

**COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN
RESOURCES
POLICIES, PROCEDURES,
AND GUIDELINES**



NO. 125 Revised

REISSUED: August 27, 2002

**EXAMINATION BULLETIN LANGUAGE FOR THE CHILD SUPPORT COMPLIANCE
PROGRAM AND DRIVER LICENSE REQUIREMENTS**

This supersedes the June 19, 1998 issuance that should be removed from your manuals and discarded.

On June 8, 1998, the Chief Administrative Officer (CAO) issued a memo to implement the Los Angeles County Child Support Compliance Program.

Welfare and Institutions Code Section 11478.8 is no longer an applicable code reference. The new one is California's Family Code Section 17512. The following revised language must be included in all County job bulletins:

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.

Michael J. Henney
Department of Human Resources Approval

TITLE: EXAMINATION BULLETIN LANGUAGE FOR THE CHILD SUPPORT COMPLIANCE PROGRAM AND DRIVER LICENSE REQUIREMENTS

NO: 125

DRIVER LICENSE REQUIREMENTS

As a result of the job analysis conducted or updated prior to establishing an examination plan and prior to developing an examination bulletin, one will identify or confirm the essential job functions for the position. The Department of Human Resources (DHR) and the Office of Affirmative Action Compliance concur that the following language should be used, as appropriate, on bulletins for positions in which a) driving is an essential function; b) job-related travel is required but accommodation is allowed; or c) some positions may require job-related travel.

a) Driving is an Essential Function:

LICENSE: A valid California Class __ Driver License is required to perform job-related essential functions.

b) Job-Related Travel is Required but Accommodation is Allowed:

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

c) Some Positions Require Job-Related Travel:

LICENSE: Some positions in this classification, depending upon assignment, require possession of a valid California Class __ Driver License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver license before appointment.

(*In some cases, a valid California Class "A," "B," "C" or a specialized certificate may be required for appointment to positions with this Driver License statement.)

For reference see the attached "Checklist for Examination Bulletin Content."

Questions regarding examination bulletins may be directed to the Department of Human Resources, HR Departmental Support Division at (213) 974-2616.

Attachment

COUNTY OF LOS ANGELES – DEPARTMENT OF HUMAN RESOURCES

CHECKLIST FOR EXAMINATION BULLETIN CONTENT	
<input type="checkbox"/>	A. Department name, phone number, & when, where and how to apply
<input type="checkbox"/>	B. Equal Opportunity statement
<input type="checkbox"/>	C. Americans with Disabilities Act (ADA) statement
<input type="checkbox"/>	D. Examination Title
<input type="checkbox"/>	E. Examination number on all pages of the bulletin
<input type="checkbox"/>	F. Bulletin Number
<input type="checkbox"/>	G. Current salary range and rates
<input type="checkbox"/>	H. Posting Date
<input type="checkbox"/>	I. Opening and closing dates; application filing period
<input type="checkbox"/>	J. Minimum requirements, selection requirements, or specialty requirements including Driver License requirements as appropriate
<input type="checkbox"/>	K. Any restrictions or special provisions regarding eligibility for applying
<input type="checkbox"/>	L. Essential job functions or essential duties
<input type="checkbox"/>	M. Examination parts and relative weights
<input type="checkbox"/>	N. Scheduled exam dates, if known
<input type="checkbox"/>	O. Length of time eligibles will remain on eligible list or eligible register
<input type="checkbox"/>	P. Drug test statement, if required
<input type="checkbox"/>	Q. Verification of employment eligibility statement
<input type="checkbox"/>	R. Additional information such as desirable qualifications, examples of additional duties, location of current vacancy, physical/social work environment, work schedule, use of list for future vacancies, etc.
<input type="checkbox"/>	S. In compliance with the 6/8/98 implementation instructions from the CAO, a standard statement must be included on all job bulletins relating to the Los Angeles County Child Support Compliance Program.