

JOB OPPORTUNITIES – SEPTEMBER 20

- Accountant III
- Chief Deputy Director Animal Care & Control
 - Chief Deputy Director, CIO (UC)
 - ITC CSOC SA 3
 - PSW II or MHC II
 - Training Coordinator, MH
 - Assistant Probation Director
- Administrative Services Manager II
- Senior Departmental Personnel Assistant
 - Procurement Assistant III
 - Information Systems Analyst I
 - Patient Financial Service Worker
 - Patient Resources Worker

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE PUBLIC GUARDIAN**

TRANSFER OPPORTUNITY VACANCY ANNOUNCEMENT
(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

ACCOUNTANT III

Public Guardian (PG) is seeking a qualified individual to fill the position of Accountant III to join the Accounting Support team. We are looking for a highly-motivated, organized and competent individual to fill the full-time position.

Public Guardian is located in the Civic Center area (downtown Los Angeles, 320 W. Temple Street – 15th Floor). Public Guardian provides conservatorship services to those unable to provide for their own basic needs. The PG Accounting staff support those services including providing specialized trust or court accounting services.

Desirable qualities include:

- Two years supervising experience
- Highly organized and professional
- Ability to work collaboratively with various team members and disciplines
- Proficient in computer systems such as Microsoft Word, Excel, Outlook and eCAPS. Employee will be trained on the Department' new case management system CAMS.
- Excellent customer service skills and the ability to multi-task effectively
- Ability to work independently, pay attention to details and to follow through on instructions and meet deadlines
- Positive attitude, the ability to work in a demanding environment and assuming other duties as needed
- A good working knowledge of the County's policies, procedures, and practices

DUTIES

- Supervises 4 to 5 accounting staff
- Prepares/reviews Targeted Case Management (TCM) annual cost report & billing rates, Medi-Cal Administrative Activities (MAA) and TCM claims
- Prepares various expenditure & revenue reports
- Reviews billing to and from other county departments including DSO charges
- Coordinates and reviews the Internal Control Certification Program (ICCP)
- Approves deposit permits
- Assists Health Program Analyst III in preparing the annual budget
- Attends meetings
- Assists Accounting Officer I in reviewing court accounting reports
- Performs special assignments as needed

For more information, please contact: Yvonne Iraldo (213) 974-0502 or email me at yiraldo@dmh.lacounty.gov

If you are interested and currently hold the title of Accountant III, please fax copies of your resume, last 2 performance evaluations, and last 2 years of master timesheet reports to Yvonne Iraldo. Please respond no later than October 1, 2012.

THE COUNTY OF LOS ANGELES
Invites Resumes for

CHIEF DEPUTY DIRECTOR ANIMAL CARE & CONTROL (Unclassified)



Annual Salary: \$115,016 — \$174,086

Filing Period: September 12, 2012 — October 11, 2012

Restricted to Employees of the County of Los Angeles

The Los Angeles County Department of Animal Care and Control is one of the largest and most progressive animal control agencies in the United States. Six animal shelters serve all unincorporated County areas and 52 contract cities. The Department covers more than 3,200 square miles of cities, deserts, beaches, and mountains; from the Antelope Valley in the north to the Palos Verdes Peninsula in the south; as far east as the border of San Bernardino County and west to Thousand Oaks. Animal control and rescue services are provided 24 hours a day, seven days a week, in service areas.

Besides patrolling busy streets, back roads, beaches and canyons for lost, injured and abandoned animals, our animal control officers also sell dog licenses, conduct humane investigations whenever cruelty to animals is suspected, provide emergency rescues during natural disasters, and enforce all state and local animal control laws.

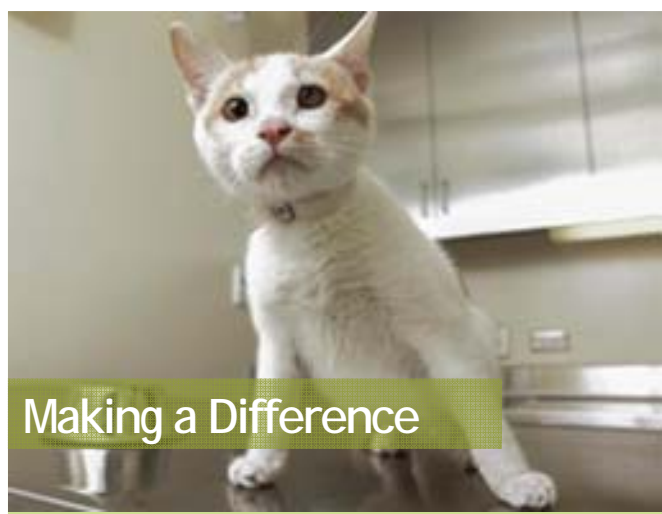


THE POSITION

The Chief Deputy Director, Animal Care and Control, acts as assistant head of the Department of Animal Care and Control. This unclassified position is distinguished by its executive and administrative responsibility for assisting the Director of Animal Care and Control in planning, evaluating, and directing the day-to-day operations of the Department, including the enforcement of ordinances governing the licensing, impounding, keeping, adoption and exhibition of animals in the County and in contract cities.

