County of Los Angeles
**CHIEF EXECUTIVE OFFICE**
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

September 29, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Michael J. Henry
Director of Personnel

**STATUS REPORT ON THE STUDENT WORKER PROGRAM**

As of August 25, 2008, there were 867 Student Workers in the Student Worker, Student Professional Worker I, and Student Professional Worker II classifications throughout the 39 County departments. However, based on the student and department needs, the actual number of Student Workers varies daily. In response to your July 22, 2008 motion regarding the Student Worker Program, we have summarized below the current status information for each of the specific elements of your Board's instruction:

1. Develop a program manual (estimated timeframe 60 days).
   - The Department of Human Resources (DHR) will develop a manual that will outline the policies, procedures, and guidelines to be utilized by line department human resources staff and the Human Resources Analyst IV who is responsible for the coordination of the program.

2. Develop a policy definition of a "Student Worker" **(attachment 1)**.
   - DHR has developed a proposed policy definition of a "Student Worker" as detailed in the attached class specifications (Student Worker, Student Professional Worker I, and Student Professional Worker II) and a proposed draft policy which will apply to all three classes.

The definition for a Student Worker is:

- At least 16 years of age and currently enrolled in an accredited college, community college, or business college having academic standing equivalent to at least a freshman in college; or currently enrolled as a junior or senior in high school.

The definition for a Student Professional Worker I is:

- Currently enrolled in an accredited college having academic standing equivalent to sophomore, junior, or senior year.

The definition for a Student Professional Worker II is:

- Currently enrolled in an accredited graduate college or university program leading to a Masters or Doctorate Degree.

The following applies to all three classes:

- Works as a temporary, part-time employee (hourly as needed) without exceeding 40 hours per week; maintains a C or better; and, not to exceed six (6) years of continuous work.
- Performs duties in order to obtain valuable work experience while being encouraged to complete the student's educational goals.
- Strives to attain certification or a degree within six (6) years.

Departments should develop a plan for Student Workers, who have been employed for six (6) years or more, to vacate the Student Worker series and compete for other assignments for which they qualify, thereby making the series available to new students. Departments may request DHR to make an exception to the six-year maximum rule based on extraordinary circumstances, such as a student who started in high school and is now working on their graduate degree.

3. Devise a mechanism for ensuring that all Student Workers receive a baseline of extracurricular enhancement opportunities (estimated timeframe 180 days).
    - Departments will be responsible for using the Learning Management System to track what classes are available, and appropriate, for student workers, and the progress of each participant.
    - Each departmental human resources office will promote a DHR Web page to make available educational and extracurricular opportunities to students to enhance their professional, academic and personal growth.

4. Develop a proposal for activities that might include new employee orientation, seminars, workshops, and a mentoring program (estimated timeframe 120 days).
    - Each department will track and offer students learning activities that are offered for other new employees, to be held in each supervisorial district, as practical and as budget permits, including distance learning.
    - A "Survey of Interest" will be forwarded to all Student Workers to determine what type of extracurricular opportunities they would like to explore, including possibly observing other County operations, subject to resource availability.

- Include Student Worker opportunities on DHR's Transfer Opportunities Web site with specific guidelines for participation.
- Explore the feasibility of having members from Management Council become mentors.

5. Explore the feasibility of partnerships for career development with local universities, the County's Learning Academy and/or the Management Council, including the establishment of a Certification Program (estimated timeframe 30 days).
   - Explore expanding existing partnerships forged through the Community-Based Enterprise Education Program to promote and recruit Student Workers with local high schools, community colleges and four-year colleges/universities **(attachment 2)**.
   - Encourage Student Workers to complete their education to enable them to access professional employment opportunities.

6. Create an outreach strategy to inform students and employees of the Student Worker Program, including the development of a Web site and/or brochure (completed but not yet live, estimated timeframe 45 days).
   - An orientation packet will be provided by DHR to all departmental human resources offices to market the program. The packet will contain the Web site address; all resources/opportunities will be aggregated on that page to heighten the awareness of the potential careers these young people can pursue in the County of Los Angeles.
   - Develop a countywide campaign strategy to outreach to all County employees to act as ambassadors for prospective Student Workers about the program.
   - Develop a Web site, brochure, newsletter, Frequently Asked Questions (FAQs) and posters **(attachment 3)**.
   - Produce an orientation utilizing a PowerPoint presentation that focuses on career development ladders.
   - Include the program in existing County publications, such as the County DIGEST, the HR Report and departmental newsletters **(attachment 4)**.

7. Formulate a protocol for addressing Student Worker questions and concerns (draft/pending approval).
   - Use the Web site and FAQs.
   - Address communication to both internal and external audiences.
   - Student Workers should take their questions and concerns to their immediate supervisor. However, DHR's Ombudsman is available to respond and assist in the settlement of any Student Worker issues.
   -

8. Produce Budget and Staffing descriptions (completed).
   - A Human Resources Analyst IV is allocated **(attachment 5)**.
   - Assistance from the Chief Executive Office Operations Cluster (including Workplace Programs), Employee Relations and Classification/Compensation, will be provided.
   - Support from human resources staff in line departments will also be essential.

9. Define a proposed long-term strategy to track and assess the retention levels of Student Workers (estimated timeframe 90 days).
    - Encourage Student Workers entering their sixth (6) year of employment, or within a semester or quarter of graduating, to contact the coordinator so that every effort can be made for future placement. Students must meet the minimum requirements for any job in which they are placed and compete in the appropriate exam process. There is no guarantee that students will be placed in any job. Placement depends on the needs of the service.
    - Utilize an "exit survey" and the County's automated system to identify which Student Workers have become permanent.

We have collected survey information from departments regarding the number of Student Workers, length of time employed, enrollment status, etc., and have compiled this information into a baseline to be used in future comparisons **(attachment 6)**. Both departments are working closely to monitor departments to ensure that these objectives are carried out. In addition, the Chief Executive Office is bargaining with SEIU and some of these provisions may be subject to consultation or negotiations with the Union.

At the meeting of September 23, 2008, your Board requested additional data addressing health insurance for Student Workers. The health insurance information will be sent under separate cover as an addendum to this report. We have emailed health insurance survey questions to all departments. We are also contacting various schools, colleges and universities to determine what health insurance plans they offer or require for students.

As noted in the motion, we will report back to the Board on a quarterly basis for the first year with a progress report on implementation of the program and annual reports thereafter. DHR will also periodically audit departments to ensure compliance with the new Student Worker Program.

If you have any questions please contact me or Michael J. Henry or your staff may contact Sandra Wallace Blaydow at (213) 351-8945 or sblaydow@hr.lacounty.gov.

WTF:ES
MJH:STS:ag

Attachments

c: Deputy Chief Executive Officers
Each Department Head
Chief Deputies
Administrative Deputies
Departmental Human Resources Managers

**Attachment 1**

**Los Angeles County**
**Department of Human Resources**

# *Class Specification:* STUDENT WORKER

**ITEM NUMBER:** 8242

**APPROVAL DATE:** 05/15/2007

**REVIEW DATE:** May 30, 2007

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

**CLASSIFICATION STANDARDS:**
Positions allocable to this class typically report to a permanent staff member of a County Department and, as a part-time employee, perform a variety of support functions while developing job skills.

*EXAMPLES OF DUTIES:*
Uses basic keyboarding skills to prepare, from plain and corrected copy and rough draft, or from verbal instructions, such materials as reports, letters, vouchers, receipts, lists, orders, schedules, notices, file cards, statistical data, and certified copies of documents.

Waits on the public or acts as receptionist in a small office; answers routine questions of the public, in person or by telephone.

Does all types of filing (alphabetical, numerical, chronological and code), and pulls and charges out file material.

Posts data, keeps records, and prepares reports in accordance with predetermined forms and procedures.

Makes out bills, orders, notes, receipts, permits, licenses, etc.

Operates various office machines or equipment requiring little specialized training.

Collects and delivers correspondence, records, packages, etc. on regular messenger rounds and upon request.

Opens, sorts, time stamps, and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail.

Searches records and files for data.

Does comparing and proofreading.

Sorts and arranges documents, correspondence or other material.

May operate a small telephone console.

May take stenographic notes and transcribe them using basic keyboarding skills.

*MINIMUM REQUIREMENTS:*

**TRAINING AND EXPERIENCE:**
Current enrollment in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college -OR- current enrollment as a junior or senior in high school.

**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.

**OTHER REQUIREMENTS:**
*Age*: At least 16 years of age.

**SPECIALTY REQUIREMENTS:**
*Specialty Examination*:
Change Minimum Requirements to Read:
Human Services Academy - Current enrollment in the Work-Based Learning component of the Los Angeles Unified School District's Human Services Academy.

