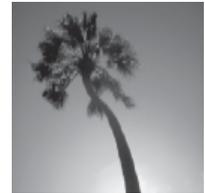


**County of Los Angeles**



# **EMPLOYEE HANDBOOK**



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Productivity Investment Fund of the Quality and Productivity Commission, County of Los Angeles**

**Board of Supervisors**

Gloria Molina  
First District

Mark Ridley-Thomas  
Second District

Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

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Fifth District

**Special thanks to:**

Lisa M. Garrett, Acting Director of Personnel  
William T Fujioka, Chief Executive Officer

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Chief Administrative Office	Human Resources	Public Works
County Counsel	Internal Services	Sheriff

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***NOTE: This Handbook has been compiled from information from the County Code and County policies and regulations. For employees who are represented by a bargaining unit, if there are any discrepancies between information in this Handbook and the Memorandum of Understanding (MOU), the MOU takes precedence.***

## ***How to Use this Handbook***

Here are some tips about using this handbook:

- Tab Dividers – sections are set apart by tab dividers, which are printed and correspond to the Table of Contents. By looking for the right tab, you can zero in on the specific information you need.
- Section Summaries – the first page of each section contains a list of subtopics. If you're not sure if a section contains the information you need, read the summary to find out for sure.

The major sections of this handbook are:

- About the County – general information about the County and its vision.
- Policies – policy statements that relate to the type of work environment the County provides for you.
- Performance Expectations – things that are expected of you as a County employee.
- Benefits – benefits you enjoy as a County employee.
- Leaves – various programs providing you time away from your job.
- Payroll – the financial part of your relationship with the County.
- Career Growth – ways to advance your career.
- Departmental – information specific to your department. This section is blank on purpose. Your supervisor or others in your department may give you information to insert behind this tab. Also, you can use this section to store reference materials for your own use.
- Employee Relations – various organizations that deal with the relationship between the County and its employees.

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In addition, there are five appendices with additional information you may find useful, including:

- List of Departments and Agencies – a description of every administrative unit within the County government.
- District Breakdown – a breakdown of the County by supervisorial district, including district maps and lists of cities and unincorporated areas within each district.
- Quick Facts – a list of facts about the County of Los Angeles and County government.
- Glossary
- Index

One final note – policies and procedures and other information will change from time to time. It would be impossible to keep this handbook 100 percent up to date all of the time. So, there may be times when parts of this handbook are out of date. For that reason, you should always check with your supervisor on matters of policy. You can also keep up-to-date through the County’s official website: <http://lacounty.info>.

# **A**bout The County



You are part of a team of employees who serve nearly 10 million County of Los Angeles residents and thousands of businesses. You can take pride in knowing that you help make a difference in people's lives by providing vital services to the people who live in our 88 cities and vast unincorporated areas.

As a County of Los Angeles employee, you need to know about performance expectations, policies, your benefits, your rights, and how to succeed at your job. You can't possibly memorize every last detail, but it's all important to know. So, this handbook was created to make it easier for you to have this information.

But, there were other reasons behind the creation of this handbook. For one, the County of Los Angeles government is vast. In any large organization, you can feel overwhelmed. This handbook is designed to give you the "big picture" of the County government and your department, your division, and your work unit.

One of the first items in this handbook is the 2009 revised County of Los Angeles Strategic Plan, which describes our Mission, our Values and our Goals on delivering quality public service. This "living document" contains the elements of the Board of Supervisors' Strategic Plan for the direction and operation of County services.

## *County Mission*

*To enrich lives through effective and caring service*

### ***BOARD OF SUPERVISORS***

A Board of Supervisors, elected by the citizens of the County in five voting districts, operates the County of Los Angeles Government. Members of the Board of Supervisors are:

- Gloria Molina, First District
- Mark Ridley-Thomas, Second District
- Zev Yaroslavsky, Third District
- Don Knabe, Fourth District
- Michael D. Antonovich, Fifth District

The Board of Supervisors serves as the governing body of the County. In that capacity, the Board enacts ordinances and establishes specific regulations for the administration of County departments and special districts. The Board also adopts the final County budget each year and fixes salaries. The heads of the various departments of the County government report directly to the Board.



## ***COUNTY STRATEGIC PLAN***

The Board of Supervisors has unanimously adopted the County Strategic Plan, including the Mission, Values and Strategic Plan Goals for the County of Los Angeles, providing their support and endorsement of a unified strategic direction for the County. Development of the Strategic Plan was accomplished with the active participation of Board offices, executives from all County departments, as well as thousands of County staff who provided input via an Internet survey. The County team is now fully engaged in the process of implementing the Strategic Plan Goals; a process that touches, and requires the active buy-in of every County employee.