Examples of Duties

- Assists in planning, organization and directing of all operations in the Department, including formulating departmental policy, directing its execution, and evaluating work accomplished.
- Assists in directing the fiscal, personnel, budget and other administrative functions of the Department.
- Assists in directing the development of changes in organization, staffing, work processing and management information systems to increase efficiency and reduce administrative costs.
- Assists in ensuring the Department's philosophy of excellent customer service is an integral part of its service delivery.
- Assists in recommending the adoption and amendment of County ordinances, resolutions, regulations and state statutes.
- Assists in enhancing private financial support for various animal-related programs from outside groups.
- Responsible for overall operation of County animal shelters.
- Assists in enforcing state and local laws regarding animal cruelty.
- Directs the enforcement of Los Angeles County's Title 10 Ordinance to reduce to a minimum the number of animals at large.
- Assists in supervising the animal care and control volunteer program.
- Maintains effective relations with other departments, agencies and the public.
- Assists in making periodic reports to the Board of Supervisors regarding the accomplishments of the Department.
- Assists in the formulation and implementation of the Department's vision, mission and strategic plan.
- Acts as the Department Head in the absence of the Director of Animal Care and Control.



Making a Difference

QUALIFYING EDUCATION AND EXPERIENCE

A Bachelor's degree from an accredited college or university -and- four (4) years of highly responsible experience managing through subordinate managers, a major division in areas such as finance, audit, budget, human resources, contract administration, information systems or other administrative services.

DESIRABLE QUALIFICATIONS

- A Master's degree from an accredited college or university in public administration, non-profit management, business or other closely related field.
- Knowledge of local, state and federal animal welfare and anti-cruelty laws.
- A comprehensive knowledge of management and organizational principles, control systems, financial planning, utilization of resources, and a strong track record of success in large-scale fiscal and budgetary management.
- Possession of good analytical skills, including the ability to identify and resolve departmental issues and to solve problems within existing resources.
- Experience developing staff into a cohesive team, while holding individuals and units accountable for results.
- Experience managing controversial problems and/or dealing effectively with the media.
- Demonstrated skills and abilities in working effectively with public and private officials, community and advisory groups, and private citizens.
- Strong written and oral communication skills.
- Experience managing an active volunteer program.

The County of Los Angeles is an Active Equal Opportunity Employer

Annual Salary - \$115,016 - \$174,086 (R14)

The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

Selection Process - Each candidate's background will be evaluated on the basis of information submitted on the resume to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

Filing Instructions - Highly qualified candidates are invited to submit a statement of interest and comprehensive resume detailing their knowledge, skills and abilities. Each submission should include ALL of the following:

- Candidate's ability to meet the Qualifying Education, Experience and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Names of schools, colleges and universities attended, dates attended and degrees earned, and field of study, verification of degree(s), licenses and certificates along with the resume

Please submit resume materials by 5:00 p.m. on October 11, 2012 to:

ExecutiveRecruitment@hr.lacounty.gov

Electronic submittals are strongly preferred. Please indicate the position title of Chief Deputy Director, ACC in the subject line of your e-mail.

Confidential inquiries are welcomed to:

LAURA HEATON
 Department of Human Resources
 Executive Services Division
 Kenneth Hahn Hall of Administration
 500 West Temple Street - Room 555
 Los Angeles, CA 90012
 (213) 974-2674
 Fax: (213) 613-4773

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

To Be Considered

Highly qualified candidates are invited to submit a statement of interest, comprehensive resume detailing their experience and a **completed Supplemental Questionnaire**. The Supplemental Questionnaire responses will be evaluated to determine if the candidate meets the desirable qualifications.

Each submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience and Desirable Qualifications sections of this recruitment.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Names of schools, colleges and universities attended, dates attended, degrees earned, and field of study.
- Verification of degree(s), licenses and certificates.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted on the resume and supplemental questionnaire to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. **Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Chief Information Officer for consideration.**

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Resumes, received by **September 25, 2012**, will receive first consideration.

Electronic submittals are strongly preferred and should be submitted to:

ExecutiveRecruitment@hr.lacounty.gov

Please indicate the position title of **Chief Deputy Director, CIO** in the subject line of your e-mail.

Confidential inquiries are welcomed and should be directed to:

PENNY TORRES

**Department of Human Resources
Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012
Telephone: (213) 893-9770
Fax: (213) 613-4773**

Recruitment Services provided by



This announcement may be downloaded from the County of Los Angeles Website at:

<http://hr.lacounty.gov>

**The County of Los Angeles is an
Active Equal Opportunity Employer**



The County of Los Angeles

Invites Resumes

for

Chief Deputy Director, CIO (UC)

Restricted to Employees of the County of Los Angeles



Filing Period

September 12, 2012 - Until the Position is Filled



The Department

The Chief Information Office (CIO) provides vision and strategic direction for the effective and secure use of information technology (IT) to improve the delivery of services and achieve operational improvements and County business goals. The CIO is responsible for enterprise IT planning, addressing cross-departmental IT issues, ensuring adherence of Countywide IT practices and policies, and providing recommendations to the Board of Supervisors and Chief Executive Office regarding prudent allocation of IT resources.

The current departmental budget is approximately \$5.2 million and includes funding for 23 budgeted positions.

