training method (i.e., on-the-job, formal classroom, computer-based, tailgates (informal job-site meeting) etc.), delivering or delegating the delivery of the training, and assessing the effectiveness of the training in order to ensure that staff are sufficiently knowledgeable and competent to perform the work assigned to them.

Works with the Safety Officer/Manager in the event of an incident, by writing incident reports, taking notes and/or observing the scene of the incident to identify the causes of industrial accidents and to obtain information that can be used to eliminate safety hazards in the workplace as incidents occur or as directed by the manager/supervisor.

Adheres to facility security protocols by keeping track of human traffic and access according to established policies and procedures to ensure the security of the warehouse materials and inventory are not jeopardized.

Maintains warehouse and grounds areas (e.g., sweeping and mopping floors, wiping surfaces, dusting, clearing aisles of debris, organizing, restocking, etc.) in order to ensure a clean and safe work environment.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

One year of storekeeping, procurement or related experience at the level of Warehouse Worker I* or Procurement Aid**.

LICENSE:

A valid California Class C Driver License may be required for some position required to drive as a job-related essential function of their position.

PHYSICAL CLASS:

3 - Moderate. Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

SPECIAL REQUIREMENT INFORMATION:

*Experience at the level of Warehouse Worker I in the County of Los Angeles performs a full-range of Journey-level duties in operation of a warehouse.

**Experience at the level of Procurement Aid in the County of Los Angeles prepares various procurement documents and maintains related clerical records and controls.

License Information: Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

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**.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering principles of supervision, written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, safety judgment, attention to detail, mechanical comprehension, achievement, safety orientation, and responsibility.

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

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

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

Note: Invitation letters to the written test will be sent to candidates electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add awong@hr.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 scores cannot be given over the phone.

TRANSFER OF SCORES:

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

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least twelve (12) months.

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.

ELIGIBILITY INFORMATION:

Applicants will be processed on an as-received basis and 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.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

VACANCY INFORMATION:

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

AVAILABLE SHIFT: Any

APPLICATIONS AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the "APPLY" button at the top right of this posting. You can also track the status of your application using this website.

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 education, training and 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.

SOCIAL SECURITY NUMBER:

It is important that you provide your OWN social security number at the time of filing to ensure your application is processed accurately. Entering other than your OWN social security number 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: Annie Wong

Department Contact Phone: (213) 351-2948

Department Contact Email: awong@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.

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

COUNTY OF LOS ANGELES Employment Information

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

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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.

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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.

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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.

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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.

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

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:
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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, 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.

**COUNTY OF LOS ANGELES
Employment Information**

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

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.

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 January 1, 2013 (first employed by the County on or after December 1, by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

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.

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

Position #R2332G
WAREHOUSE WORKER II
AW

Los Angeles, CA 90010

WAREHOUSE WORKER II 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. Are you currently a County of Los Angeles employee?

Yes, I am currently a County of Los Angeles employee.

No, I am currently not a County of Los Angeles employee.

- * 3. As a current County of Los Angeles employee, have you passed your initial County probationary period?

Yes, I passed my initial County probationary period.

No, I have not passed my initial County probationary period.

I am not a current County of Los Angeles employee

- * 4. How many years of storekeeping, procurement or related experience do you have at the level of Warehouse Worker I or Procurement Assistant Aid?

Experience at the level of Warehouse Worker I in the County of Los Angeles performs a full-range of Journey-level duties in operation of a warehouse.

Experience at the level of Procurement Aid in the County of Los Angeles prepares various procurement documents and maintains related clerical records and controls.

No experience

Less than one year of experience

One or more year(s) of experience

- * 5. Describe your storekeeping, procurement or related experience at the level of Warehouse Worker I or Procurement Aid. Please include your job title(s), beginning and ending dates for each job held, the name of the organization, and the name of the employer. If you have no related experience, type "N/A."

* Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

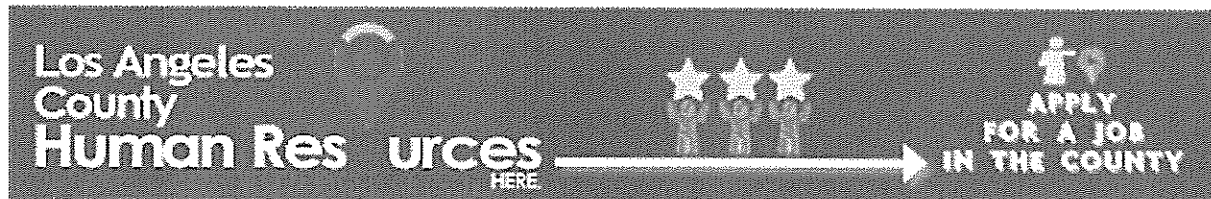
WAREHOUSE WORKER III

SALARY: \$3,370.64 - \$4,410.36 Monthly
\$40,447.68 - \$52,924.32 Annually

OPENING DATE: 07/22/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER

R2333D

FILING DATES

July 25, 2016 at 8:00 a.m. (PST) - until the needs of the service are met and is subject to closure without prior notice.