*COMMENTS:*
*Note*: For purposes of medical examining for positions requiring heavy lifting (10 pounds or more), change the physical class to read: 3 - Moderate.

**Los Angeles County**
**Department of Human Resources**

# *Class Specification:* STUDENT PROFESSIONAL WORKER I

**ITEM NUMBER:** 8243

**APPROVAL DATE:** 05/15/2007

**DEFINITION:**
Performs sub-professional duties in a specific field or service area while enrolled as a student in an accredited college.

**CLASSIFICATION STANDARDS:**
Positions allocable to this class typically work under the close supervision of technical or professional personnel engaged in a specific occupation and perform, on a part-time basis, a variety of skilled tasks supporting those personnel. Incumbents are expected to exercise progressively developing skills and knowledge in the occupational or service area in which they are assigned, while enhancing with practical experience their academic preparation for working on a full-time or professional basis in that occupation or service area.

*EXAMPLES OF DUTIES:*
Assists in collecting and analyzing statistics, doing research, and making investigations and special studies in a variety of occupational fields.

Assists in the preparation of reports.

Assists in the preparation of press and radio releases.

Assists in the administration of psychological and other tests to patients.

Assists in the performance of laboratory tests and analyses.

Assists in the group supervision and training of juvenile wards of the courts.

Assists in identifying and cataloging birds, mammals, and fossils.

Assists in processing writs and judgments, filing legal documents, and making entries of legal action.

Assists in work related to the administration of manpower programs for the disadvantaged.

Acts as guide for student tours of County departments.

Does related clerical work as required.

*MINIMUM REQUIREMENTS:*

**TRAINING AND EXPERIENCE:**
Current enrollment in an accredited college having academic standing equivalent to sophomore, junior or senior year.*

*For specialized examinations change minimum requirements to:
Current enrollment in an accredited college with specialization in the field of_____ and successful completion of the _____ year of _____.**

**Specialized examinations are determined by the type and extent of specific educational background required to perform the duties of the position.

**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.

*COMMENTS:*
Title change effective May 15, 2007. Former Title: Student Professional Worker.

**Los Angeles County**
**Department of Human Resources**

# *Class Specification:* STUDENT PROFESSIONAL WORKER II

**ITEM NUMBER:** 8258

**APPROVAL DATE:** 05/15/2007

**DEFINITION:**
Performs sub-professional duties in a specific occupational field or service area while enrolled as a student in a Masters or Doctorate degree program at an accredited college or university.

**CLASSIFICATION STANDARDS:**
Positions allocated to this class typically work under general supervision of technical and professional personnel employed in specific occupations and on a part-time basis perform a variety of skilled tasks, assignments and projects supporting those personnel. Incumbents are expected to gain knowledge, practical work experience and develop skills in the assigned occupational category or service area to enhance their academic training and preparation for full-time professional employment in said occupation or service area.

*EXAMPLES OF DUTIES:*
Assists technical and profession staff by:

Collecting, tabulating and/or analyzing statistics, conducting research, investigations and special studies in a variety of occupational categories or service areas.

Interviewing and consulting with county employees, officials, and interested persons or groups on matters related to work assignments.

Preparing reports detailing study findings and develops recommendations.

Developing presentations and charts detailing analyses of information and data.

Depending on occupational assignment may assist professional staff by:

Preparing press and radio releases.

Making presentations to large groups and teach educational classes.

Interacting with community based organizations to elicit their participation in departmental programs.

Conducting special studies in a variety of occupational fields.

Preparing maps, charts, photographs and other graphic presentations to illustrate a function within the department.

Performing social services assignments such as supervision and training of juvenile wards of the court.

Identifying and cataloguing birds, mammals and fossils.

Processing writs and judgments; file legal documents; document and enter results of legal actions.

*MINIMUM REQUIREMENTS:*

**TRAINING AND EXPERIENCE:**
Current enrollment in an accredited graduate college or university program leading to a Masters* or Doctorate Degree*.

*For specialized examinations change minimum requirements to:
Current enrollment in an accredited graduate college/university program leading to a Masters or Doctorate Degree in the field of _____.**

**Specialized examinations are determined by the type and extent of specific educational background required to perform the duties of the position.

**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.

Attachment 2

# County of Los Angeles Volunteer Internships

# C-BEEP

## Community-Based Enterprise Education Program (C-BEEP)

### County of Los Angeles Board of Supervisors

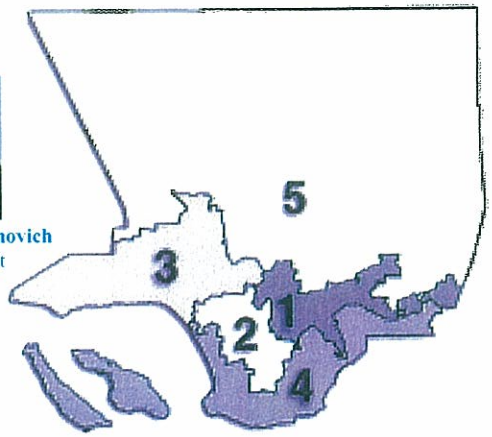
**Gloria Molina**
First District

**Yvonne B. Burke**
Second District

**Zev Yaroslavsky**
Third District

**Don Knabe**
Fourth District

**Michael D. Antonovich**
Fifth District




## Department of Human Resources

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

**County of Los Angeles Volunteer Internships**
**Community-Based Enterprise Education Program (C-BEEP)**
Department of Human Resources
3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010
(213) 639-6352 * (213) 639-0940 FAX
interns@hr.lacounty.gov

**http://dhr.lacounty.info/CBEEP.asp**

**For other internships, visit http://dhr.lacounty.info and click on internship opportunities.**

## How to Apply for an Internship

- Qualified applicants are currently enrolled juniors, seniors or graduate students in good academic standing.
- To apply, please visit the C-BEEP internship opportunity database on the County's Department of Human Resources Web site at **http://dhr.lacounty.info/CBEEP.asp**
- Once you have identified 2-3 projects, email their corresponding project numbers in order of preference and a résumé to **interns@hr.lacounty.gov**.

While C-BEEP internships are unpaid, most internship experiences are rewarded with academic course credit through its partnering 21 universities. The County of Los Angeles and its more than 10 million residents benefit from the effort and enthusiasm of its C-BEEP volunteers, who, in turn, gain invaluable insight into civil service and are offered an opportunity to apply their skills in a "real" work environment.

# Intern Survival Tips

**Getting Started**

- Develop a realistic self-assessment
- Utilize on-campus resources
- Set specific goals

**Research**

- Know your employer
- Be familiar with the corporate culture and find out its mission statement
- Learn industry *buzz* words

**Professionalism**

- Provide a reliable contact number
- Develop an appropriate voice mail profile
- Use an e-mail address appropriate for business
- Stay away from e-mail addresses like:
  Shy Gurl@ WarChild@ Pool_Party_Weekend@ JungleQueen@
- Use spell check and a thesaurus to verify your resume for:
  Spelling Grammar Punctuation

**Interview Skills**

- Make eye contact
- Offer a firm handshake
- Dress conservatively
- Sell your strengths

**Follow-through**

- Send a thank you letter
- Follow-up promptly
- Communicate your expectations

**Success on the job**

- Take internship seriously
- Learn the culture
- Dress appropriately
- Be on time
- Follow agreed upon work schedule

...operate one of the largest flood control systems in the world, including 15 major dams, 2,800 miles of underground storm drains, 78,000 catch basins, and 500 miles of open channel

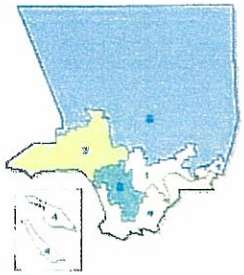
..maintain more than 3,170 miles of major roads and local streets in unincorporated areas and 1,700 miles in 22 cities

..issue an average of 65,000 building permits annually for construction valued at $2 billion and provide construction plan checks for more than 2,000 building projects to ensure safe construction and proper occupancy usage

..distribute or replace swift water safety and debris flow safety education materials for approximately 1,900 schools annually

# County of Los Angeles Statistics

## GEOGRAPHY



The County of Los Angeles has an area of 4,084 square miles with altitudes that vary from nine feet below to 10,080 feet above sea level.

## WEATHER

Annual mean temperature in downtown 68.1 degrees Fahrenheit/48.5 degrees in January 84.8 degrees/65.6 degrees in August
Average annual precipitation 15.5 inches

## GOVERNMENT

On November 5, 1912, voters approved the charter county form of government, which took effect on June 2, 1913. The County is governed by a five-member Board of Supervisors. Members are elected by district to serve four-year alternating terms at elections held every two years.