The Position

The Chief Deputy Director, CIO has executive, administrative, and technical responsibility for assisting the Chief Information Officer in the overall coordination of County information technology and telecommunications related projects and programs addressing Countywide systems requirements, as well as the service needs of individual County departments.

Examples of Duties

- Advises County leadership on creating vision for technology, sets strategic direction, and enlists support for strategic direction from customers and key stakeholders.
- Provides administrative leadership, oversight and accountability for the fiscal, budget, personnel, and other administrative functions of the Department.
- Acts for the department head and maintains liaison with the Board of Supervisors, County departments, commissions and information technology advisory bodies in the absence of the Chief Information Officer.
- Plans and coordinates the preparation of the County's Information Technology Strategic Plan and tracks accomplishments to ensure plan goals and objectives are achieved as scheduled.
- Formulates Information Technology policies, standards, directives, or strategies for approval by the Board of Supervisors, Chief Executive Officer or Chief Information Officer and monitors for departmental adherence.
- Directs the review of major information technology projects and programs. Makes recommendations on projects or on system implementation for County departments and County supported information technology bodies.
- Directs, supervises, and guides assigned departmental staff.

Qualifying Experience

Demonstrated experience in coordinating a complex information technology program for a diverse multi-service public or private sector organization, including the planning, design, development, implementation, operation and maintenance of information systems. Such coordination includes assisting with budget, personnel, fiscal, and other administrative functions of the organization, as well as the direction of engineering or technical functions.

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.

Desirable Qualifications

- A results-oriented, politically astute professional, who builds trust, fosters accountability and has a proven track record of managing complex state-of-the-art systems while building collaborative partnerships.
- Experience in performing duties at an executive level, including directing the management of budget and human resources, related to information services management in a large, complex organization.
- A strong manager and coach, open and approachable, with experience in building and motivating professional, accountable, highly trained, and agile staff.

- A customer focused manager who has successfully supported a large 24/7 information technology organization with excellent customer satisfaction results.
- A quick study of internal and external issues who includes different perspectives in crafting solutions.
- Demonstrable history of successfully formulating procedures governing the development of and awarding of enterprise information technology contracts including the ability to analyze, negotiate and execute agreements.
- An effective communicator who is able to explain the benefits of technology to non-technical executives in a professional non-technical manner.
- A collaborative and strategic partner who actively seeks best practices and scans the environment for emerging trends, and identifies the best use of technology to support the business needs of individual departments and the County as a whole.
- A Bachelor's degree or higher from an accredited college or university in Information Technology, Computer Science or a closely related field or a Master's Degree in Business Administration.

Annual Salary

\$123,643–\$187,143 (R15). The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH

**CHILDREN'S SYSTEMS OF CARE
SERVICE AREA 3 – PROGRAM ADMINISTRATION (SA 3)**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

INTERMEDIATE TYPIST CLERK

The Children's Systems of Care Bureau is recruiting to fill an Intermediate Typist Clerk position. This position requires answering phones, data entry and flexibility.

EXAMPLES OF DUTIES:

- Answers telephones, take messages for staff and routes calls appropriately.
- Ensures that all reports are turned in by due date, alerting supervisor of missing logs or reports.
- Produces rough and final typed copies of a variety of documents requiring individualized formats such as letters, forms, charts and reports.
- Assists Program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal.
- Types tabular, columnar, statistical and other material from plain and corrected copy.
- Obtains additional information needed for completion of final material.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e., processing mail, photocopying and faxing.

DESIRABLE QUALIFICATIONS:

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before October 3, 2012:

For Additional Information Please Contact:

Raquel May (213) 739-5456

Debbie Jalomo (213) 739-5457

Fax: (213) 252-0237 E-mail: rmay@dmh.lacounty.gov or djalomo@dmh.lacounty.gov

600 S. Commonwealth Avenue, 6th Floor, Los Angeles, CA 90005

AN EQUAL OPPORTUNITY EMPLOYER



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

TRANSFER OPPORTUNITY

PSYCHIATRIC SOCIAL WORKER II or MENTAL HEALTH CLINICIAN II

Countywide Resource Management (CRM) is recruiting **two (2)** Psychiatric Social Worker II's (PSW II) or Mental Health Clinician II's (MHC II) for a new program, the Community Reintegration Program (CRP).

The recent passage of Assembly Bill (AB) 109, the 2011 Public Safety Realignment Legislation, resulted in a significant number of prison inmates no longer being released to traditional State Parole. Effective October 1, 2011, certain offenders of non-violent, non-serious crimes were released to Post-Release Community Supervision (PRCS), upon completion of their prison term. It is estimated that approximately 30% of these inmates will be mentally ill. CRM-CRP was being established to provide mental health screening/triage and linkage to community-based mental health treatment for these individuals. This situation affords staff the opportunity to participate in the development and implementation of a new program that has high visibility throughout the state.