### ***County Mission***

To enrich lives through effective and caring service

### ***County Values***

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

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

- Responsiveness
- Integrity
- Compassion
- Customer Orientation
- Accountability
- Respect for Diversity
- Professionalism
- A Can-Do Attitude
- Leadership



### ***Strategic Plan Goals***

#### **OPERATIONAL EFFECTIVENESS**

Maximize the effectiveness of the County's processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

#### **CHILDREN, FAMILY AND ADULT WELL-BEING**

Enrich lives through integrated, cost-effective and client-centered supportive services.

#### **COMMUNITY AND MUNICIPAL SERVICES**

Enrich the lives of Los Angeles County's residents and visitors by providing access to cultural, recreational and lifelong learning facilities programs; ensure quality regional open space, recreational and public works infrastructure services for County residents; and deliver customer oriented municipal services to the County's diverse unincorporated communities.

#### **HEALTH AND MENTAL HEALTH**

Improve health and mental health outcomes and efficient use of scarce resources, by promoting proven service models and prevention principles that are population-based, client-centered and family-focused.

#### **PUBLIC SAFETY**

Ensure that the committed efforts of the public safety partners continue to maintain and improve the safety and security of the people of Los Angeles County.

# Policies



Policies are designed to provide you with the kind of work environment that you have the right to expect under the law. It is important to understand both your rights and your responsibilities under Countywide and departmental policies. You will receive departmental policies from your department. This section is not meant to be all-inclusive; it contains only some of the Countywide policies.

- Employee Health and Safety
- Workplace Violence Policy
- Drug Free Workplace Policy
- Equal Employment Opportunity (EEO) Non-Discrimination Policy
- Sexual Harassment Policy
- ADA Compliance Program
- Diversity Policy / Cultural Awareness
- Filing Complaints on Policy Issues

## ***Employee Health and Safety***

As your employer, the County is concerned with your health and safety. As a County employee, your health and safety in the workplace is protected by Federal, State and County regulations and policies. The policies discussed here apply to all County employees, but your department may have additional safety regulations specific to your department, job, or work area.

## POLICIES

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The State of California administers its own workplace safety and health program, called Cal/OSHA (Occupational Safety and Health Act), which is designed to protect employee's safety while on the job.

Protecting your health and safety on the job and complying with safety regulations is a two-part responsibility. The County, as your employer, has some responsibilities, and you, as an employee, have some responsibilities. The goal is that everyone works together to maintain a safe workplace.

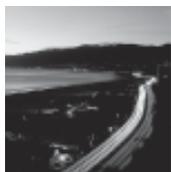
The County's policies, which comply with Cal/OSHA requirements for employers, set out its responsibilities:

- Maintain a workplace that is safe and healthful for the employees.
- Comply with workplace health and safety standards, provide an Injury and Illness Prevention Program and records, and do not discriminate against employees who report hazardous working conditions.
- Require each department in the County to have its own Injury and Illness Prevention Program and to train employees on its provisions.

Employers must also provide employees with training in general safe work practices and specific training concerning hazards unique to any job assignment.

As an employee, you have a part to play to help maintain a healthy and safe work environment as well. Your responsibilities under the law require that you:

- Obey all workplace safety and health laws, standards, orders, and regulations.
- Use protective equipment, safety devices, methods or processes intended for employee protection.
- Do not interfere with the use of safeguards by others.
- Do not remove, displace, damage, destroy or tamper with safety devices, safeguards, notices or warnings.



### *Resolving Health and Safety Concerns*

If you see an unsafe condition or a problem, you should immediately alert your supervisor or the Departmental Safety Officer and provide as much information as possible.

### ***Workplace Violence Policy***

The County is committed to doing everything reasonably necessary to protect the life, safety, and health of its employees. To enhance the security of our work environment, you must wear your County Identification Card whenever you are on County property. The County has a zero tolerance policy on threats or violence in the workplace. Workplace threats, intimidation and violence are expressly prohibited and could result in termination or other disciplinary action.

### *How to Report Violence or a Threat*

If you are threatened or witness a threat and you believe there is immediate danger, call 911 to get emergency assistance. If you do not feel there is immediate danger, notify your supervisor or manager, who will report the incident to the departmental personnel/human resources office and the Office of Security Management.