## COUNTY SEAT

The voter-approved County seat is in the City of Los Angeles.

## ELECTED OFFICIALS

**County**
5 Supervisors
1 Sheriff
1 District Attorney
1 Assessor
429 Superior Court Judges

**Congressional Delegation**
18 Representatives

**State Delegation**
14 Senators
26 Assembly Members

## REGISTERED VOTERS

3,920,866 as of September 26,2007

## ASSESSED VALUATION

$998 billion

## CITIES

There are 88 cities within the County.

## POPULATION

10,331,939 as of January 2007

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

# County of Los Angeles Facts

## Board of Supervisors

**Gloria Molina**
First District

**Yvonne B. Burke**
Second District

**Zev Yaroslavsky**
Third District

**Don Knabe**
Fourth District

**Michael D. Antonovich**
Fifth District

# County of Los Angeles

# Strategic Plan

"Enriching Lives"

**County Vision**

Our **purpose** is to improve the quality of life in Los Angeles County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, businesses and communities.

Our **philosophy** of teamwork and collaboration is anchored in our **shared values:**

- **A can-do attitude** – we approach each challenge believing that, together, a solution can be achieved.
- **Accountability** – we accept responsibility for the decisions we make and the actions we take.
- **Compassion** – we treat those we serve and each other in a kind and caring manner.
- **Commitment** – we always go the extra mile to achieve our mission.
- **Integrity** – we act consistent with our values.
- **Professionalism** – we perform to a high standard of excellence.
- **Respect for diversity** – we value the uniqueness of every individual and their perspective.
- **Responsiveness** – we take the action needed in a timely manner.

Our **position** as the premier organization for those working in the public interest is established by:

- A capability to undertake programs that have public value;
- An aspiration to be recognized through our achievements as the model for civic innovation; and a pledge to always work to earn the public trust.

**County Mission**

*To enrich lives through effective and caring service*

**Strategic Plan Goals**

1. Service Excellence
2. Workforce Excellence
3. Organizational Effectiveness
4. Fiscal Responsibility
5. Children and Families' Well-Being
6. Community Services
7. Health and Mental Health
8. Public Safety

Gloria Molina, *Supervisor, First District* | Yvonne B. Burke, *Supervisor, Second District* | Zev Yaroslavsky, *Supervisor, Third District* | Don Knabe, *Supervisor, Fourth District* | Michael D. Antonovich, *Supervisor, Fifth District*

December 2004

## *We at the County of Los Angeles*

*..provide mental health services to more than 220,000 people with mental illness, and make nearly 9,700 field visits in collaboration with law enforcement*

*.investigate more than 67,000 cases of suspected child abuse and neglect annually, involving approximately 150,000 children*

*...provide in-home supportive services to approximately 155,000 aged, blind and disabled persons per month*

*...circulate more than 13.4 million books and materials through our 84 libraries and four bookmobiles*

*..provide 327,975 environmental health inspections annually, including 143,822 inspections of restaurants*

*...supervise 39,000 children monthly, approximately 23,000 of whom are in Out of Home Care*

*.inspect 50,468 gas pumps and 17,320 scales annually to ensure their accuracy*

*..own and administer five general aviation airports*

*..handle the adoptions of more than 2,000 children each year and perform assessments for more than 400 independent adoptions*

*...welcome more than 22 million persons each year to County parks and facilities and have 19 public golf courses on 17 sites*

*..provide grants to more than 56 theatres, 9 museums, 28 orchestras, 8 festivals, and 19 dance companies annually, and produce and broadcast the free Holiday Celebration at the Music Center, highlights of which are on 280 television stations around the nation*

*.maintain and operate 25 miles of public beaches and the largest manmade small craft harbor, Marina del Rey*

*.issued 814,000 copies of birth certificates, 59,000 copies of death certificates and 151,000 copies of marriage certificates in one year. We receive more than 2,000 requests daily for certified copies of birth, death and marriage certificates*

*.issued 56,720 marriage licenses and performed 11,145 marriage ceremonies in one year*

*..are the conservator to 5,000 persons who have mental illness or are frail elderly adults*

*.serve 2.3 million meals to the elderly annually, including 937,000 to persons who are homebound*

*..maintain more than 200 million deeds, mortgages, liens and other real estate records*

*..provide Medi-Cal coverage to approximately 1.9 million adults and children each month*

*..care for an average of 19,600 inmates each day at seven County jails*

*..provided 3,500 jobs to youth in one year and provided 3,229 with basic skills training.*

*..provide child support services to more than 500,000 children monthly, collecting more than $500 million in child support payments annually*

*.resolved 7,508 dispute resolution cases*

*.investigated 22,886 senior and dependent adult abuse cases in one year*

*..collectively served 2.1 million individuals and a number of them received multiple services. Of this number, 390,125 were seniors who received congregate meals, food pantry assistance, and information and referral*

*..answer more than 9.9 million questions annually at our libraries*

*.responded to over 282,358 emergency calls in 12 months, including 10,333 fires and over 13,017 ocean and boat rescues*

*..conducted more than 17,223 fire prevention inspections in one year*

*..provide healthcare services to approximately 700,000 persons annually, including providing nearly 300,000 emergencies and trauma visits annually*

*..assist more than 3,500 domestic violence victims annually in 23 shelters*

*..provide cash assistance to approximately 414,000 individuals per month including welfare recipients, refugees and immigrants*

*..provide 658,521 immunizations annually to protect the citizens of Los Angeles County against everything from diphtheria to polio*

*..place or return to owners 28,300 animals annually, and respond to more than 163,000 calls for animal control assistance*

*.offer employment-related services to approximately 50,000 CalWORKs participants and 21,000 General Relief recipients per month*

# COUNTY OF LOS ANGELES
# DEPARTMENTAL HUMAN RESOURCES OFFICE LISTING
# FOR JOB INFORMATION

*County of Los Angeles Open Competitive Job Information Hotline*
*For the Latest Information on Job Openings in County of Los Angeles Departments,*
*Call the 24-hour Hotline. . . . . (800) 970- LIST (5478)*

Affirmative Action Compliance (Hall of Admin. - Room 780)..... (213) 974-1025/(213) 893-0087
Agricultural Commissioner/Weights & Measures * .....(626) 575-5464
Alternate Public Defender .....(213) 974-8244
Animal Care and Control * .....(562) 256-7101
Assessor (Hall of Admin. - Room 350) .....(213) 974-3161
Auditor-Controller (Hall of Admin. - Room 410) .....(213) 974-8512
Beaches and Harbors *..... (310) 577-2154/(310) 305-9575
Board of Supervisors .....(213) 974-1421
Chief Executive Office (CEO) (Hall of Admin. - Room 785) .....(213) 974-2363
Chief Information Office .....(213) 974-1721/(213) 974-2008
Child Support Services Department.....(323) 889-3301
Children and Family Services .....(213) 351-5898
***Job Information Line ..... (213) 351-6417***
Community Development Commission.....(323) 890-7019
***Job Information Line..... (323) 890-7326***
Community & Senior Services * .....(213) 351-8905
Consumer Affairs (Hall of Admin. - Room B-96)..... (213) 974-9774
Coroner .....(213) 738-2084/(323) 343-0710
County Counsel (Hall of Admin. - Room 648) .....(213) 974-1971
District Attorney.....(213) 202-7730
Fire Department .....(323) 838-2239/(323) 881-2431
***Job Information Line..... (323) 881-2308***
Health Services..... (323) 890-7924
Acton Rehabilitation Center.....(661) 269-0075
Harbor-UCLA Medical Center .....(310) 222-7907
High Desert Health System ..... (323) 869-7050/(213) 738-2057/(213) 738-2084/(661) 945-8301
LAC+USC (application status) .....(323) 890-8382
- Call Health Services for questions relating to job openings within LAC+USC

Valley Care Olive View-UCLA Medical Center.....(818) 364-7924

Human Relations Commission.....(213) 974-7611/(213) 974-7624

Human Resources (DHR) Employment Information Services Office (EISO) ..... (213) 738-2084
(Hall of Admin. - Room 588) ..... (213) 974-1146
Internal Services * ..... (323) 881-4687
L.A. County Retirement Association (LACERA) ..... (626) 564-6000 Ext. 3351
Los Angeles Superior Court ..... (213) 974-5224/(213) 974-5444