2 PSW II's/MHC II's positions will be located at CRM 1925 Daly Street, 2nd floor Los Angeles, CA 90031

The primary duties and responsibilities of this position include:

- Serve as AB 109 Coordinator reviewing clinical packets provided by the State, County Jail, and DMH County Mental Health Court Program; triaging, consulting and making recommendations for mental health treatment upon release, and collaborating with the Probation Department on planning for inmates identified for release from prison as part of AB 109.
- Perform as back-up to the HUB clinicians to assess inmates face-to-face upon release from prison, providing crisis intervention as necessary, performing targeted case management services to link individuals to community-based mental health programs, monitoring client progress and making recommendations for the appropriate level of care.
- Consulting with Department program staff and community mental health agencies dealing with the target population regarding community alternatives available to inmates on reentry.
- Identifying system barriers to the successful reintegration of inmates into communities and working with the Mental Health Clinical Supervisor and community partners to remove them.
- Participating in the collection of outcome data related to AB 109.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in providing services to individuals with forensic or criminal justice histories.
- Excellent clinical, assessment and communication skills.
- Skill in prioritizing work and multi-tasking under pressure.
- Experience with discharge planning in psychiatric hospital setting(s).
- Working on a multi-disciplinary team.
- Ability to be creative and to solve problems.
- Adaptable and flexible.

Interested PSW II's or MHC II's are encouraged to FAX their résumé, last two (2) Performance Evaluations, and last two (2) years of master time records by **Friday, October 12, 2015** to:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Head
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031
FAX: (323) 223-8380**

or

email: Arfaye Parker at aparker@dmh.lacounty.gov

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
Children's System of Care
Family and Community Partnerships

VACANCY ANNOUNCEMENT

TRAINING COORDINATOR, MH

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN

Family and Community Partnerships is seeking a highly qualified, motivated and committed individual to fill a grant-funded, subtitle N-item for a Training Coordinator, MH position. Under the direction of the Program Head and District Chief, the scope and function of this position includes responsibility for developing, coordinating, and implementing a comprehensive training program for the county-wide implementation of the Parent Child Interaction Therapy (PCIT) project, supported through a contractual agreement between First 5 LA and DMH.

ESSENTIAL JOB DUTIES:

- Plan, organize and direct all aspects of the Parent Child Interaction Therapy (PCIT) training program for DMH directly operated clinics and contract providers throughout Los Angeles County.
- Implement corresponding recommendations from key stakeholders and guidelines provided by DMH PEI Administration, First 5 LA, and the UC Davis PCIT Training Center relative to serving the needs of children Birth to Five years of age.
- Determine appropriate training needs for the implementation of the PCIT training model and oversee program fidelity and contractual guidelines required by DMH/PEI Administration and First 5 LA.
- Prepare required reports for PCIT and Countywide Children's PEI services as part of documenting implementation of an evidence based practice and program outcomes.
- Coordinate the development and tracking of required provider training for the delivery of PCIT services as well as related trainings necessary to effectively provide services to birth to five populations.
- Prepare, recommend, and monitor the annual training budget for PCIT.
- Analyze and evaluate the effectiveness of selected PCIT trainers, training content, formats, etc. and recommend revisions to enhance relative effectiveness.
- Prepare and secure training materials such as syllabi, curricula, manuals, charts, or other audio-visual aids. Schedule and secure the training venues.
- Lead trainings, conferences confirm speaking engagements, and serve on appropriate professional development and training-related committees.

DESIRABLE QUALIFICATIONS:

- Clinical experience in working with children and families.
- Experience in managing training programs and skills in handling the intensive demands required for successful PCIT program implementation and expansion.
- Ability to develop, implement and achieve program goals and objectives.
- Familiarity with evidenced-based practices and outcomes data collection.
- Possession of excellent verbal and written communication skills.
- Possession of excellent organizational and interpersonal skills.
- Experience working with directly operated programs, contract providers and other County Departments as well as other entities.
- Ability and willingness to travel throughout Los Angeles County in the course of performing the duties of this position.

Interested individuals who currently hold the title of the above position are encouraged to submit either by e-mail or FAX a detailed resume and the last two (2) Performance Evaluations by **Friday, September 21, 2012** to:

Kim Nguyen Pierce, Ph.D.
Senior Community Mental Health Psychologist
Family and Community Partnerships
knguyenpierce@dmh.lacounty.gov
Tel: (213) 739-5420
Fax: (213) 252-0235

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Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 10715BR**Type of Recruitment** Transfer Opportunity**Department** Probation**Position Title** ASSISTANT PROBATION DIRECTOR**Filing Type** Open Continuous**General Information** The Probation Department is recruiting a highly qualified Assistant Probation Director, for the Lynwood Collections Section. This position reports directly to the collection Manager.**Requirements** All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Assistant Probation Director**.

HOW TO APPLY

****DO NOT APPLY ONLINE****

Qualified Candidates are invited to submit the following documents:

1. Resume with cover letter and employee number
2. Copies of last two (2) Performance Evaluation and Time History Report (Prime Variance only) for the last two (2) years.

Please email documents to:

Latrice.Valentin@probation.lacounty.gov with subject line: "**ASSISTANT PROBATION DIRECTOR**". In your email, please provide your name, telephone number, and position title or fax documents to (562) 658-4781.

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Working knowledge of Word and Excel
- Knowledge of applicable state and federal laws relating to collections and the juvenile restitution process
- Ability to work with staff members of all levels

Duties

- Overseeing the Delinquent Accounts and Juvenile Restitution Units responsible for collecting delinquent accounts and setting up juvenile restitution accounts.
- Responsible for the direct supervision of three Unit supervisors.

