



COUNTY OF LOS ANGELES
invites applications for the position of:

Regional Operations Manager - Regional Park and Open Space District (RPOSD), Parks and Recreation

SALARY: \$9,781.18 - \$15,211.74 Monthly
\$117,374.16 - \$182,540.88 Annually

OPENING DATE: 09/08/21

CLOSING DATE: 09/22/21 05:00 PM

POSITION/PROGRAM INFORMATION:



DEPARTMENT OF PARKS AND RECREATION

Exam Title:

Regional Operations Manager - Regional Park and Open Space District (RPOSD)

Exam Number:

D8773B-R

Type of Recruitment:

Open Competitive Job Opportunity

Filing Dates:

Applications will be accepted starting Thursday, September 9, 2021 at 8:00 A.M. (PT) until Wednesday, September 22, 2021 at 5:00 P.M. (PT).

With more than 10 million residents, Los Angeles County is the most populous county in the nation. As the largest employer in Southern California, over 112,000 employees in more than 36 Departments provide vital public services as diverse as law enforcement, property assessment, public health protection, water conservation, cultural activities and many more.

Named to Forbes' 2019 list of "America's Best Employers," Los Angeles County offers broad career growth, outstanding benefits, and competitive salaries. We are the largest employer in Southern California with opportunities for you to make a difference in the lives of our 10 million residents.

About the Los Angeles County Department of Parks and Recreation

The Los Angeles County Department of Parks and Recreation owns 182 beautiful parks including natural areas, wildlife sanctuaries, lakes, trails, arboreta and botanic gardens and local, community and regional parks. The Department also operates the largest municipal golf system

with 20 courses at 18 locations and owns great cultural venues including the John Anson Ford Amphitheatre and the Hollywood Bowl.

The mission and goals of the Department are accomplished through unwavering support from the Los Angeles County Board of Supervisors, County Chief Executive Office, partnerships with other County departments, Friends Groups, Foundations, non-profit groups and other organizations and agencies and through a team of talented and dedicated employees and volunteers who understand completely how Parks Make Life Better!

About the Department's Regional Park and Open Space District

Since its inception in 1992, the Department's Regional Park and Open Space District has awarded more than \$1.5 billion in grants to cities, County departments, state and local agencies and community-based organizations for projects to improve and rehabilitate our parks, recreational facilities, trails, and open space land.

In 2016, Measure A passed by an overwhelming majority of Los Angeles County voters. With the passage of Measure A, voters of Los Angeles County chose to continue their support for local parks, beaches, open space, and water resources by approving an annual parcel tax of 1.5 cents (subject to adjustment) per square foot of development, excluding exempted properties. The estimated tax for the owner of a 1,500 square foot home is \$22.50 per year and is included on the annual property tax bill.

Generating approximately \$100 million per year, Measure A replaced dedicated funding from the voter-approved Propositions A of 1992 and 1996 which expired. Measure A provides funding to acquire and improve public spaces and park projects, to create and maintain neighborhood city parks, to assist in reducing gang activity, to create safe play areas for future generations, and to conserve and protect local water sources and undeveloped natural areas. In order to serve park needs and address the inequities highlighted by the 2016 Parks Need Assessment, unprecedented grantmaking components and initiatives were introduced by Measure A, including competitive grant solicitations, technical assistance, and a citizens' oversight committee.

We believe in outstanding ethics in the work environment!

BENEFITS INFORMATION

[Click here](#) to see a list of employee benefits.

ESSENTIAL JOB FUNCTIONS:

- Manages the Grants, Fiscal, and Administration Sections by planning, organizing, and directing the strategic process implementation and work activities of subordinate staff; coordinating with other organizational units of the Department, other County departments, and/or public and governmental agencies (e.g., state/local agencies, community based organizations, etc.); maintaining a uniform work flow; evaluating the workload; determining priorities; meeting regulatory compliance; and updating upper management via written and oral reports on the status of work being performed in order to ensure that Regional Park and Open Space District's services and programs are delivered in a timely and effective manner and support the District in meeting its goals.
- Oversees the processing of new grant applications, oversees the requests for grant reimbursements, and oversees the amendments to grants by utilizing internal controls in order to review, verify, approve every grant.
- Responsible for competitive grants programs by drafting, awarding, and managing competitive grant cycles in order to award grant funding consistent with the voter approved resolution.
- Oversees the management and distribution of grant revenue allocations by interacting daily with the fiscal section; ensuring allocations are appropriate; etc. so that allocations

are made in compliance with grant terms and conditions.

