



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

*To enrich lives through effective and caring service*

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

June 12, 2003

To: Department Heads

From: Michael J. Henry  
Director of Personnel *MJH*

Subject: **PLACEMENT OF COUNTY EMPLOYEES IMPACTED BY  
WORKFORCE REDUCTION**

As we are all aware, the County is experiencing difficult economic times that are requiring and may continue to require the reduction and reallocation of our workforce. The Department of Human Resources (DHR) has been working with your departments on the overall coordination of workforce reduction activities including mitigation efforts to place potentially impacted employees within the County.

At this time, several departments have submitted plans for workforce reduction actions to be effective June 30, 2003. We are forwarding a listing of classes with positions targeted for curtailment to your Personnel Officers. Enclosed is a copy of the listing. We encourage you to consider these qualified County employees in filling your authorized vacant positions. DHR will work closely with the Chief Administrative Officer to facilitate the transfer of these employees. Effective upon layoff, impacted permanent employees will be placed on the reemployment list and departments will be required to fill vacancies from this list in accordance with Civil Service Rule 19.08.

DHR has recently launched the Transfer Opportunities Intranet Website that provides departments with the ability to list lateral transfer opportunities. Also enclosed are flyers announcing the June 14, 18, and 25, 2003 job fairs that will serve to introduce impacted County employees to local area employers who have current job opportunities.

In the past, County departments have demonstrated excellent teamwork and cooperation in helping to place impacted employees. Your continuing assistance in these efforts is greatly appreciated.

If you have any questions, please call me or my Chief Deputy, Susan Toy Stern, at 213-974-2631.

MJH:STS  
SKT:SM

Enclosures

c: Each Supervisor  
Administrative Deputies  
Personnel Officers

DEPARTMENT OF HUMAN RESOURCES

LIST OF IMPACTED CLASSES

| ITEM NO. | PAYROLL TITLE                                  |
|----------|--|
| 577      | Account Clerk I                                |
| 8813     | Assistant Golf Director                        |
| 5314     | Assistant Nursing Director I                   |
| 5287     | Assistant Nursing Director, Education          |
| 5233     | Assistant Program Specialist,Phn               |
| 4979     | Blood Gas Laboratory Technician I              |
| 4982     | Blood Gas Laboratory Technician II             |
| 5077     | Central Services Supervisor I                  |
| 5078     | Central Services Supervisor II                 |
| 9190     | Chf, Admissions & Patient Fin Svs              |
| 5304     | Chief Nursing Officer I                        |
| 1136     | Clerk  |
| 9304     | Clerk,Nc                                       |
| 5327     | Clinic Nurse I                                 |
| 5328     | Clinic Nurse II                                |
| 5087     | Clinic Nursing Attendant I                     |
| 5468     | Clinic Physician, M.D., (Per Session)          |
| 5298     | Clinical Nursing Director I                    |
| 5513     | Clinical Pharmacist                            |
| 8697     | Clinical Psychologist II                       |
| 8694     | Clinical Psychology Intern                     |
| 9024     | Clinical Social Work Consultant                |
| 9180     | Community Health Plan Marketing Representative |
| 8103     | Community Worker                               |
| 6601     | Construction & Repair Laborer                  |
| 5472     | Consulting Specialist, M.D., (Per Session)     |
| 5471     | Consulting Specialist,M.D.                     |
| 8595     | Crew Instructor                                |
| 6774     | Custodian                                      |
| 2657     | Data Control Clerk                             |
| 4745     | Dental Assistant                               |
| 4767     | Dental Specialist                              |
| 1842     | Departmental Personnel Assistant               |
| 6471     | Electrician                                    |
| 6504     | Elevator Mechanic                              |
| 6507     | Elevator Mechanic Working Supvr                |
| 6610     | Equipment Maintenance Worker                   |
| 752      | Fiscal Officer I                               |
| 9196     | Head Patient Financial Services Wkr            |
| 4848     | Health Educator                                |
| 5702     | Health Facilities Evaluator I                  |
| 7739     | Heat And Frost Insulator                       |
| 6354     | Helper, Painting                               |
| 2588     | Information Systems Analyst Aid                |
| 2590     | Information Systems Analyst I                  |
| 6763     | Institutional Helper                           |