**Coordinates also for the following Court locations:**

- Alhambra Superior Court
- Beverly Hills Superior Court
- Burbank Superior Court
- Citrus Superior Court
- Compton Superior Court
- Culver City Superior Court
- Downey Superior Court
- East Los Angeles Superior Court
- Glendale Superior Court
- Inglewood Superior Court
- Long Beach Superior Court
- Los Cerritos Superior Court
- Malibu Superior Court
- Newhall Superior Court
- Pasadena Superior Court
- Pomona Superior Court
- Rio Hondo Superior Court
- Santa Anita Superior Court
- Southeast Superior Court
- Whittier Superior Court

Mental Health..... (213) 738-4775/ (213) 738-2823
***Job Information Line.....(213) 738-4703***
Military and Veterans Affairs .....(213) 744-4849/(213) 744-4821
Museum of Art..... .....(323) 857-6242
Museum of Natural History ..... (213) 763-3530
Office of Public Safety/Los Angeles County Police..... (562) 940-8379/ (562) 940-7226
Parks and Recreation *..... (213) 738-2995
Probation .....(562) 940-2659/(562) 940-3986
***Job Information Line.....(562) 940-2658***
Public Defender (Clara Shortridge Foltz Bldg. - Room 19-320) .....(213) 974-2960/ (213) 974-2962
Public Health .....(323) 890-8488
Public Library ..... (562) 940-8434
Public Social Services .....(213) 639-5516/(213) 639-5518
Public Works * ..... (626) 458-2141
***Job Information Line.....(626) 458-EXAM***
Regional Planning* ..... (213) 974-6488
Registrar-Recorder/County Clerk ..... (562) 462-2285
Sheriff .....(323) 981-5800/(323) 526-5611
Treasurer and Tax Collector (Hall of Admin. - Room 490) .....(213) 974-7197/(213) 893-0244
Office of Education:
Classified positions.....(562) 803-8360
Certificated positions (Teachers, etc.).....(562) 803-8369
***Job Information Line.....(562) 803-8408***

* Office closed on Friday

County of Los Angeles

# Department of Human Resources

Michael J. Henry, Director

## INSTRUCTIONS FOR FILING AN APPLICATION FOR COUNTY EMPLOYMENT

- **Applications are accepted** for County examinations **only** when a bulletin is posted which announces that the examination is open and applications are being accepted.

- **The bulletin will state specifically where the application should be submitted.** For instance, in many cases, applications must be submitted directly to the personnel office of the department giving the examination or other designated offices stated on the bulletin. In some cases, the bulletin information may state that the application must be filed in person.

- Applicants should complete and submit the **County standard application**.

- There is usually a deadline date by which the application must be submitted. This means that the application **must be received in the designated office by the closing date, otherwise the application will be rejected as late.** A postmark date or dropping the application in the post office on the deadline date is not sufficient.

- Some bulletin announcements state that the examination will remain open **"until the needs of the department are met."** Therefore, when a department determines that there are enough applications received, the department may close the examination immediately at the end of that business day and not accept any more applications. **There may not be any advance notice of the closing, so an applicant should file an application as soon as possible.**

- **Applicants should read carefully all the instructions** on the bulletin and on the Information Sheet attached to the application form. Additional information may be required including proof of degrees or licenses required for the position.

**There are Different Kinds of County Examinations:**

- **Open Competitive (OC)** – open for filing to all members of the public and County employees who meet the requirements for the position.

- **Interdepartmental Promotional (IP)** – open to permanent County employees who have completed their first probationary period.

- **Departmental Promotional (DP)** – open *only* to permanent County employees in a specified department who have completed their first probationary period.

"It is important for competitive purposes to complete an internship. I didn't fully understand the complexity of the Department of Health Services or the size of the County. Before C-BEEP, I thought only of private industry."
— C-BEEP Intern, Biology Major

## Role of the Intern

Having accepted an internship opportunity, each intern is required to:

- Provide proof of enrollment as a junior, senior or graduate student in good academic standing at a partner college/ university.
- Contact designated faculty members regarding the completion of necessary educational requirements to receive credit.
- Attend a mandatory C-BEEP orientation session with DHR prior to beginning the internship.
- Complete all DHR paperwork before starting the internship.
- Follow all County departmental policies and procedures.
- Notify the County department if ill or unable to work as scheduled.
- Complete a program evaluation at the time of the site visit.

**For a complete listing of internship opportunities, visit the DHR Web site at:**

**http://dhr.lacounty.info**

**and click on Internship Opportunities.**

## Role of the University

The role played by each university is determined by its administration. However, the following will generally apply:

- Inform and encourage faculty members to participate.
- Host a campus-wide internship fair.
- Assist in publicizing the program.

For an intern to receive academic credit, each university must determine the number of work hours required each week and in total.

## Liability

Interns are considered volunteers and must complete DHR's "Intern Record" and "Intern Assignment Responsibilities" forms. These forms will qualify interns for "volunteer insurance."

For liability purposes, it is imperative that departments not allow students to begin their internships until after DHR's orientation session and all related paperwork has been submitted.

The County's Volunteer Insurance Program provides limited coverage should an incident occur during the course of performing assigned duties. Coverage includes medical expenses due to injury, death and dismemberment. Detailed information will be provided to each intern at the C-BEEP orientation session.


**Board of Supervisors**

Gloria Molina
First District

Yvonne B. Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

Michael J. Henry
Director of Personnel



3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010
(213) 639-6352
http://dhr.lacounty.info
interns@lacdhr.org

The County of Los Angeles is an equal opportunity employer and, upon request, will provide reasonable accommodations for qualified individuals with disabilities.

# C-BEEP
## INTERNSHIPS

**Community-Based Enterprise Education Program**

# C-BEEP
# Internship Program

The County of Los Angeles' Community-Based Enterprise Education Program (C-BEEP) was unanimously adopted by the County's Board of Supervisors in 1996, and is administered by the County's Department of Human Resources, under the direction of Michael J. Henry. Qualified students are placed as interns in County departments to conduct research projects and perform job assignments.

The purpose of C-BEEP is threefold:

- to broaden a student's understanding of civil service and the role that local government plays in the betterment of community life;
- to prepare students to enter the workforce; and
- to afford County departments the opportunity to continue to provide quality service to the County's vast population.

C-BEEP is a unique program, combining volunteerism, education, job experience and government service. The County benefits from the work, enthusiasm and "fresh ideas" of students. Interns, who are the major benefactors of the program, gain insight into civil service and are offered an opportunity to apply their specific field of study in a "real" work environment, while earning college credits.

Universities have the opportunity to offer their students "on the job" training with a non-classroom assignment.

## County of Los Angeles
### Department of Human Resources

The Department of Human Resources (DHR) administers C-BEEP and specifically:

- Serves as liaison between the County, universities and students.
- Attends career/internship fairs to recruit interns.
- Prescreens candidates to ensure their eligibility for C-BEEP.
- Maintains and updates a master file of County internship opportunities.
- Coordinates and notifies County departments of internship fairs.
- Tracks C-BEEP interns, using an internal database program.
- Conducts bi-weekly orientation sessions each semester/quarter.
- Conducts work site visits to gain feedback from students.
- Collects evaluation forms from program participants.
- Audits internship records to ensure compliance with program requirements.
- Monitors productivity gains, cost savings and/or enhanced County services.

"Students are able to learn how local government works, and in turn, the County benefits from their participation. C-BEEP is a unique opportunity for interns to gain meaningful work experience within their specific fields of study, which will make them more competitive in the workforce."

— **Michael J. Henry**
Director of Personnel
County of Los Angeles

## County Departments

County departments agree to:

- Designate a departmental coordinator to serve as liaison with DHR.
- Attend career/internship fairs to recruit interns.
- Develop quality projects and assignments that afford meaningful work experience.
- Notify DHR of students who accept internships.
- Select, supervise and evaluate interns.
- Provide interns with office space, parking and equipment to perform their assignment.
- Notify their departmental volunteer coordinator of hours worked by interns.
- Provide copies of final work product to DHR.
- Complete intern evaluation forms provided by DHR at the semester's end.

## County of Los Angeles
## *Strategic Plan*

*"Enriching Lives"*

**County Vision**

Our **purpose** is to improve the quality of life in Los Angeles County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, businesses and communities.

Our **philosophy** of teamwork and collaboration is anchored in our **shared values:**

- A can-do attitude – we approach each challenge believing that, together, a solution can be achieved.
- Accountability – we accept responsibility for the decisions we make and the actions we take.
- Compassion – we treat those we serve and each other in a kind and caring manner.
- Commitment – we always go the extra mile to achieve our mission.
- Integrity – we act consistent with our values.
- Professionalism – we perform to a high standard of excellence.
- Respect for diversity – we value the uniqueness of every individual and their perspective.
- Responsiveness – we take the action needed in a timely manner.