- Reviews recommendations for implementing fiscal checks and balances by determining appropriate control measures and approving them for implementation in order to ensure best fiscal practices.
- Supervises staff (e.g., Administrative Services Manager I/II, Senior Secretary, etc..) by performing a full range of tasks (i.e., advising, motivating, training, supporting, coaching, mentoring, and disciplining employees); delegating assignments to the appropriate staff member(s); monitoring, reviewing, and evaluating staff performance; and participating in various human resources-related processes, such as interviewing, hiring, employee-relation investigations and discipline in order to ensure that Regional Park and Open Space District's services and programs are delivered in a timely and effective manner and support the District in meeting its goals.
- Prepares or assists in the preparation of various documents of a sensitive, complex, or political nature (e.g., grants, fiscal, Board correspondences; press releases; contracts, and/or memoranda of understanding; issue papers; results of personnel-related investigations; etc.) by using a personal computer and appropriate software programs (e.g., word processing, spreadsheets, email, web browsers, presentation, database, etc.) and applying standard English grammar, structure, punctuation, and usage in order to communicate pertinent information to relevant parties.
- Represents the Regional Park and Open Space District at various internal meetings, meetings with other County agencies, community meetings by serving as the liaison with other Departmental services, County departments, and outside organizations; preparing for and attending the functions or events; and presenting information to others (orally and in writing) in order to address concerns raised by relevant groups, disseminate information to relevant groups, and/or assess the need for action by the operation/program/function.
- Collaborates with appropriate Departmental services, County departments, community stakeholders, and/or State, and local agencies on a variety of issues (e.g., grant programs, community resources, community relations programs, etc.) by communicating and interacting with the appropriate individuals in order to disseminate information.
- Maintains current knowledge related to Grants and Fiscal Services by attending professional conferences, in-service education programs, and annual training programs, and by reviewing information obtained from Department memoranda, staff meetings, the Internet, magazines, journals, newspapers, professional publications, etc. in order to attain and maintain Regional Park and Open Space District-related knowledge/skills.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Five (5) years of full-time experience in **Grant Services*** supervising the processing of new grant applications; requests for grant reimbursements; amendments to grants and competitive grants programs AND **Finance Services**** which includes management and distribution of grant revenue allocations and reviewing recommendations for implementing fiscal checks and balances.

Three (3) years of which must include full-time **management experience***** over a grant-focused (i.e., grantor-focused OR grantee-focused) organization/division/section.

SPECIAL REQUIREMENT INFORMATION:

***Grant Services experience is defined as:** processing grants, amendments, and reimbursements; providing grant compliance and oversight.

****Finance Services experience is defined as:** ensuring funds are utilized appropriately and ensuring responsibility for budgets, accounting, fund management, and fiscal oversight.

*****management experience** is defined as being responsible for making recommendations and taking actions that have a direct and substantial effect on the agency and the programs. Managers organize, plan, implement, and control functions and programs; develop and implement policies, procedures, and guidelines; formulate short-term and long-term goals and objectives; direct and supervise staff through subordinate supervisors; allocate resources; formulate budgets; determine staff training needs; etc.

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. Involves 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.

DESIRABLE QUALIFICATIONS:

Three (3) years of full-time experience supervising administrative functions in supporting grants programs which includes: corresponding with governing entities; supporting advisory bodies; providing administrative support to information technology; etc.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

Part I: Online multiple choice assessment weighted at 95% covering:

- Verbal Ability
- Analyzing Information
- Empathy
- Sharing Knowledge and Guidance
- Controlling Emotions
- Management Judgment
- Management Potential
- Achievement
- Responsibility
- Willingness to Learn
- Working Relationships
- Learning Quickly
- Generating New Ideas
- Using Time Efficiently
- Working to High Quality Standards
- Adapting to Change

Part II: An evaluation of Training and Experience weighted at 5% covering:

- Work Duties

Applicants must meet the Selection Requirements and achieve a 70% or higher on the combined score in order to be placed on the eligible list.

