



**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

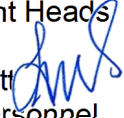
### HEADQUARTERS

KENNETH HAHN HALL OF ADMINISTRATION  
500 W. TEMPLE STREET, ROOM 579 • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 • FAX (213) 621-0387

### BRANCH OFFICE

510 S. VERMONT AVENUE, 12<sup>TH</sup> FLOOR • LOS ANGELES, CALIFORNIA 90020  
(213) 866-5846 • FAX (213) 637-0821

November 7, 2024

To: All Department Heads  
From: Lisa M. Garrett   
Director of Personnel

### UPDATES TO PPG 124 – TYPING PROFICIENCY REQUIREMENT POLICY

In an effort to ensure our Countywide human resources policies provide the most relevant information to employees and departments, the Department of Human Resources (DHR) has updated Countywide Policies, Procedures, and Guidelines (PPG) No. 124, *Typing Proficiency Requirement* (Attachment I).

There are no changes to typing proficiency test processes at this time; the revisions to this policy are intended to better convey existing typing test standards and reflect the language currently used in job postings. Notable updates to this policy include:

- Removed outdated references, including reference to the County Clerical Certification Training Program which is no longer in effect.
- Updated language to reflect the current online testing process, which no longer requires candidates to submit a physical typing certification in most cases.
- Revised template language to be used in job postings for classifications with typing proficiency requirements to better reflect current examination guidance.
- Corrected the contact information for DHR's Countywide Talent Assessment Division.
- Included a new *Frequently Asked Questions* guide (Attachment II).

The updated policy may be viewed online at <http://mylacounty.gov/county-policies> under the "Human Resources Policies & Manuals" section.

Should you have any questions, please contact me or David M. Morfin, at [DMorfin@hr.lacounty.gov](mailto:DMorfin@hr.lacounty.gov) or (213) 400-5589.

LMG:RC:DMM  
LR:ac

Attachments (2)

c: Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers

HRDS\PPGs\PPG 124\LMG to All DHs Re Revisions to PPG 124.docx

*To Enrich Lives Through Effective and Caring Service*



*County of Los Angeles*  
*Department of Human Resources*  
**POLICIES, PROCEDURES, AND GUIDELINES**

|                                                                           |                                                                                                         |                           |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Subject:</b><br><br><b>TYPING PROFICIENCY<br/>         REQUIREMENT</b> | <b>Policy Number:</b><br><b>124</b>                                                                     | <b>Pages:</b><br><b>3</b> |
|                                                                           | <b>Effective Date:</b><br><b>November 7, 2024</b>                                                       |                           |
|                                                                           | <b>Approved By:</b>  |                           |

## **POLICY**

A candidate participating in a civil service examination for a classification that requires the passing of a typing performance test may, in lieu of taking the typing performance test, verify that they meet the minimum typing proficiency requirement if they satisfy one or more of the following criteria:

- They currently hold or have held a position in County service that meets the minimum net words-per-minute typing requirement of the subject examination.
- They previously passed a typing performance test administered by the Department of Human Resources (DHR) that meets the minimum typing proficiency requirement of the subject examination.
- They provide documentation issued by a County department or partnering agency approved by DHR (e.g., Los Angeles County Superior Court, Los Angeles County Employees Retirement Association (LACERA)) demonstrating that they successfully passed a typing performance test that meets the minimum typing proficiency requirement of the subject examination.

## **GUIDELINES**

Whenever a typing performance test is required for an examination, information regarding the typing test, acceptable documentation, or other means of meeting the minimum typing proficiency requirement must be stated on the job posting announcing the examination. Unless otherwise stated in the job posting or the classification specification, the minimum typing proficiency is 40 net words-per-minute.

A typing results notice issued by DHR or acceptable equivalent documentation from a County department or approved partner agency verifying that the candidate passed the typing performance test shall specify the typing proficiency that was demonstrated. The notice or document verifying the typing proficiency achieved is valid effective from the date of issuance and does not expire. Documents verifying the typing proficiency must

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|--------------------------------|----------------------------------|
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clearly show the name of the candidate, the typing score (in net words-per-minute), the issue date, and issuing entity.

Candidates who have not held a typing position in County service or have not previously passed a County typing performance test must demonstrate the required typing proficiency as stated in the job posting for the subject examination. At the examining department's discretion, candidates who do not pass the initial typing performance test may be allowed additional attempts to pass the typing performance test within the timeframe specified on the job posting. Passing scores will not be applied retroactively.