Our **position** as the premier organization for those working in the public interest is established by:

- A capability to undertake programs that have public value;
- An aspiration to be recognized through our achievements as the model for civic innovation; and a pledge to always work to earn the public trust.

**County Mission**

*To enrich lives through effective and caring service*

**Strategic Plan Goals**

1. Service Excellence
2. Workforce Excellence
3. Organizational Effectiveness
4. Fiscal Responsibility
5. Children and Families' Well-Being
6. Community Services
7. Health and Mental Health
8. Public Safety

Gloria Molina, *Supervisor, First District*
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Zev Yaroslavsky, *Supervisor, Third District*
Don Knabe, *Supervisor, Fourth District*
Michael D. Antonovich, *Supervisor, Fifth District*

# C-BEEP

## Community – Based Enterprise Education Program
## Student Rating Form

**(Please print legibly and fill out completely)**

**Student Name and ID #:** _____

**Daytime Phone #:** _____ **Class Standing:** _____

**Address:** _____

**E-mail Address:** _____

**In order of preference, please list the internships you are considering.**

1 _____ County Department _____ Project Number

2 _____ County Department _____ Project Number

3 _____ County Department _____ Project Number

4 _____ County Department _____ Project Number

5 _____ County Department _____ Project Number

6 _____ County Department _____ Project Number

7 _____ County Department _____ Project Number

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

**Attachment 3**

**For special announcements regarding current job opportunities, click the following:**

- Sheriff's Department – Deputy Sheriff Trainee or Custody Assistant
- Fire Department – Be a Firefighter!
- Probation Department – Officers, Detention Services, Night Supervisors
- Los Angeles County Police is now Hiring
- Nursing Job Opportunities
- Clerical Job Opportunities
- Information Technology Job Opportunities

**MICHAEL J. HENRY**
Director of Personnel

Established in 1994, the Department of Human Resources (DHR) fully embraces the County of Los Angeles Strategic Plan: "Our **purpose** is to improve the quality of life in Los Angeles County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, businesses and communities."

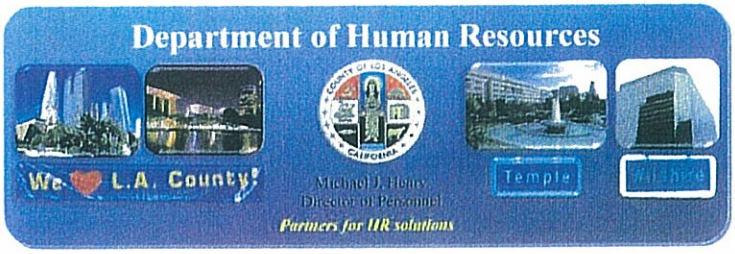
Our Web site serves as your on-line resource for employment opportunities in the County of Los Angeles. We are excited about the variety of on-line services and information currently available such as:

- **Detailed summaries of each division's operation within DHR**
- **The Learning Academy for career development and training**
- **Online job searching**
- **Executive positions and special recruitments**
- **Employment practice tests**
- **Internship opportunities for Veterans**
- **Internship opportunities for college/university students**
- **An Employee Benefits Web site and online annual enrollment**

A great feature to our Web site is the Job Interest Card that sends notices via e-mail when employment application filing begins for a specific position. When seeking a job that is not currently open for filing, jobseekers may search the County's database of classification specifications and fill out a Job Interest Card for each specification. Also, when searching for jobs, applicants have the option of filing for exams online, when available. Online applications are accessible for many of the jobs posted and have links within each job bulletin for filing online.

The Department of Human Resources offers many other valuable resources and services, and with the addition of new links, you will experience greater ease in maneuvering throughout the site. For additional information about DHR and the variety of other services available, please click here.

We are dedicated to providing equal employment opportunities for all qualified people. Our objective is "To Enrich Lives Through Effective and Caring Service."




## OMBUDSMAN/COMMUNITY LIAISON

The Ombudsman/Community Liaison Division serves as the communications center of the department, producing organizational brochures, flyers and materials of information. The Division serves as the face of the County at community job fairs throughout the five Districts of the Board of Supervisors. The Division is responsible for publishing the *County* DIGEST, the County's employee newsletter, and *The HR Report*, a human resources technical update for HR professionals. Through the Community-Based Enterprise Education Program (C-BEEP), the division places university students as volunteer interns within County departments. These interns receive college credit after completing specific projects, research or studies ordered by the Board of Supervisors. Funding has now been allocated for the development of the Crime Laboratory Internship Program at the new Hertzberg-Davis Forensic Science Center Crime Laboratory targeted for implementation in the near future. The Division also handles Countywide employee recognition programs, such as **LA COUNTY *STARS!*** and Public Employee Recognition Week. The Division administers a number of Board-ordered outreach programs that target the needs of local university students, youth that are released from the foster care system, students in general, and Veterans. The Division is responsible for addressing all questions and concerns which posted on the DHR Web site, as well as calls that come in to the general information telephone line. The Ombudsman also handles specially planned communications projects and individual complaints from County employees on personnel matters.

### Forms

- On The Spot Recognition Form
- C-BEEP Forms
- Veterans' Internship Program Forms

# Get a Life!
# Be a
# Student Worker

To apply for Student Worker positions, go to dhr.lacounty.info or call (213) 639-6354

# County of Los Angeles

# Strategic Plan

"Enriching Lives"

**County Vision**

Our **purpose** is to improve the quality of life in Los Angeles County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, businesses and communities.

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- **A can-do attitude** – we approach each challenge believing that, together, a solution can be achieved.
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Don Knabe, *Supervisor, Fourth District*
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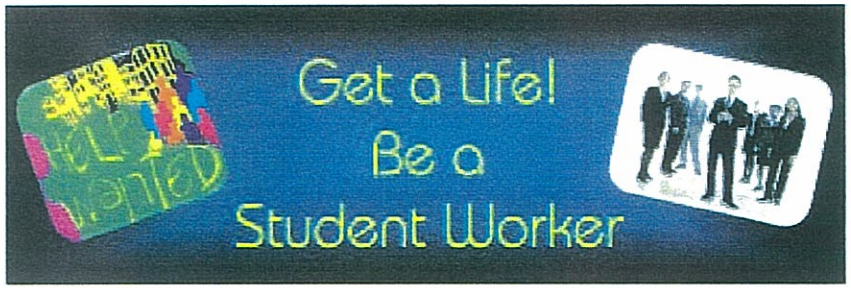
# Frequently Asked Questions




## Department of Human Resources

## Student Worker Program

County of Los Angeles Board of Supervisors

Gloria Molina
First District

Yvonne B. Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

**1. *Q* What is a Student Worker?**

*A* A temporary employee who performs clerical, typing, and other routine duties in order to obtain practical work experience while enrolled as a student in school.

**2. *Q* What duties might I be asked to perform?**

*A*

- Basic keyboarding skill to prepare such materials as reports, letters, lists, file cards, schedules, notices, and certified copies of documents.
- Waiting on the public or acting as a receptionist in a small office.
- Answering routine questions from County employees and the public, in person or by telephone.
- All types of filing.
- Operating various office machines or equipment requiring little specialized training.
- Collecting and delivering correspondence, records, packages, etc. on regular messenger rounds and upon request.
- Opening, sorting, time stamping and routing incoming mail; stuffing, sealing, stamping, metering, and registering outgoing mail.
- Searching records and files for data.
- Sorting and arranging documents, correspondence or other material.

**3. *Q* How do I apply?**

*A* First, find out which exams are open by visiting our Web site at *http://dhr.lacounty.info*. Click on *"Career Opportunities"* on left side of screen, then click *"HR Job Search."* Highlight *"Clerical/ Secretarial/Student Worker"* under *"Job Types,"* then click *"Search."* Any exams for Student Worker will be listed alphabetically. Click on one to see the detailed announcement for the job which lists description and requirements, as well as application instructions. Download a hard copy of the County of Los Angeles Employment Application from

*http://easier.co.la.ca.us/JobsInfo/empapp.pdf*



**Notes**

## Notes



4. *Q* **What are the minimum/selection requirements?**
   *A* *Minimum Requirements:* Current enrollment in an accredited college, community college, or business college, or as a junior or senior in high school. Age: At least 16 years of age. *Selection Requirements:* Current enrollment in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college. Incumbents in Student Worker positions that require driving must be at least 18 years of age.

5. *Q* **What does open competitive mean?**
   *A* Open competitive exams are jobs that are open to the public.

6. *Q* **Will I automatically be hired when I fill out an application?**
   *A* No. The names of candidates receiving a passing grade on this examination will be added to an eligible list for a period of six (6) months. Departments use this list to hire Student Workers when they have openings.

   Once placed on the eligible list, individuals may not apply for this examination more than once every six (6) months.