Standardized multiple choice and/or simulation assessments tests are not reviewable by candidates per Civil Service Rule 7.19.

Please add gman@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, noreply@proctoru.com, and donot-reply@amcatmail.com to your email address book and

list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Test scores cannot be given over the telephone.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- Additional practice tests are available at <http://www.shldirect.com/en/practice-tests>.

Transfer of Test Components

- **Applicants who have taken identical components recently for other exams may have their scores automatically transferred to this examination.**
- **This examination contains components that may be used in the future for new examinations and your test scores may be transferred.**

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.

Vacancy Information

The resulting eligible list will be used to fill a vacancy in Department of Parks and Recreation.

PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE LIST DOES NOT GUARANTEE AN OFFER OF EMPLOYMENT

HOW TO APPLY

Applications must be submitted online only. We must receive your application by 5:00 p.m., PT, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted. Apply online by clicking on the "Apply" button at the top right of this posting. You can also track the status of your application using the website <https://www.governmentjobs.com/careers/lacounty>.

It is your responsibility to take the above steps to view correspondence. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or re-scheduling of a test component.

Plan to submit your online application well in advance of the deadline as you may be required to verify your email address. This only needs to be done once per email address, and if you already have a job seeker account on www.governmentjobs.com/careers/lacounty, you can verify at any time logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

Notice of Non-acceptance and Final Result letters will be sent via E-mail. Test scores cannot be given over the phone.

Acceptance of your application depends on whether you clearly show that you meet the **SELECTION REQUIREMENTS**. Fill out the online application completely and correctly in order to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, and description of work performed. Utilizing verbiage from the Class Specification and/or Selection Requirements will not be sufficient to demonstrate that you meet the requirements.

Doing so may result in an incomplete application and disqualification. All information supplied is subject to verification. APPLICATIONS MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS. Falsification of any information may result in disqualification or rescission of appointment.

PLEASE REVIEW YOUR APPLICATION CAREFULLY AND COMPLETELY PRIOR TO CLICKING THE "SUBMIT" BUTTON

Social Security Number

We need for you to use your own social security number during filing to ensure your application is processed accurately. Entering incorrect information will result in an automatic rejection.

Computer and Internet Access at Public Libraries:

For applicants who may not have regular access to a computer or the internet, you may borrow laptops and Wi-Fi hotspots from some public libraries throughout Los Angeles County to complete job applications. Please note some public libraries have reopened with limited access hours and may require prior reservation to use their computers. For more information, please visit their website at <https://lacountylibrary.org/reopening> or contact the specific libraries directly.

User ID and Password

We want you to have your own user ID and password. Using a family member or friend's account may erase an applicant's original application record.

Fair Chance Initiative

The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of offense(s). **If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.**

Anti-Racism, Diversity, and Inclusion (ARDI)

The County of Los Angeles recognizes and affirms that all people are created equal and are entitled to all rights afforded by the Constitution of the United States. The Department of Parks and Recreation is committed to promoting Anti-racism, Diversity, and Inclusion efforts to address the inequalities and disparities amongst race. We support the ARDI Strategic Plan and its goals by improving equality, diversity, and inclusion in recruitment, selection, and employment practices.

ADA Accommodation

If you have a disability and need assistance to apply to this job, let us know by contacting the ADA Coordinator at adarequests@hr.lacounty.gov and completing the [Request for Reasonable Accommodation form](#). The sooner you contact us, the sooner we can respond to your request and keep you moving through the process.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Giovanni Man

Department Contact Phone: (213) 738-2002

Department Contact Email: gman@hr.lacounty.gov

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below
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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive credit, include a copy of your diploma, transcript, certificate, or license as directed on the job posting. The document should be in English; if it is in a foreign language, it must be translated and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements are listed in the job posting.

- a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the

7. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile on www.governmentjobs.com and make the necessary change. This can be done at any time.