- Analyzes and monitors the workload of the Juvenile Restitution and Delinquent Accounts Units.
- Develops and implements Juvenile Restitution and collection policies and procedures.
- Responds to written and verbal inquires and complaints victims, probationers, parents, Deputy Probation Officers, the courts, and other agencies.
- Preparation of monthly workload statistical reports.

Vacancy Information The transfer opportunity is located at 11701 South Alameda Street, Lynwood, Ca. 90262.

Contact Name Latrice Valetin

Contact Phone 562-940-3545

Contact Email Latrice.Valentin@probation.lacounty.gov

Job Field Finance and Accounting

Job Type Professional

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Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 10607BR**Type of Recruitment** Transfer Opportunity**Department** Probation**Position Title** ADMINISTRATIVE SERVICES MANAGER II**Filing Type** Open Continuous**General Information** The Probation Department, is seeking a well-qualified individual to fill a vacancy of **Administrative Services Manager II** in the Fiscal Services Section of the Administrative Services Bureau.**Requirements** All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Administrative Service Manager II**.

HOW TO APPLY

****DO NOT APPLY ONLINE****

Qualified Candidates are invited to submit the following documents:

1. Resume with cover letter and employee number
2. Copies of last two (2) Performance Evaluation and Time History Report (Prime Variance only) for the last two (2) years.

Please email documents to:

Norma.Cruz@probation.lacounty.gov with subject line: **"ADMINISTRATIVE SERVICE MANAGER II"**. In your email, please provide your name, telephone number, and position title or fax documents to (562) 940-2459.

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Bachelor's degree or higher from an accredited college or university
- Working knowledge of fiscal procedures
- Experience in supervising staff or serving in a lead capacity.
- Excellent analytical, verbal, and written skills
- Ability to effectively manage essential financial data
- Strong organizational skills
- Ability to meet deadlines and coordinate multi priorities
- Strong working knowledge and experience in excel and word
- Knowledge and experience in eCAPS
- A high level of personal initiative and demonstrate ability to work in a team setting or independently

Duties

Supervise staff with in the Fiscal Services Section responsible for the monitoring and claiming process of approximately \$245 million in departmental grants. Manage the annually processing of approximately \$150 million of departmental expenditures. Monitor budget, encumbrances, Departmental Services Orders and process expenditures in accordance to contract terms for Community Based Organizations, County departments, and governmental agencies providing services. Manage departmental daily deposits, monthly collections and distribution reports and trust account reconciliations. Supervise the year-end closing process which includes yearly commitment cancellation and revenue and expenditure accruals.

Oversee the monitoring, collecting, reviewing, and preparation of monthly expenditures reports utilized for the AB 109 quarterly claims. Manage staff certification, salary and benefits allocated to the program. Oversee and direct claiming services for the program, which includes submitting quarterly claims to the Chief Executive for review. Work directly with the Auditor Controller to ensure the funds are transferred from trust to department revenue once claims are approved. Administer the accounting functions related to the program and ensure all applicable expenditures are allocated to the program.

Prepare and analyze highly complex monthly financial status reports which allow management to make decisions on fiscal matters with meaningful data and information. Aid the department in making informed program decisions. Utilize separate tracking methods so the program funds are not commingled with funds from any other source and to ensure the department is in compliance with Federal and State guidelines.

Serve as a liaison for all auditing related matters with federal, state, local government agencies, and county departments. Represents the department on fiscal related meetings and interacts with the Chief Executive Office, Auditor Controller and other county departments. Assist the department Fiscal Officer with daily activities and special assignments.

Vacancy Information The vacancy is located in Probation Headquarters, Fiscal Services Section, at 9150 East Imperial Highway, Downey, California 90242.

Available Shift Day

Contact Name Norma Cruz-Lawler

Contact Phone 562-940-2680

Contact Email Norma.Cruz@probation.lacounty.gov

Job Field Administration

Job Type Professional

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Job details

Job 1 of 1

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Bulletin Number	10606BR
Type of Recruitment	Transfer Opportunity
Department	Probation
Position Title	SENIOR DEPARTMENTAL PERSONNEL ASSISTANT
Filing Type	Open Continuous
General Information	The Probation Department Human Resources Division is seeking well-qualified individual to fill a vacancy of Senior Departmental Personnel Assistant in the Human Resources, Operations Section.
Requirements	All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of SENIOR DEPARTMENTAL PERSONNEL ASSISTANT .

HOW TO APPLY

****DO NOT APPLY ONLINE****

Qualified Candidates are invited to submit the following documents:

1. Resume with cover letter and employee number
2. Copies of last two (2) Performance Evaluation and Time History Report (Prime Variance only) for the last two (2) years.

Please email documents to:

Glenda.Worrall@probation.lacounty.gov with subject line: "**SENIOR DEPARTMENTAL PERSONNEL ASSISTANT.**" In your email, please provide your name, telephone number, and position title or fax documents to (562) 803-4558.