7. *Q* **What's in it for me?**
   *A* A pathway to a career; workshops to assist you in continuing your education; opportunity for job readiness certification; job shadowing of professionals in your field of study.

8. *Q* **Where will I work?**
   *A* In one of 39 County departments located throughout the County.

9. *Q* **How many hours can I work?**
   *A* Part-time during the academic school year, and up to 40 hours a week during school vacation periods.

10. *Q* **Do I have to take a test?**
*A* No, there is no written test. This examination is based upon application information weighted 100%.

11. *Q* **How did I get a score when I didn't take a test?**
*A* It was based on the information you provided on your application.

12. *Q* **Do I need to be enrolled in school year round?**
*A* No, you do not. However, with the exception of summer, you need to provide proof of enrollment for the next semester and/or quarter.

13. *Q* **What constitutes proof of enrollment?**
*A* If in high school, you can provide a photocopy of your student identification showing the current year. ***Or,*** you can provide a photocopy of your current schedule of classes or your schedule for the next semester/quarter.

14. *Q* **Do I need a driver's license?**
*A* Yes. 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.

15. *Q* **Will I be required to undergo a background clearance prior to being hired?**
*A* Yes. You will be required to undergo a fingerprint (LiveScan) check prior to your appointment.

16. *Q* **Will I have to take a physical examination prior to being hired?**
*A* Yes. You will be required to undergo a physical examination *paid for by the County* prior to your appointment.



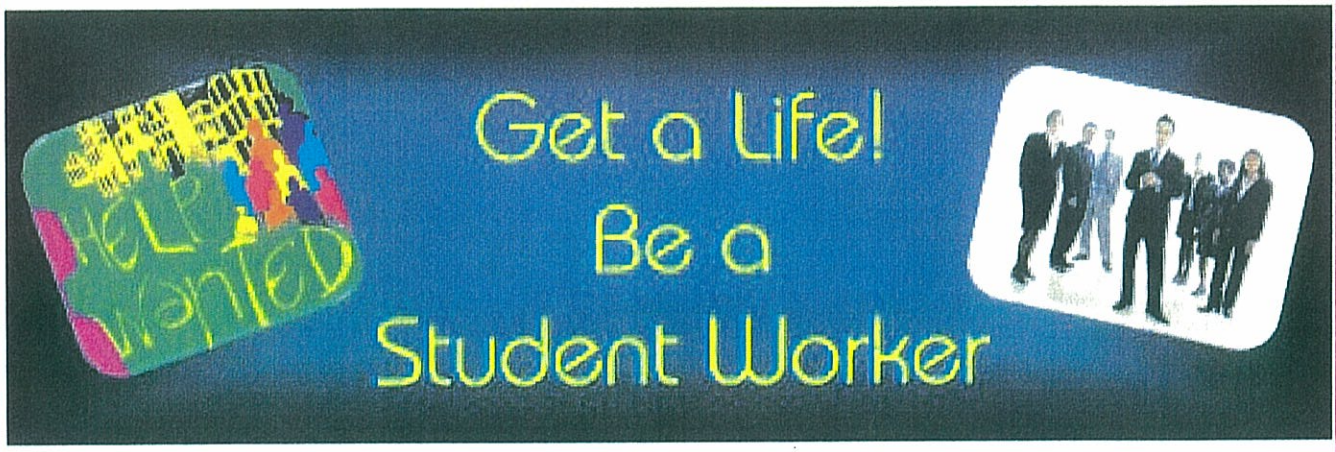
17. *Q* **If I only want to work in the summer, when should I apply?**
*A* As early as possible however, early to mid-Spring is advised. Do not wait until the end of the school year.

18. *Q* **What is the status of my application? I applied last week.**
*A* Be patient, it takes about four weeks for the application to be processed.

19. *Q* **Can I work overtime?**
*A* No. Positions in this class work on a part-time basis, thereby ensuring students have sufficient time to focus on their educational endeavors.

**Notes**

# County of Los Angeles
# Student Worker Program




County of Los Angeles Board of Supervisors

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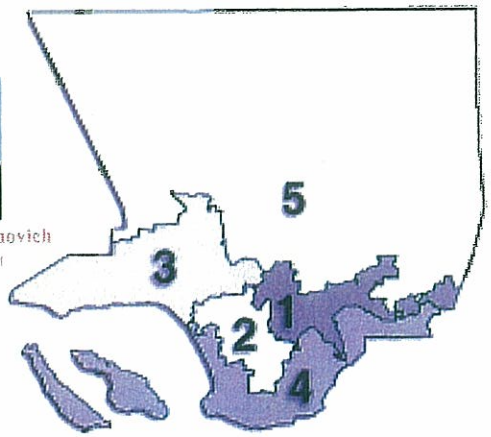



## Department of Human Resources

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

**County of Los Angeles**
**Student Worker Program**
Department of Human Resources
3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010
(213) 639-6354 * (213) 639-0940 FAX
ssantana@hr.lacounty.gov

**http://dhr.lacounty.info**

**Click on "Career Opportunities" on left side of screen, then click "HR Job Search."**
**Highlight "Clerical/Secretarial/Student Worker" under "Job Types," then click "Search."**

## How to Apply

**Student Worker**

*Minimum Requirements:* Current enrollment in an accredited college, community college, or business college, or as a junior or senior in high school. Age: At least 16 years of age.

*Selection Requirements:* Current enrollment in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college. Incumbents in Student Worker positions that require driving must be at least 18 years of age.

**Student Professional Worker I**

Current enrollment in an accredited college having academic standing equivalent to sophomore, junior or senior year.

**Student Professional Worker II**

Current enrollment in an accredited graduate college or university program leading to a Masters or Doctorate Degree.

**Download a hard copy of the County of Los Angeles Employment Application from http://easier.co.la.ca.us/JobsInfo/empapp.pdf.**

# Student Worker Survival Tips

**Research**

- Know your employer
- Be familiar with the corporate culture and find out its mission statement
- Learn industry *buzz* words

**Professionalism**

- Use an e-mail address appropriate for business
- Stay away from e-mail addresses like:

  Shy Girl@ War Child@ Pool Party Weekend@ JungleQueen@

**Interview Skills**

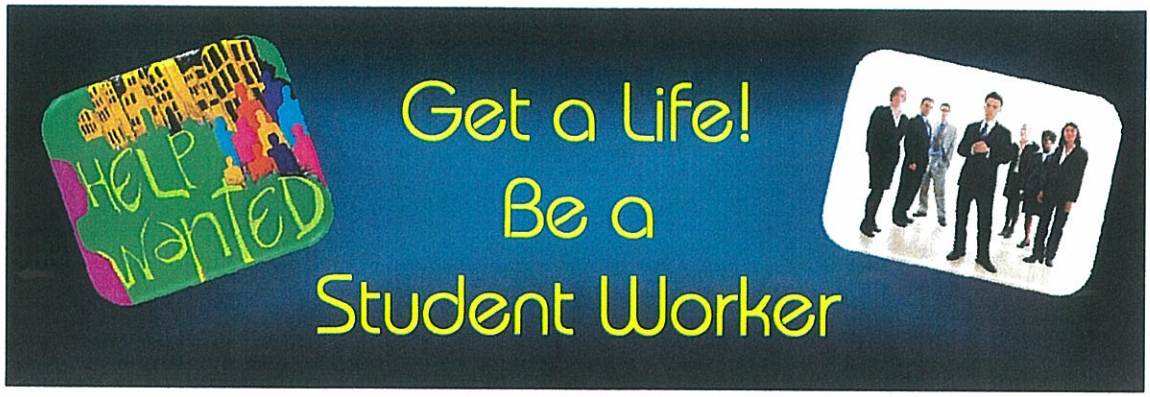
- Make eye contact
- Offer a firm handshake
- Dress conservatively
- Sell your strengths

**Follow-through**

- Send a thank you letter
- Follow-up promptly
- Communicate your expectations

**Success on the job**

- Take your job seriously
- Learn the culture
- Dress appropriately
- Be on time and follow agreed upon work schedule
- Be honest and courteous
- Be professional in performing duties and responsibilities
- Provide clear and accurate information to customers and co-workers
- Treat fellow employees, the public, and all outside contacts with respect and consideration at all times
- Comply with all County policies and rules
- Maintain a neat and safe personal workspace
- Use care to operate office equipment correctly




**There are six open-continuous examinations for Student Worker by the following departments:**

- **Community and Senior Services**
  **Exam: 682426C** ($9.63 hourly)
- **Department of Beaches and Harbors**
  **Exam: I8242M** ($9.63 hourly)
- **Department of Beaches and Harbors/W.A.T.E.R. Program**
  **Exam: I8242N** ($9.63 hourly)
- **Department of Human Resources**
  **Exam: R8242M** ($9.63 hourly)
- **Fire Department**
  ***Exam: 38242B** ($9.63 hourly)
- **Sheriff's Department**
  **Exam: J8242K** ($9.63 hourly)

**Minimum Requirements:** Current enrollment in an accredited college, community college, or business college, or as a junior or senior in high school. Age: At least 16 years of age.