TYPE OF RECRUITMENT

INTERDEPARTMENTAL PROMOTIONAL OPPORTUNITY

RESTRICTED TO PERMANENT EMPLOYEES OF THE COUNTY OF LOS ANGELES WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND MEET THE QUALIFYING REQUIREMENTS

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

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing.

VERIFICATION OF EXPERIENCE LETTER (VOEL) will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will 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 at the time of filing. However, the names of such employees will be withheld from the certification list

until the required experience is fully met. **Applicants who are within six months of meeting the minimum requirements while working outside of their classification will not be placed on withhold. Therefore, their applications will not be accepted.**

DEFINITION:

Operates or assists in the operation of a large warehouse.

CLASSIFICATION STANDARDS:

Positions allocable to this class typically report to a Warehouse Manager or materials manager and are responsible for operating a store or warehouse, several smaller stores, or a section of a very large storage facility requiring a full-time subordinate staff of six or more storekeeping positions and involving the determination of items to be stocked and levels to be maintained or assisting a Warehouse Manager in the administration of a large warehouse. Also allocable to this class are positions which have comprehensive responsibility for both procurement and warehousing operations in a department, serve as the highest level of technical review of these operations, and report to a supervisor other than a higher level warehouse worker or manager, supply officer, or materials management position. Warehouse Worker III positions supervise staff performing a variety of arduous material handling tasks using manual and powered equipment and ensure the observance of appropriate safety procedures and practices in the use of such equipment. These positions must also exercise the basic principles of supervision, be able to communicate effectively both orally and in writing, and use basic skills in accessing, retrieving, and entering warehouse information on video display terminals using established databases and commonly used software programs.

ESSENTIAL JOB FUNCTIONS:

Supervises warehouse personnel by planning, assigning, monitoring, and coordinating work activities; inspecting work for conformance to established standards and procedures; communicating goals and expectations; providing performance feedback and/or initiating disciplinary action; participating in formal performance evaluation process; and other human resource-related activities (e.g., participating in interviewing job candidates) in order to ensure the quality, quantity, and efficiency of work performed by personnel in a large warehouse or a section of a very large warehouse facility.

Supervises warehouse operations by monitoring warehouse workload to determine staffing needs and maintain appropriate staffing levels; monitoring computerized warehouse inventory control systems to ensure that the data are accurate; reviewing and analyzing perpetual inventory and other records to ensure the maintenance of optimal stock levels, the tracking and documentation of inventory shrinkage, and the removal of depreciated items; overseeing the conduct of physical inventory counts; overseeing the receiving of new inventory; and coordinating the planning, routing, and scheduling of regular and emergency deliveries of supplies and equipment to all County departments to ensure the efficient and effective operation of a large warehouse or a section of a very large warehouse facility.

Trains warehouse personnel in all aspects of warehouse work, including proper care and preservation of items received and stored, methods of material handling, proper use of equipment, safe work methods and procedures, CalOSHA requirements, and other subject matter as deemed necessary by identifying training needs, determining the most appropriate training method (i.e., on-the-job, formal classroom, computer-based, tailgates (informal job-site meeting) etc.), delivering or delegating the delivery of the training, and assessing the effectiveness of the training in order to ensure that staff are sufficiently knowledgeable and competent to perform the work assigned to them.

Inspects incoming shipments by checking descriptions, amounts, and/or identification numbers of materials received, performing basic mathematical calculations, and visually examining shipping cartons and containers (unbanding and unstacking when necessary) to ensure that shipments are accurate with respect to quantity and kind, and wrong or damaged items are identified and documented prior to receiving shipments into inventory. Any damaged, defective materials or any discrepancies should be reported to supervisor/buyer and the buyer must complete a return materials authorization; the materials will not be included in inventory.

Interacts with representatives of outside agencies (e.g., delivery personnel), coworkers, and supervisors verbally (either in person or on the phone) and in writing (e.g., e-mail) in order to convey complete, accurate, and up-to-date information whenever approached or as directed by a supervisor.