5. Promotional Examinations:

If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Out of Class:

Some of your experience may have been in a position in which such work is not typically performed. If indicated on the job posting that such experience is permitted, a signed Verification of Experience Letter (VOEL) or a document showing you received an additional responsibility bonus, out-of-class bonus, or temporary assignment bonus from your department's Human Resources Office may be required to be attached to your application.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through

supersedes any language contained below proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

Benefit Information: Depending on the position, the successful candidate will enroll

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting **supersedes** any language contained below the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Accreditation Information: 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).

Background Check:: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). ***If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.***

Career Planning: Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. 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 comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Updated October 2019

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #D8773B-R
REGIONAL OPERATIONS MANAGER - REGIONAL
PARK AND OPEN SPACE DISTRICT (RPOSD),
PARKS AND RECREATION
GM

Los Angeles, CA 90010

**Regional Operations Manager - Regional Park and Open Space District (RPOSD),
Parks and Recreation Supplemental Questionnaire**

* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. CHECK YOUR ANSWER CAREFULLY. Any mistakes you make and/or any incomplete responses you provide in completing these questions will be used to disqualify your application even if you possess the qualifying experience or education. Be specific as possible and include all information requested. Comments such as "see resume or application" will not be considered as a response. All information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

I understand the above information and instructions.

* 2. Many important notifications such as test invitation, and other special information are only communicated via e-mail. DO NOT select "off" under Email Preferences within your profile or click "unsubscribe" on our notices if you would like the County of Los Angeles to notify you regarding your application status, test schedules, and other important information pertaining to your candidacy for this position. Moreover, please add gman@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, noreply@proctoru.com, and donot-reply@amcatmail.com to your email address book and to the list of approved senders to prevent email notifications from being blocked or filtered as spam/junk email from your email provider. The County of Los Angeles will not consider allegations of not receiving the email notification as an acceptable reason to authorize a reschedule or late exam administration.

I understand the above information and instructions.

* 3. **SELECTION REQUIREMENTS**

The response you provide on supplemental questions **4 through 9** will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Be as specific as possible and include all information as requested. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

I understand the above information and instructions.

* 4. How many years of full-time management experience do you have over a grant-focused (i.e., grantor-focused OR grantee-focused) organization/division/section?

I have no experience in this area

Less than 1 year

At least 1 year but less than 2 years

At least 2 years but less than 3 years

3 years or more

* 5. For your experience selected above, **provide your job title, employment start and end dates, number of hours per week, examples of duties performed, name of employer and contact information** as reflected on your application. If you do not possess this experience, type "No Related Experience."

* 6. How many years of full-time supervising experience do you have in **Grant Services** which includes supervising the processing of new grant applications; requests for grant reimbursements; amendments to grants and competitive grants programs?

I have no experience in this area

Less than 1 year

At least 1 year but less than 2 years

At least 2 years but less than 3 years

At least 3 years but less than 4 years

At least 4 years but less than 5 years

5 years or more

* 7. For your experience selected above, **provide your job title, employment start and end dates, number of hours per week, examples of duties performed, name of employer and contact information** as reflected on your application. If you do not possess this experience, type "No Related Experience."

* 8. How many years of full-time supervising experience do you have in **Finance Services** which includes management and distribution of grant revenue allocations and reviewing recommendations for implementing fiscal checks and balances?

I have no experience in this area

Less than 1 year

At least 1 year but less than 2 years

At least 2 years but less than 3 years

At least 3 years but less than 4 years

At least 4 years but less than 5 years

5 years or more

* 9. For your experience selected above, **provide your job title, employment start and end dates, number of hours per week, examples of duties performed, name of employer and contact information** as reflected on your application. If you do not possess this experience, type "No Related Experience."

- * 10. **TRAINING AND EXPERIENCES** How many years of full-time experience supervising administrative functions in supporting grants programs which includes: corresponding with governing entities; supporting advisory bodies; providing administrative support to information technology; etc?
- I have no experience in this area
 - Less than 1 year
 - At least 1 year but less than 2 years
 - At least 2 years but less than 3 years
 - 3 years or more
- * 11. For your experience selected above, **provide your job title, employment start and end dates, number of hours per week, examples of duties performed, name of employer and contact information** as reflected on your application. If you do not possess this experience, type "No Related Experience."

* Required Question