***Selection Requirements:** Current enrollment in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college (OR current enrollment as a senior in high school for Public Works positions). *Incumbents in Student Worker positions that require driving must be at least 18 years of age.*

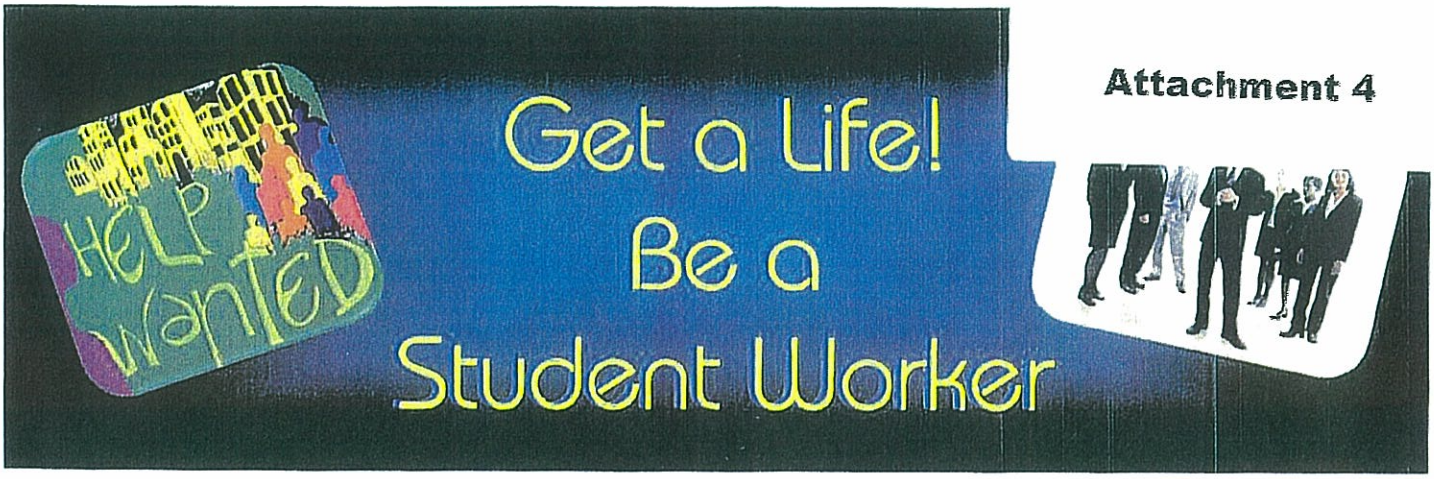
**Application Instructions:** Download a hard copy of the County of Los Angeles Employment Application from http://easier.co.la.ca.us/JobsInfo/empapp.pdf or file online for the following departments:

- https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1280
  for the Department of Community and Senior Services **Exam 682426C**
- https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=976
  for the Department of Beaches and Harbors **Exam I8242M**
- https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=977
  for the Department of Beaches and Harbors **Exam I8242N**
- https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=417
  for the Department of Human Resources **Exam R8242M**
- https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=437
  for the Fire Department Exam **38242B**
- **Only hard copy application submission for the Sheriff's Department.**
  ***Select only one method to file application.***

**Web Site:** http://dhr.lacounty.info Click on "*Career Opportunities*" on left side of screen, then click "*HR Job Search.*" Highlight "*Clerical/Secretarial/Student Worker*" under "*Job Types*", then click "*Search.*" The six Student Worker examinations are found in the middle of the search results. Click on one to see the detailed announcement for the job which lists description and requirements, as well as application instructions.

**For more information,** please contact Sandra Santana from the Department of Human Resources via email at ssantana@hr.lacounty.gov or by phone at (213) 639-6354.

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




**Attachment 4**

## Student Worker Program -- Get Involved!

The purpose of the Student Worker program is to give eligible students the opportunity to obtain valuable work experience while encouraging them to complete their educational goals. Upon completion of their education, student workers are encouraged to apply for positions with the County of Los Angeles and become permanent County employees.

To be eligible for the Student Worker program, students seeking employment must meet and maintain the eligibility criteria that are defined in the minimum requirements of the class specification, Item No. 8242. They are:

- At least 16 years of age
- Currently enrolled in an accredited college, community college or business college; have academic standing equivalent to at least a freshman in college; or currently enrolled as a junior or senior in high school

Work hours shall be determined by the department's appointing authority and the student. The Student Worker classifications are temporary, part-time positions; and the intent of the program is that the students complete their educational goals and adhere to the following:

- Maintain a C average or better
- Maintain full-time status in college or school
- Not work more than eight (8) hours a day
- Work less than forty (40) hours per week

Student Workers are scheduled to work part-time to ensure that they have sufficient time to focus on their educational pursuits. However, based on the needs of the department, hours may be flexible to accommodate work during non-instructional periods and school holidays.

The Student Worker positions shall be filled and compensated on an "hourly as needed" basis.

Work assignments must be consistent with the duties and responsibilities that are outlined in the Student Worker's class specifications. While we encourage the students to gain valuable work experience, they shall not be utilized to perform the duties and responsibilities of a permanent County classification or item.

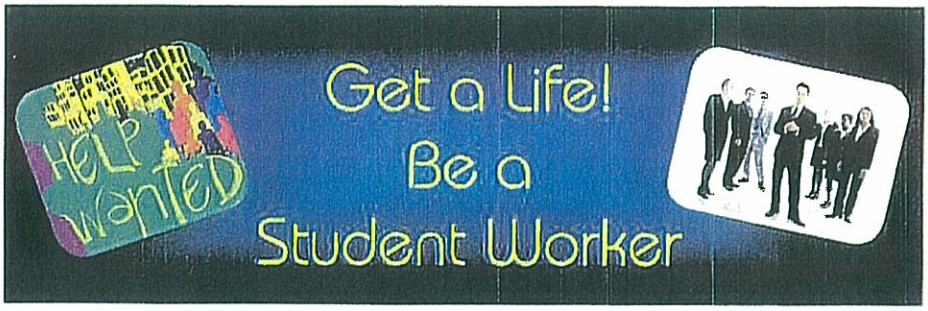
Student Workers' continued employment is contingent upon the needs of the County and their meeting and maintaining the minimum requirements of their respective class specifications.

Student Workers shall be allowed to attend, with pay, new employee orientation, seminars, workshops or training programs designed or coordinated by their Department or the Department of Human Resources.

Employment in any Student Worker classification shall not exceed six (6) years.

# Share It...Student Worker Program

The purpose of the Student Worker program is to give eligible students the opportunity to obtain valuable work experience while encouraging them to complete their educational goals. Upon completion of their education, student workers are encouraged to apply for positions with the County of Los Angeles and become permanent County employees.




To be eligible for the Student Worker program, students seeking employment must meet and maintain the eligibility criteria that are defined in the minimum requirements of the class specification, Item No. 8242. They are:

- At least 16 years of age
- Currently enrolled in an accredited college, community college or business college; have academic standing equivalent to at least a freshman in college; or currently enrolled as a junior or senior in high school

Work hours shall be determined by the department's appointing authority and the student. The Student Worker classifications are temporary, part-time positions; and the intent of the program is that the students complete their educational goals and adhere to the following:

- Maintain a C average or better
- Maintain full-time status in college or school
- Not work more than eight (8) hours a day
- Work less than forty (40) hours per week

Student Workers are scheduled to work part-time to ensure that they have sufficient time to focus on their educational pursuits. However, based on the needs of the department, hours may be flexible to accommodate work during non-instructional periods and school holidays.

The Student Worker positions shall be filled and compensated on an "hourly as needed" basis.

Work assignments must be consistent with the duties and responsibilities that are outlined in the Student Worker's class specifications. While we encourage the students to gain valuable work experience, they shall not be utilized to perform the duties and responsibilities of a permanent County classification or item.

Student Workers' continued employment is contingent upon the needs of the County and their meeting and maintaining the minimum requirements of their respective class specifications.

Student Workers shall be allowed to attend, with pay, new employee orientation, seminars, workshops or training programs designed or coordinated by their Department or the Department of Human Resources.

Employment in any Student Worker classification shall not exceed six (6) years.

