



**COUNTY OF LOS ANGELES
Human Resources Countywide Exams**

**Supplemental Questionnaire:
Senior Human Resources Manager**

General Information

This Supplemental Questionnaire is designed to assess your experience as it relates to the selection requirements for competing in the Senior Human Resources Manager examination. Only the candidates that meet the selection requirements will be invited to participate in the examination. In order to be considered for this examination, you are required to respond to the following questions and attach your response to your application. Complete the Supplemental Questionnaire by responding to each question listed below. Your responses should be type-written on a separate document. Each response should be no longer than one page (8.5" x 11") per question. Any official County application submitted without a completed Supplemental Questionnaire will be rejected. All information that you provide is subject to verification. You will be disqualified for any question on which you do not provide a response. **Referrals to a resume or the County application will be considered a non-response and will result in disqualification.**

Please be sure to include the following information.

- (1) your payroll title(s)
- (2) the name of your employer/department/unit
- (3) the dates of the experience (month and year to month and year)
- (4) the percentage of time spent performing these duties in comparison to the other duties of your job within the stated dates of experience
- (5) the name of direct supervisor(s) that can verify your work.

Certification Statement.

By completing the following form, I hereby attest that all information I have provided in this Supplemental Questionnaire is true and complete to the best of my knowledge. I acknowledge that Human Resources staff may contact my employers to verify the information that I have provided. I understand that any willful misrepresentations, falsifications, or omissions of material facts violates Civil Service Rules and may subject me to actions including removal from this examination and dismissal during any period of County employment.

Furthermore, I certify that I will not disclose the questions used in this examination to any candidate nor will I provide any information to anyone concerning anything related to the questions posed to me during the interview other than concerned parties in an official protest or appeal. I understand that violation of this agreement can result in my disqualification from this examination as provided by Civil Service Rules.

PART 1: Human Resources Experience

As noted in the job announcement, in order to meet the selection requirements to compete in the examination, a candidate must possess five years of professional human resources experience in two or more major human resources functional areas such as recruitment, examination and selection; classification; compensation and benefits; training and orientation; discipline/advocacy; policy; human resources information technology; and employee relations. (A Bachelor's degree may be substituted for two years of the qualifying professional human resources experience.)

Question 1:

Provide a brief description of your training, education, or experience in managing human resources programs, particularly in recruitment, examination and selection; classification; compensation and benefits; training and orientation; discipline/advocacy; policy; human resources information technology; and employee relations.

Question 2

Describe in detail your knowledge and experience in managing the implementation of a human resources strategic plan which promotes the organization vision, mission, and core values.

Question 3

Describe your experience developing, managing, and promoting creative and innovative approaches in the delivery of human resources programs.

Question 4

Describe your experience interacting with department and management staff, public officials, representatives from unions and other organizations.

Question 5

Describe your experience in computer technology, including your involvement in HR systems design and systems problem resolution.

Question 6

Please list any membership/participation in Human Resources or related associations and/or certifications or designations of competency/proficiency in human resources. Provide the name and location of the institution for which you are affiliated by membership and/or the certification earned.

PART 2: Management Supervision Experience

As noted in the job announcement, in order to meet the selection requirements to compete in the examination, three years' of the candidate's qualifying experience must have involved either: 1.) Managing, through subordinate supervisors, one or more major human resources functions, or 2.) Directly supervising a staff of senior human resources professionals assigned to complex program, functional areas or projects with an agency-wide impact.

Question 7

Provide a brief description of:

- (1) the number and type of subordinates you supervised during the experience you claimed above.
- (2) the dates during which you supervised them (month and year to month and year)
- (3) the methods you used to set goals and to assign and review work.
- (4) your experience writing performance evaluations, taking disciplinary actions, and counseling subordinates.

PART 3: Selective Certification

In accordance with Civil Service Rule 11.03, the Department of Human Resources will canvas the eligible list to identify candidates who have the following experience.

OPTION ONE

1. Master's degree or higher in Industrial/Organizational Psychology, Organizational Development, Instructional Design, Psychometrics, or a related field from an accredited college or university AND
2. Three years of senior human resources professional experience performing personnel research relating to personnel assessment, workforce development, training, organizational development, or a related field.

OPTION TWO

1. A Bachelor's degree from an accredited college or university
2. Five years of senior human resources professional experience performing personnel research relating to personnel assessment, workforce development, training, organizational development, or a related field.

Question 8

Provide a brief description of how your education, training, and experience clearly meet the above criteria. THE EXPERIENCE YOU CLAIM MUST BE CONSISTENT WITH THE EXPERIENCE LISTED IN YOUR APPLICATION. Candidates that are placed on the eligible list and meet the Selective Certification criteria will be placed on an additional Selective Certification List according to the band placement they received on the Senior Human Resources Manager eligibility list.

Applicants who fail to meet the Selective Certification criteria will not be placed on the Selective Certification List but may still be eligible to be placed on the Senior Human Resources Manager eligibility list.