## PROCEDURES

1. The following language must be included in County job postings under the "Requirements" or "Additional Information" section of the job posting whenever a typing test is required:

*A qualifying typing performance test of 40 net words-per-minute (or other designated rate as appropriate) will be administered to candidates who have not held a typing position in the service of the County of Los Angeles. Candidates are allowed (specify number of opportunities) to pass the typing test (within a specified timeframe). Candidates must successfully complete the typing performance test by (specified date) to qualify.*

*The following candidates are **NOT** required to take the County typing performance test:*

- a. Candidates who, in the service of the County of Los Angeles, currently hold or have held a typing position that meets the minimum typing proficiency requirement of the subject examination.*
  - b. Candidates who have taken and passed a Los Angeles County typing performance test administered by a County Department or partnering agency approved by the Department of Human Resources (e.g., LA Superior Court, Los Angeles County Employees Retirement Association (LACERA)) that meets the minimum typing proficiency requirement of the subject examination, regardless of how long ago such test was passed.*
2. Acceptable documentation verifying typing proficiency will be required at the time of filing, at any time during the examination process, or prior to appointment, as specified on the job posting. Candidates who do not provide the required documentation or do not appear for the typing performance test will be disqualified from the examination or removal of the name of the candidates from the eligible list, in accordance with Civil Service Rules 6.04 and 10.10.

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3. Departments may contact DHR's Countywide Talent Assessment Division to determine the authenticity of Typing Results Notices or request guidance on verifying other proof of testing proficiency.

For questions regarding this policy, please contact DHR's Countywide Talent Assessment Division at (213) 738-2084 or [DHRClericalExams@hr.lacounty.gov](mailto:DHRClericalExams@hr.lacounty.gov).

## **AUTHORITY**

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Civil Service Rule 5 – Classification  
 Civil Service Rule 6 – Applications and Applicants  
 Civil Service Rule 7 – Competitive Examinations  
 Civil Service Rule 10 – Eligible Lists  
 Civil Service Rule 11 – Certification and Appointment

## **DATE ISSUED/REVIEW DATE**

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Original Issue Date: November 8, 1999  
 Review Date: June 28, 2011  
 Review Date: November 7, 2024



Los Angeles County  
DEPARTMENT OF



# Human Resources

## PPG 124 – TYPING PROFICIENCY REQUIREMENT Frequently Asked Questions

### 1. What County positions require a typing test?

**Answer:** The County of Los Angeles has several clerical, secretarial, and other related job classifications that require typing skills such as:

| Item | Job Title                             | Minimum WPM |
|------|---------------------------------------|-------------|
| 2094 | Secretary I                           | 40          |
| 2095 | Secretary II                          | 40          |
| 2096 | Secretary III                         | 40          |
| 2097 | Secretary IV                          | 40          |
| 2098 | Secretary V                           | 40          |
| 2100 | Senior Secretary I                    | 40          |
| 2101 | Senior Secretary II                   | 40          |
| 2102 | Senior Secretary III                  | 40          |
| 2103 | Senior Secretary IV                   | 40          |
| 2104 | Senior Secretary V                    | 40          |
| 2160 | Legal Office Support Assistant I      | 40          |
| 2161 | Legal Office Support Assistant II     | 40          |
| 2214 | Intermediate Typist-Clerk             | 40          |
| 2216 | Senior Typist-Clerk                   | 40          |
| 2219 | Supervising Typist-Clerk              | 40          |
| 2221 | Intermediate Supervising Typist-Clerk | 40          |

In addition, some positions within a classification may include typing skills as a selection requirement as noted in the job posting. For example, light typing skills of at least 25 wpm has historically been a selection requirement for certain positions within the Clerk and Intermediate Clerk classes.

### 2. What is a typing test?

**Answer:** Candidates for positions that require a minimum typing proficiency must successfully complete a timed typing test designed to measure speed and accuracy in

typing. The Department of Human Resources (DHR) generally provides ongoing typing test opportunities separate from the examinations for specific classifications through the Score-Banking Typing Test posting. Scores obtained through the DHR Score-Banking Typing Test will be 'banked' and applied to future examinations with a typing requirement.

**3. Can candidates take the typing test more than once if they don't achieve a passing score?**

**Answer:** In some cases, yes. Candidates may take the typing test multiple times by registering for the DHR Score-Banking Typing Test. Candidates' highest typing test scores will be retained. Once a candidate achieves a score of at least 40 words per minute, the score is considered a permanent pass, and no further testing is necessary.

**4. Do all candidates need to take a typing test for examinations that have a typing proficiency requirement?**

**Answer:** Candidates are not required to take a typing test if:

- They currently hold or have previously held a position in County service that meets the minimum net words-per-minute typing requirement of the subject examination (e.g., currently employed as an Intermediate Typist-Clerk), OR
- They have previously taken and passed a typing test at the required words-per-minute administered by DHR, another County department, or partner agency approved by DHR (e.g., LA Superior Court, Los Angeles County Employees Retirement Association (LACERA)) and provide any necessary documentation.

**5. What proof of typing proficiency can a candidate provide if they already passed the typing test?**

**Answer:** Candidates who wish to use a typing score from a department other than the examining department must submit a copy of their test results/typing certification with their application or provide a copy to the applicable Exams Analyst within the specified timeframe as indicated on the job posting.

**6. Where can candidates get more information about Los Angeles County testing requirements?**

**Answer:** Study guides and other resources are available to help candidates prepare for Los Angeles County examinations at <https://hr.lacounty.gov/job-search-toolkit>.

Candidates and prospective candidates can participate in DHR's Score-Bank Typing Test at any time when available through the County's online job application portal at <https://www.governmentjobs.com/careers/lacounty> (search for 'Typing Test').