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Strong comprehensive knowledge of Human Resources Operation;
- Comprehensive knowledge of the Los Angeles County Code and Civil Service Rules;
- Strong organizational skills;
- Strong verbal and written communication skills;
- Strong analytical skills;
- Strong interpersonal skills;

- Proficiency in Microsoft Word, Outlook and Excel;
- Strong oral and written presentation skills. Must be articulate, concise and accurate in all forms of communication;
- Ability to meet deadlines and multi-task;
- Experience supervising subordinate staff.

Duties

- Processes HR related documents.
- Working knowledge of Time Collection and eHR.
- Creating statistical reports for management.
- Updates and monitors various computer databases.
- Answering telephone calls, e-mails, and other inquiries regarding the Los Angeles County Code, Civil Service Rules and applicable MOU's.
- Provide support and expertise by responding in a timely manner to requests for assistance from managers and supervisors at the respective facilities.
- Demonstrated ability to work independently, to follow through on instructions and meet deadlines.
- Demonstrated ability to multi-task and handle demanding and complicated assignments/requests.

Vacancy Information

The vacancy is located in the Department of Human Resources Division, Operations at 9150 East Imperial Highway, Downey, California 90242.

Available Shift Day
Contact Name Glenda Worrall
Contact Phone (562) 658-4347
Contact Email Glenda.Worrall@probation.lacounty.gov
Job Field Human Resources
Job Type Administrative Support

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Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 10611BR**Type of Recruitment** Transfer Opportunity**Department** Probation**Position Title** PROCUREMENT ASSISTANT III**Filing Type** Open Continuous**General Information** The Probation Department is recruiting for a highly qualified Procurement Assistant III, for the Procurement Services Section. This position reports directly to the Procurement Manager.**Requirements** All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **PROCUREMENT ASSISTANT III.**

HOW TO APPLY

****DO NOT APPLY ONLINE****

Qualified candidates are invited to submit the following documents:

1. Resume with cover letter and employee number
2. Copies of last two (2) Performance Evaluation and time History Report (Prime Variance only) for the last two (2) years.

Please e-mail documents to:

Jodi.Rogers@probation.lacounty.gov with subject line: **"PROCUREMENT ASSISTANT III."** In your e-mail, please provide your name, telephone number, and position title or fax documents to (562) 658-4723.

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Knowledge of Los Angeles County purchasing policies and procedures.
- Strong e-Caps purchasing background.
- Strong written and verbal communication skills.

Duties

- Supervise Procurement Services Team comprised of one (1) Procurement Assistant II, one (1) Procurement Assistant I and four (4) Procurement Aids.
- Approve all orders prior to final approval in the eCAPS purchasing system to ensure the Department adheres to all

county purchasing policies.

- Prepare monthly purchase order status reports.
- Track expenditures for services and supplies.
- Prepare requisition specifications for fixed asset purchases.
- Review all samples submitted by vendors for one-time departmental purchases.
- Prepare bid responses for one-time departmental purchases.

Vacancy Information This transfer opportunity is located at Probation Department Headquarters, 9150 Imperial Highway, Downey, California 90242.

Contact Name Jodi Rogers

Contact Phone (562) 940-2471

Contact Email Jodi.Rogers@probation.lacounty.gov

Job Field Purchasing and Contracts

Job Type All Others

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Job details

Job 1 of 1

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Bulletin Number	10064BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	INFORMATION SYSTEMS ANALYST I
Exam Number	22590E
Filing Type	Standard
Filing Start Date	09/17/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4737.64
Salary Maximum	6213.82
Position/Program Information	Under close supervision, using established procedures, defines and analyzes requirements and business functions, defines functional system specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.
Essential Job Functions	<p>Helps analyze and document products' ability to meet user, functional, and technical requirements.</p> <p>Under guidance, evaluates impact of solution alternatives, performs cost/benefit analysis, analyzes constraints, and assesses risk to support go/no go and build/buy decision-making.</p> <p>Assists in the preparation of detailed specifications, addressing scope and boundaries of the system, data requirements, algorithms, user functions, forms and reports, workflow, interfaces, security, audit trails, and business continuity requirements.</p> <p>Assists in the development and maintenance of project plans; assists in coordinating project reporting.</p> <p>Assists in the development of test scenarios; under guidance, prepares user acceptance test documentation and collaborates with system users to conduct user acceptance testing.</p> <p>Assists in the maintenance and support of existing applications in accordance with systems development methodology.</p> <p>Assists in the preparation of technical systems documentation, user manuals and on-line help.</p> <p>Assists in the monitoring of systems compliance with established IT policies, procedures, guidelines, plans and standards.</p>
Requirements	<p><u>Selection Requirements:</u></p> <p>Option I: Graduation from an accredited* college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field -OR-</p>

	Option II: One (1) year of recent experience within the last three years in information systems analysis and design in a centralized information technology organization.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	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.
Desirable Qualifications	Demonstrated experience in analyzing ANSI** ASC X12*** N 837P/I Professional/Institutional Health Care Claim transaction file and 999 Acknowledgement file (ACK)

Demonstrated experience in utilizing Statistical Analysis Systems (SAS) programming software language and skills in order to electronically read, analyze and validate Department of Mental Health (DMH) Medi-Cal ANSI** ASC X12*** N 837I/P 999 Acknowledgement File (ACK) to generate reports for supporting Medi-Cal claims reimbursements.