**Members of the Board**

**Yvonne B. Burke**
Chair
Second District

**Gloria Molina**
First District

**Zev Yaroslavsky**
Third District

**Don Knabe**
Fourth District

**Michael D. Antonovich**
Fifth District

**Michael J. Henry**
Director of Personnel

**Sandra Wallace Blaydow**
Ombudsman/Community Liaison

**John S. Mina**
Managing Editor

**Martina Abgaryan**
Editor-in-Chief

**Attachment 5**

**Los Angeles County**
**Department of Human Resources**

# *Class Specification:* HUMAN RESOURCES ANALYST IV

**ITEM NUMBER:** 1913

**APPROVAL DATE:** 01/05/1995

**DEFINITION:**
Conducts complex administrative studies and analyses of County personnel issues and provides professional services to operating departments regarding complex problems in the administration of Countywide Human Resources programs.

**CLASSIFICATION STANDARDS:**
Positions allocable to this class are restricted to the Human Resources Department and analyze and make recommendations for the solution of complex problems in analysis and administration of Countywide programs. The positions carry out assignments in programs such as compensation, examining, classification, benefits administration, appeals and advocacy. The incumbents must demonstrate a knowledge of administration, leadership ability, and skill in working with others.

*EXAMPLES OF DUTIES:*
Conducts the more difficult studies and analyses of Countywide programs and procedures.

Constructs programs, methods, and procedures for the resolution of the more difficult problems related to Countywide Human Resources programs.

Presents findings and recommendations for changes in program policies and practices to line management.

Develops new or modified policies, programs, and procedures for the resolution of difficult problems.

May lead a team project in carrying out assigned duties.

Provides orientation and training to other analysts assigned to the organization.

May assist in the supervision and evaluation of other analysts.

Consults with and provides advice and guidance to operating departments in the more sensitive matters of program administration.

Interprets the County Charter, the County Code, State laws, and policies of the central agency.

Confers with representatives of other governmental jurisdictions and private firms to exchange information.

Represents the division, the department, and the County in meetings, hearings, conferences or workshops.

*MINIMUM REQUIREMENTS:*

**TRAINING AND EXPERIENCE:**
One year of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, program, systems, budget, compensation, or personnel, at the level of the County of Los Angeles class of Human Resources Analyst III or higher.

For specialized examinations, the following experience will be required:

**Specialty**
*Classification*
TRAINING AND EXPERIENCE: One year of the required experience must have been performing job analysis, job evaluation and salary determination at the level of the County of Los Angeles class of Human Resources Analyst III or higher.

*Recruitment and Selection*
TRAINING AND EXPERIENCE: One year of the required experience must have been performing employment recruitment, selection and placement activities at the level of the County of Los Angeles class of Human Resources Analyst III or higher.

*Organization and Employee Development*
TRAINING AND EXPERIENCE: One year of the required experience must have been in the design, administration, and evaluation of organizational and employee development programs at the level of the County of Los Angeles class of Human Resources Analyst III or higher.

*Selection Research*
TRAINING AND EXPERIENCE: One year of the required experience must have been in the development and validation of employee selection instruments at the level of the County of Los Angeles class of Human Resources Analyst III or higher.

**LICENSE:**
California Class C Driver's License.

**PHYSICAL CLASS:**
2 - Light

Attachment 6

SURVEY RESULTS

# Student Worker Surveys

| | Department/Agency | Received Survey | | Item # | | | | Status | | | | | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Yes | No | SW | SPW I | SPW II | Total | Enrolled | Not Enrolled | Not Reported | On Break | Total | |
| 01 | *Affirmative Action Compliance Office* | x | | | | | **0** | | | | | 0 | |
| 02 | *Agricultural Commissioner/Weights and Measures* | x | | | | | **0** | | | | | 0 | |
| 03 | *Alternate Public Defender* | x | | 3 | 1 | 0 | **4** | 4 | | | | 4 | |
| 04 | *Animal Care and Control* | x | | | | | **0** | | | | | 0 | |
| 05 | *Assessor* | x | | 2 | 0 | 0 | **2** | 0 | 0 | | 2 | 2 | |
| 06 | *Auditor-Controller* | x | | 1 | 5 | 1 | **7** | 7 | | | | 7 | |
| 07 | *Beaches and Harbors* | x | | 21 | 3 | 0 | **24** | 20 | 4 | | | 24 | |
| 08 | *Board of Supervisors* | x | | 14 | 11 | 0 | **25** | 25 | | | | 25 | |
| 09 | *Chief Executive Office* | x | | 6 | 3 | 0 | **9** | 9 | | | | 9 | |
| | *(Office of Public Safety)* | x | | 2 | 0 | 0 | **2** | 2 | | | | 2 | |
| 10 | *Chief Information Office* | x | | 0 | 0 | 0 | **0** | | | | | 0 | |
| 11 | *Child Support Services* | x | | | | | **0** | | | | | 0 | |
| 12 | *Children and Family Services* | x | | | | | **0** | | | | | 0 | |
| 13 | *Community Development Commission/ Housing Authority* | x | | | | | **0** | | | | | 0 | |
| 14 | *Community and Senior Services* | x | | 15 | 8 | 0 | **23** | 23 | | | | 23 | SPW IT (?) |
| 15 | *Consumer Affairs* | x | | 3 | 5 | 0 | **8** | 7 | 1 | | | 8 | Talavera Luisa (?) |
| 16 | *Coroner* | x | | 11 | 4 | 0 | **15** | 15 | | | | 15 | |
| 17 | *County Counsel* | x | | 0 | 1 | 0 | **1** | 1 | | | | 1 | |
| 18 | *District Attorney* | x | | 72 | 22 | 0 | **94** | 88 | 3 | 3 | | 94 | |
| 19 | *Fire* | x | | 78 | 10 | 0 | **88** | 79 | | 9 | | 88 | |
| 20 | *Health Services* | x | | 98 | 9 | 0 | **107** | 84 | 23 | | | 107 | |
| 21 | *Human Relations Commission* | x | | | 1 | | **1** | | 1 | | | 1 | |
| 22 | *Human Resources* | x | | 5 | 1 | 0 | **6** | 5 | 1 | | | 6 | 1 out of service |
| 23 | *Internal Services* | x | | 5 | 0 | 0 | **5** | 5 | | | | 5 | |
| 24 | *Mental Health* | x | | 6 | 4 | 1 | **11** | 11 | | | | 11 | |
| 25 | *Military and Veterans Affairs* | x | | | | | **0** | | | | | 0 | |
| 26 | *Museum of Art* | | x | | | | **0** | | | | | 0 | |
| 27 | *Museum of Natural History* | | x | | | | **0** | | | | | 0 | |
| 28 | *Ombudsman* | x | | 1 | 0 | 0 | **1** | 1 | | | | 1 | |

SURVEY RESULTS

# Student Worker Surveys

| | Department/Agency | Received Survey | | Item # | | | | Status | | | | | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Yes | No | SW | SPW I | SPW II | Total | Enrolled | Not Enrolled | Not Reported | On Break | Total | |
| 29 | *Parks and Recreation* | x | | 3 | 11 | 1 | **15** | 14 | 1 | | | 15 | |
| 30 | *Probation* | x | | 2 | 24 | 0 | **26** | 18 | | 8 | | 26 | |
| 31 | *Public Defender* | x | | 2 | 2 | 0 | **4** | 4 | | | | 4 | |
| 32 | *Public Health* | x | | 44 | 38 | 6 | **88** | 78 | 9 | 1 | | 88 | |
| 33 | *Public Library* | x | | 0 | 6 | 0 | **6** | 5 | 1 | | | 6 | |
| 34 | *Public Social Services* | x | | 36 | 1 | | **37** | 35 | 2 | | | 37 | |
| 35 | *Public Works* | x | | 103 | 39 | 0 | **142** | 142 | | | | 142 | |
| 36 | *Regional Planning* | x | | 0 | 0 | 0 | **0** | | | | | 0 | position vacant |
| 37 | *Registrar-Recorder/County Clerk* | x | | 0 | 1 | 0 | **1** | 1 | | | | 1 | |
| 38 | *Sheriff* | x | | 33 | 5 | 0 | **38** | 32 | 1 | 5 | | 38 | |
| 39 | *Treasurer and Tax Collector* | x | | 0 | 3 | 0 | **3** | 3 | | | | 3 | |
| | ***Total*** | ***38*** | ***2*** | ***566*** | ***218*** | ***9*** | ***793*** | ***718*** | ***47*** | ***26*** | ***2*** | ***793*** | |
| | | | | | | | | | | | | | |
| | | | | | | | | | Balace Check ----> | | | 793 | |
| | | | | | | | | | | | | 793 | |