## DEPARTMENT OF HUMAN RESOURCES

## LIST OF IMPACTED CLASSES

| ITEM NO. | PAYROLL TITLE                       |
|----------|-------------------------------------|
| 1254     | Intermediate Cashier                |
| 1138     | Intermediate Clerk                  |
| 1176     | Intermediate Supervising Clerk      |
| 2214     | Intermediate Typist-Clerk           |
| 735      | Inventory Control Assistant I       |
| 736      | Inventory Control Assistant II      |
| 4974     | Laboratory Attendant                |
| 5104     | Licensed Vocational Nurse I         |
| 5105     | Licensed Vocational Nurse II        |
| 2109     | Management Secretary III            |
| 9001     | Medical Case Worker I               |
| 9002     | Medical Case Worker II              |
| 2135     | Medical Secretary                   |
| 2209     | Medical Transcriber-Typist          |
| 6049     | Medium Truck Driver                 |
| 4735     | Mental Health Psychiatrist          |
| 5286     | Nurse Manager                       |
| 5121     | Nurse Practitioner                  |
| 5098     | Nursing Attendant I                 |
| 5100     | Nursing Attendant II                |
| 5351     | Nursing Care Specialist I           |
| 5353     | Nursing Care Specialist II          |
| 5993     | Parking Lot Attendant               |
| 9193     | Patient Financial Services Worker   |
| 9189     | Patient Financial Servs Control Wkr |
| 9192     | Patient Resources Worker            |
| 1334     | Payroll Clerk II                    |
| 5501     | Pharmacy Helper                     |
| 5516     | Pharmacy Supervisor I               |
| 5504     | Pharmacy Technician                 |
| 5477     | Physician Specialist, M.D.          |
| 5475     | Physician, M.D.                     |
| 5422     | Physician, Md, Emergency Room       |
| 5047     | Physician's Assistant               |
| 7374     | Power Equipment Operator            |
| 9034     | Psychiatric Social Worker I         |
| 9035     | Psychiatric Social Worker II        |
| 8162     | Psychiatric Technician II           |
| 5230     | Public Health Nurse                 |
| 5799     | Radiologic Tech, Special Procedures |
| 5798     | Radiologic Technologist             |
| 8798     | Recreation Services Supervisor      |
| 5871     | Recreation Therapist I              |
| 5872     | Recreation Therapist II             |
| 5869     | Recreation Therapy Aide             |
| 5870     | Recreation Therapy Assistant        |

## DEPARTMENT OF HUMAN RESOURCES

## LIST OF IMPACTED CLASSES

| ITEM NO. | PAYROLL TITLE                                    |
|----------|--|
| 8838     | Regional Park Superintendent III                 |
| 5882     | Rehabilitation Therapy Technician                |
| 5261     | Relief Nurse                                     |
| 5585     | Respiratory Care Practitioner I                  |
| 8063     | Revenue Manager I                                |
| 666      | Senior Accounting Systems Tech                   |
| 1140     | Senior Clerk                                     |
| 8105     | Senior Community Worker II                       |
| 1843     | Senior Departmental Personnel Asst               |
| 4850     | Senior Health Educator                           |
| 2949     | Senior Lake Lifeguard, Parks and Recreation      |
| 5478     | Senior Physician, M.D.                           |
| 2101     | Senior Secretary II                              |
| 2216     | Senior Typist-Clerk                              |
| 7662     | Sheet Metal Worker                               |
| 5335     | Staff Nurse                                      |
| 8243     | Student Professional Worker                      |
| 8242     | Student Worker                                   |
| 5884     | Substance Abuse Counselor                        |
| 5883     | Substance Abuse Counselor Aid                    |
| 5329     | Supervising Clinic Nurse I                       |
| 5330     | Supervising Clinic Nurse II                      |
| 8590     | Supervising Crew Instructor                      |
| 2950     | Supervising Lake Lifeguard, Parks and Recreation |
| 1339     | Supervising Payroll Clerk II                     |
| 1341     | Supervising Payroll Clerk IV                     |
| 9183     | Supvg Community Hlth Plan Mktg Repr              |
| 9194     | Supvg Patient Financial Service Worker I         |
| 9195     | Supvg Patient Financial Service Worker II        |
| 5810     | Supvg Radiologic Technologist II                 |
| 5111     | Surgical Technician                              |
| 2584     | Systems Aid                                      |
| 7365     | Utility Tractor Operator                         |
| 5124     | Utilization Review Nurse                         |
| 5125     | Utilization Review Nurse Supvr I                 |
| 2329     | Warehouse Worker Aid                             |
| 2331     | Warehouse Worker I                               |
| 2332     | Warehouse Worker II                              |
| 2234     | Word Processor I                                 |
| 2235     | Word Processor II                                |