Demonstrated experience in National Electronic Data interchange protocol, File Transfer Protocol (FTP), file structure, syntax, and data submission procedures.

Special Requirement Information

Withhold Information : Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

Verification of Experience : Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level or different classification will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter (VOE) approved by their Departmental Human Resources Manager or authorized representative. Credit will be given for out-of-class experience to meet the selection requirements only.

Note: If you are SOLELY using an approved appropriate VOEL to qualify, you MUST meet the full twelve-month experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying under a VOEL.

Transcripts: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, or official certificates with your application at the time of filing.

**American National Standard Institute (ANSI) is a private non-profit organization that oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States.

*** The Accredited Standards Committee X12 (also known as ASC X12), chartered by the American National Standards Institute in 1979, develops and maintains the X12 EDI and CICA standards along with XML schemas which drive business processes globally. The membership of ASC X12 includes technologists and business process experts, encompassing health care, insurance, transportation, finance, government, supply chain and other industries.

The name "X12" is a sequential designator assigned by ANSI at the time of accreditation. ASC X12 has sponsored more than 315 X12-based EDI standards and a growing collection of X12 XML schemas for health care , insurance , government, transportation, finance, and many other industries. ASC X12's membership includes 3,000 standards experts representing over 600 companies from multiple business domains.

Accreditation Information

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

Examination Content

This examination will consist of two parts:

Part I: An evaluation of education and experience based on application and Supplemental Application Form information weighted 50% and

Part II: A Work Styles Assessment (WSA) administered in a computerized multiple-choice written test format designed to assess the following job-related competencies of Independence, Achievement, Confidence and Optimism, Independence, Professional Potential, Reliability, Influence, and Deductive Reasoning weighed 50%.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

TRANSFER OF SCORES:

Applicants that have taken the identical written tests for other exams (e.g. ASSISTANT ACCOUNTING SYSTEMS ANALYST, Exam Number: S2646A ; DEPARTMENTAL CIVIL SERVICE REPRESENTATIVE, Exam Number: R1881E;DEPARTMENTAL EMPLOYEE RELATIONS REPRESENTATIVE, Exam Number R1907A; DEPUTY COMPLIANCE OFFICER, Exam Number: 162) within the last twelve (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies in the Data management Division/Financial Services Bureau, Department of Mental Health.

Eligibility Information The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Job Opportunity Information **Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.**

Application and Filing Information **ONLINE FILING ONLY:**
Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 pm, PST, on the last day of filing.

Applicants are required to submit a standard **Los Angeles County Employment Application and a Supplemental Application Form** to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

Click on the link below to access the Supplemental Application Form:

http://file.lacounty.gov/dhr/ehr/cms1_183530.doc

All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

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

All information is subject to verification.

We may not accept your application at any time during selection process.

We may close this examination without prior notice.

Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

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

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name Francis Man
Department Contact Phone (213) 637-0793
Department Contact Email fman@dmh.lacounty.gov
ADA Coordinator Phone (213) 738-2822
Teletype Phone (800) 735-2922
California Relay Services Phone (800) 735-2922
Job Field Information Technology
Job Type Technicians

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Bulletin Number	10166BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	PATIENT FINANCIAL SERVICES WORKER
Exam Number	291935
Filing Type	Standard
Filing Start Date	09/17/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	3028.27
Salary Maximum	3957.91
Position/Program Information	Positions allocable to this class have primary responsibility for interviewing patients or their relatives and/or representatives for the purpose of determining patients' financial eligibility for Medi-Cal and a variety of other healthcare programs, including the actual preparation/completion of applications for various governmental healthcare programs.
Essential Job Functions	<p>Interviews patients or their relatives and/or representatives to obtain financial and other eligibility data and assists patients in preparing, completing, and processing Medi-Cal and other healthcare program applications.</p> <p>Collects data and enters patient information into the Los Angeles Eligibility Automated Determination Evaluation and Reporting system (LEADER) as well as other hospital information systems.</p> <p>Interprets provisions and requirements of the various governmental healthcare programs to provide a plan that is beneficial to the patient and the department.</p> <p>Analyzes financial and eligibility data and reviews medical records to establish patient eligibility for a variety of Federal, State and County healthcare programs, including but not limited to Medi-Cal, Ability-to-Pay Plan, and Outpatient Reduced-Cost Simplified Application; completes the necessary documents within time limits specified by the appropriate governmental agency.</p> <p>Determines patients' financial ability to reimburse the County for healthcare services; interviews and corresponds with patients, responsible relatives and/or representatives, attorneys, employers, agencies, and insurance companies to obtain, verify, or clarify information, and explains County policies.</p> <p>Reviews and evaluates a wide variety of deeds, life insurance policies, negotiable securities, and miscellaneous collateral to determine their value.</p> <p>Determines whether patients have healthcare coverage and identifies the</p>

billable resource(s) for collection.

Identifies problem situations and refers patients to other hospital departments, agencies, or community resources when appropriate.

Reviews patients' files to pursue the collection of delinquent accounts receivable.

Recommends, when appropriate, temporary or permanent suspension of accounts or transfer delinquent accounts to collection services for further follow-up.

Requirements

Selection Requirements:

Two years of experience as a Patient Resources Worker* interviewing patients or their relatives and/or representatives to determine patients' financial resources to pay for healthcare services.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

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.