Procures inventory by contacting vendors, comparing price quotes, arrange for shipment of materials to off-site locations as needed or directed by a supervisor, and following County guidelines when inventory are low or new inventory requests are received.

Prepares items for mailing, shipping, or will-call by picking, packaging, weighing, labeling, palletizing, properly securing shipments, etc. using shrink wrapping, marking pens, and box cutters, bungees or strap ties in order to fill requisition requests as requisitions are received.

Utilizes a computer to receive goods electronically by entering receipts and goods received into eCAPS (Electronic Countywide Accounting and Purchasing System).

Loads/unloads trucks and move items in their storage locations by considering their size, shape, weight, quantity, type, stock number, and/or other storage factors (e.g., requirements for safe storage of hazardous materials) either manually or using lifting aids (e.g., material handling equipment) in order to ensure safe and efficient storage and retrieval of inventory.

Participates in physical inventory procedures by accurately counting stocks, records/tags property assigned to County departments for the Auditor/Controller, performing basic mathematical calculations, and recording information of inventory levels on hardcopy forms in order to obtain accurate information on inventory levels according to a routine schedule or as directed by a supervisor.

Adheres to facility security protocols by keeping track of human traffic and access according to established policies and procedures to ensure the security of the warehouse materials and inventory are not jeopardized.

Works with the Safety Officer/Manager in the event of an incident, by writing incident reports, taking notes and/or observing the scene of the incident to identify the causes of industrial accidents and to obtain information that can be used to eliminate safety hazards in the workplace as incidents occur or as directed by the manager/supervisor.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

One year of storekeeping, procurement or related experience at the level of Warehouse Worker II* or Procurement Assistant I**.

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:

3 - Moderate. Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

SPECIAL REQUIREMENT INFORMATION:

*Experience at the level of Warehouse Worker II in the County of Los Angeles supervises the day-to-day work of staff assigned in the warehouse and participates in the receiving, checking, storing and issuance of a variety of supplies in a computer based environment.

**Experience at the level of Procurement Assistant I in the County of Los Angeles performs a full range of journey-level functions in the regular and emergency procurement of supplies, equipment and services for a County department.

License Information: Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked.

AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering principles of supervision, written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, safety judgment, attention to detail, mechanical comprehension, achievement, safety orientation, and responsibility.

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

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

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

Note: Invitation letters to the written test will be sent to candidates electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add awong@hr.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 scores cannot be given over the phone.

TRANSFER OF SCORES:

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

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least twelve (12) months.

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.

ELIGIBILITY INFORMATION:

Applicants will be processed on an as-received basis and 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.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**VACANCY INFORMATION:**

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

AVAILABLE SHIFT: Any

APPLICATIONS AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the "APPLY" button at the top right of this posting. You can also

track the status of your application using this website.

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 education, training and 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:

It is important that you provide your OWN social security number at the time of filing to ensure your application is processed accurately. Entering other than your OWN social security number 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: Annie Wong

Department Contact Phone: (213) 351-2948

Department Contact Email: awong@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

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Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS.** The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

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

COUNTY OF LOS ANGELES Employment Information

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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. 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.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
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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.

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.

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 a 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.

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.

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.

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.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

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

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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.

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By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://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

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).

**COUNTY OF LOS ANGELES
Employment Information**

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

In California.

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

Position #R2333D
WAREHOUSE WORKER III
AW

Los Angeles, CA 90010

WAREHOUSE WORKER 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. Are you currently a County of Los Angeles employee?
- Yes, I am a County of Los Angeles employee.
 No, I am not a County of Los Angeles employee.
- * 3. As a current County of Los Angeles employee, have you passed your initial County probationary period?
- Yes, I passed my initial County probationary period.
 No, I have not passed my initial County probationary period.
 I am not a County of Los Angeles employee.
- * 4. How many years of storekeeping, procurement or related experience do you have at the level of Warehouse Worker II or Procurement Assistant I?
- Experience at the level of Warehouse Worker II in the County of Los Angeles supervises the day-to-day work of staff assigned in the warehouse and participates in the receiving, checking, storing and issuance of a variety of supplies in a computer based environment.***
- Experience at the level of Procurement Assistant I in the County of Los Angeles performs a full range of journey-level functions in the regular and emergency procurement of supplies, equipment and services for a County department.***
- No experience.
 Less than 1 year of experience.
 One or more year(s) of experience.
- * 5. Describe your storekeeping, procurement or related experience at the level of Warehouse Worker II or Procurement Assistant I. Include your job title, beginning and ending dates for each job held and the name of employer. If you do not have experience in this area, please indicate "N/A".
- * Required Question