COMMUNITY  
**JOB FAIR**

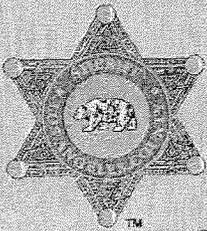
**Saturday, June 14, 2003**

**9:00 a.m. to 1:00 p.m**

***Partnership With Public***

**&**

***Private Industry***



**OVER 100 EMPLOYERS FROM THE PRIVATE AND PUBLIC JOB SECTOR**

**CAREER ADVANCEMENT SEMINARS**

**CHILDREN'S EVENTS & EXHIBITS**

**COLLEGE RECRUITERS**

**DEPUTY SHERIFF TESTING**

WorkSource

**PRESENTED BY**

**SUPERVISOR DON KNABE, FOURTH DISTRICT**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES**

**COUNTY OF LOS ANGELES DEPARTMENT OF COMMUNITY & SENIOR SERVICES**

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES**

**COUNTY OF LOS ANGELES DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

**Sheriff's Training Academy**

**11515 Colima Road**

**Whittier, California 90604**



This event is accessible to and usable by persons with disabilities.  
If you require a reasonable accommodation call (323) 526-5586, TTY (323) 267-6669 by June 14, 2003.  
THIS MATERIAL IS AVAILABLE IN AN ALTERNATE FORMAT UPON REQUEST.



*"To Enrich Lives Through Effective and Caring Service"*

**COUNTY OF LOS ANGELES**  
**Careers in Health Expo 2003**

**Wednesday, June 18**  
**9 a.m. to 1 p.m.**

**Department of Health Services**  
**(In the auditorium)**  
**5555 Ferguson Drive**  
**Commerce, CA 90022**

Registration and Confirmation

---

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_

Phone Number (    ) \_\_\_\_\_ Fax Number (    ) \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

E-mail Address \_\_\_\_\_ Number Attending \_\_\_\_\_

Types of Positions Available

---

- |                                    |                                    |                                |
|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Temporary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Seasonal  |                                |

Job Categories

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- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Biochemistry                 | <input type="checkbox"/> Nutritional Science |
| <input type="checkbox"/> Biology        | <input type="checkbox"/> Kinesiology/<br>Microbiology | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Chemistry      | <input type="checkbox"/> Nursing                      | <input type="checkbox"/> Physical Therapy    |
| <input type="checkbox"/> Clerical       |   |  |

Please fax this form to Ann Gomez from the Department of Human Resources at (213) 639-0940.  
If you have any questions or need additional information, please call (213) 738-2175.



*"To Enrich Lives Through Effective and Caring Service"*

## COUNTY OF LOS ANGELES

# Careers in Health Expo 2003

Wednesday, June 25  
10 a.m. to 2 p.m.