**Special
Requirement
Information**

Withhold Information : Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

* Applicants must currently hold the Los Angeles County payroll title of Patient Resources Worker. **NO OUT-OF CLASS EXPERIENCE WILL BE ACCEPTED.**

**Examination
Content**

This examination will consist of two parts:

Part I: An evaluation of experience based upon application information weighted 50%, and

Part II: An Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication skills, adaptability/dependability, work habits and attitude, and interpersonal and public relations.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Day

**Job Opportunity
Information**

Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.

Application and

ONLINE FILING ONLY:

Filing Information

Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 pm, PST, on the last day of filing.

Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

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

All information is subject to verification.

We may not accept your application at any time during selection process.

Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.

County of Los Angeles Information

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OR

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

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Francis Man

Department Contact Phone

(213) 637-0793

Department Contact Email

fman@dmh.lacounty.gov

ADA Coordinator Phone

(213) 738-2822

Teletype Phone (800) 735-2922

California Relay Services Phone (800) 735-2922

Job Field Health Other

Job Type All Others

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Job details

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Bulletin Number	10228BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	PATIENT RESOURCES WORKER
Exam Number	29192D
Filing Type	Standard
Filing Start Date	09/17/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2721.73
Salary Maximum	3194.55
Position/Program Information	The Patient Resources Worker assists patients to determine their potential eligibility to enroll in health care programs, obtains patient signatures on benefit assignment forms to assign and authorize payment of insurance benefits directly to the County, and processes applications for a variety of reduced-cost health care programs such as Outpatient Reduced-Cost Simplified Application (ORSA), Ability To Pay (ATP), Uniform Method of Determining Ability to Pay (UMDAP), Healthy Families (HF), Breast Cancer Early Detection Program (BCEDP), Improving Access, Counseling and Treatment (IMPACT), Family Planning Access Care and Treatment (FPACT), and California Health and Disability Prevention (CHDP).
Essential Job Functions	<p>Interviews patients or their relatives and/or representatives to obtain identifying information, financial and other eligibility data; determines the patient's potential eligibility to enroll in specific health care programs based upon diagnosis, available medical information, type of medical/clinical service rendered, and residency status; enters and accesses data by utilizing various local and web-based information systems and databases to determine a patient's financial liability.</p> <p>Evaluates financial data and resources to determine the patient's ability to reimburse the County for medical and/or mental health care consistent with department policy; completes or assists the patient to complete the assignments of benefits forms for third party resources; contacts private insurance companies to verify coverage and to obtain approval for medical or mental health services; verifies existing governmental coverage for medical or mental health care, and screens for the patient's potential eligibility to receive Medi-Cal or other health care program benefits.</p> <p>Communicates with patients, responsible relatives and/or representatives, attorneys, employers, agencies and insurance companies to explain County policies and to obtain, verify, or clarify information required to complete standardized billing forms.</p> <p>Completes or assists in completing the necessary standardized billing forms; explains the applicable billing procedures and policies; and computes plans of payment for patients whose medical share of cost has</p>

already been established.

Completes required Federal, State, and County forms for patients during emergency room visits, upon admission, and during outpatient clinic visits.

Refers patients without existing financial resources or with complex financial eligibility issues to a Patient Financial Services Worker or appropriate facility staff member.

Initiates and/or processes applications for a variety of reduced cost healthcare programs such as ORSA, ATP, UMDAP, HF, BCEDP, CHDP, IMPACT, and FPACT.

Assists Patient Financial Services Workers with eligibility screening for Medi-Cal and other governmental healthcare programs.

Requirements

Selection Requirements:

Option I: Two years of experience interviewing the public to initiate or complete applications for financial assistance, credit, insurance, medical, mental health, or hospital services, social security, or workers' compensation -OR-

Option II: Three years of clerical experience, two years of which must have involved public contact associated with the financial screening and/or registration of patients or claims billing and collection for hospital or medical services.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

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.

**Special
Requirement
Information**

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. **Additional points will be credited for experience beyond the Selection Requirements.**

Note: If you are SOLELY using an approved appropriate VOEL to qualify, you MUST meet the full experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying under a VOEL.

**Examination
Content**

This examination will consist of two parts:

Part I: An evaluation of experience based upon application information weighted 50%, and

Part II: An Appraisal of Promotability weighted 50%. The Appraisal of

	Promotability is designed to measure knowledge and skills, verbal and written communication skills, adaptability/dependability, work habits and attitude, and interpersonal and public relations.
	Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Available Shift	Day
Job Opportunity Information	Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.
Application and Filing Information	<p><u>ONLINE FILING ONLY:</u> Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.</p> <p>We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.</p> <p>All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.</p> <p>Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.</p> <p>All information is subject to verification.</p> <p>We may not accept your application at any time during selection process.</p> <p>We may close this examination without prior notice.</p> <p>Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.</p>

County of Los Angeles Information

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All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name Francis Man
Department Contact Phone (213) 637-0793
Department Contact Email fman@dmh.lacounty.gov
ADA Coordinator Phone (213) 738-2823
Teletype Phone (800) 735-2922
California Relay Services Phone (800) 735-2922
Job Field Health Other
Job Type Paraprofessional

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