**High Desert Hospital**  
44900 N. 60th Street West  
Lancaster, CA 93536

### Registration and Confirmation

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Company Name \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_

Phone Number (    ) \_\_\_\_\_ Fax Number (    ) \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

E-mail Address \_\_\_\_\_ Number Attending \_\_\_\_\_

### Types of Positions Available

---

- |                                    |                                    |                                |
|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Temporary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Seasonal  |                                |

### Job Categories

---

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Biochemistry                 | <input type="checkbox"/> Nutritional Science |
| <input type="checkbox"/> Biology        | <input type="checkbox"/> Kinesiology/<br>Microbiology | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Chemistry      |   | <input type="checkbox"/> Physical Therapy    |
| <input type="checkbox"/> Clerical       | <input type="checkbox"/> Nursing                      |  |

Please fax this form to Ann Gomez from the Department of Human Resources at (213) 639-0940.  
If you have any questions or need additional information, please call (213) 738-2175.



*"To Enrich Lives Through Effective and Caring Service"*

# COUNTY OF LOS ANGELES Careers in Health Expo 2003

*Free Parking and Career Workshops*

**Wednesday, June 18**  
9 a.m. to 1 p.m.

**Department of Health Services**  
5555 Ferguson Drive  
Commerce, CA 90022  
(In the auditorium)

**Wednesday, June 25**  
10 a.m. to 2 p.m.

**High Desert Hospital**  
44900 N. 60th Street West  
Lancaster, CA 93536

**Two Special Rapid Re-employment Events Especially For  
County of Los Angeles Healthcare Workers**

*Dress Professionally  
Bring Résumés*

Sponsored by:

Department of Health Services • Department of Human Resources  
Department of Public Social Services • Community and Senior Services

## **DIRECTIONS TO CAREERS IN HEALTH EXPO 2003 IN COMMERCE**

From the Long Beach area: Take the 710 freeway North to Atlantic Blvd. North/Bandini Blvd. East exit. Continue South on Atlantic Blvd. for 1.5 miles. Turn right on Ferguson Dr.

From the Norwalk area: Take the I-5 freeway North to the Atlantic Blvd. South/Long Beach Fwy South exit. Immediately turn right on Telegraph Rd. Then continue on Ferguson Dr.

From the Los Angeles area: Take the I-5 freeway South to the Eastern Ave./Atlantic Blvd. exit. Turn right on S. Eastern Ave. Immediately bear right on S. Atlantic Blvd. Then turn right on Ferguson Dr.

From the Alhambra area: Take the 710 freeway South. Take the Eastern Ave./Atlantic Blvd. exit. Turn right on S. Eastern Ave. Immediately bear right on S. Atlantic Blvd. Then turn right on Ferguson Dr.

## **DIRECTIONS TO THE CAREERS IN HEALTH EXPO 2003 AT HIGH DESERT HOSPITAL**

From the Los Angeles area: Take the I-5 North. Merge on CA-14 North, towards Lancaster/Palmdale. Continue on CA-14 North/CA-138 West. Take the 20th St. West exit and turn right on 20<sup>th</sup> St. West. Turn left on W. Avenue J., then turn right on 60<sup>th</sup> St. West.

From the Bakersfield area: Take the 99 freeway South, towards Los Angeles. Continue South on I-5. Take CA-138 exit towards Lancaster/Palmdale. Continue on CA-138 East for 31 miles, then turn right on 60<sup>th</sup> St. West.

From the Mojave area: Take CA-14 South. Continue on CA-14 South/CA-138 East. Take the W. Avenue H exit towards Avenue H. Turn right on Avenue H, then turn left on 60<sup>th</sup> St. West.

From the Riverside area: Take the I-215 North. Continue on I-15 North. Take the CA-138 exit towards Palmdale/Silverwood Lake. Turn left and continue on CA-138. Bear left on CA-138 West and continue for 25 miles. Take CA-14 North/CA-138 West towards Mojave. Take the 20<sup>th</sup> St. West exit and turn right on 20<sup>th</sup> St. West. Turn left on W. Avenue J, then turn right on 60<sup>th</sup> St. West.