The County's Office of Security Management is staffed by Sheriff's Department personnel. They review reported security incidents and consult with departments on handling problems and preventing escalation of reported incidents.

If you are confronted by someone who has become violent or is behaving in a threatening manner, follow these tips:

- Don't be a hero.
- Don't confront anyone who has brought a weapon to work.
- Don't try to negotiate with a violent person.
- Call 911 immediately.

### *Consequences of Violating the Workplace Violence Policy*

Threats of harm are illegal, and anyone who makes a threat in the workplace may be subject to arrest and prosecution. An employee who makes a threat and is deemed to be a possible danger may be removed from the workplace while an investigation is conducted. Depending on the circumstances, the employee may be temporarily transferred to another worksite or suspended.

When it has been determined that a threat or act of violence has been committed, the employee is subject to departmental discipline, up to and including discharge.

If you have questions regarding this policy, talk with your supervisor or your departmental personnel/human resources office.

### ***Drug Free Workplace Policy***

The County has a dual responsibility – provide a safe, healthful workplace for its employees and protect the safety and health of the public. So, a County employee under the influence of illegal drugs creates a potentially dangerous situation not just for other County employees but for the public as well.

To help prevent such a situation from occurring, the County established a Drug Free Workplace Policy. The policy states that:

- The abuse of drugs, including alcohol, by employees or contract personnel is unacceptable because it adversely affects health, safety, security and productivity as well as public confidence and trust.
- Using, possessing, selling or being under the influence of illegal drugs is unlawful, dangerous and is absolutely prohibited at the workplace.
- The use of alcohol at the workplace or the misuse of alcohol or prescribed drugs to any extent that impairs safe and effective job performance is also prohibited.
- Violation of any element of this policy shall result in disciplinary action up to and including termination.



For more information about this policy, or for assistance with a substance abuse problem, contact the Employee Assistance Program (EAP), (213) 738-4200 Monday-Friday 8 A.M. to 5 P.M.

### ***Equal Employment Opportunity (EEO)/Non-Discrimination Policy***

County policy, State and Federal laws have established that no one shall be discriminated against or harassed in employment because of:

Race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sex or sexual orientation.

If you have questions, please contact your supervisor, your departmental Affirmative Action Coordinator, or the Office of Affirmative Action Compliance.

### ***Sexual Harassment Policy***

Sexual harassment is unacceptable and will not be tolerated by County government. Unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual,
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any County employee found to have sexually harassed another employee will receive disciplinary action to stop the harassment, prevent its recurrence, and prevent any retaliation. Disciplinary action can range from a verbal warning to

termination on the first offense.

If you have questions regarding this policy, contact your supervisor, your departmental Affirmative Action Coordinator, or the Office of Affirmative Action Compliance.

### ***ADA Compliance Program***

This program assures that people with disabilities are given equal opportunity in compliance with the Americans With Disabilities Act (ADA). The County's ADA Compliance Program states that:

*The County of Los Angeles does not discriminate on the basis of disability in employment or in the admission and access to its services, programs or activities. This policy applies equally to employees of the County of Los Angeles and members of the general public who access public services through County departments and related agencies.*

If you have questions regarding this program, contact your supervisor, your departmental ADA Coordinator, or the Office of Affirmative Action Compliance.

### ***Diversity Policy/Cultural Awareness***

Because it supports an inclusive, diverse workplace and cultural awareness, the County established a Diversity Policy, which states that:

*It is the policy of Los Angeles County to create an inclusive workplace environment in which each person is valued for his/her unique gifts and talents; to capitalize on the innovation inherent in diverse work groups; and to assure that each person is valued based on individual characteristics rather than on stereotypes.*

A key goal of this policy is to conduct employee training for the purpose of instructing participants to respect others and be open to their individual experiences; generating an awareness of other's personal perceptions by imparting knowledge of cultural characteristics; and teaching skills to apply cultural concepts in everyday working behaviors.



If you have questions regarding this policy, contact your supervisor, your departmental Diversity Coordinator, or the Office of Affirmative Action Compliance.

### ***Filing Complaints on Policy Issues***

If you wish to file a complaint or discuss discrimination, sexual harassment, or other forms of harassment based upon any part of the EEO Non-Discrimination Policy, the Sexual Harassment Policy, the ADA Compliance Program, or the Diversity Policy or retaliation by management or co-workers, contact any of the following:

- Your immediate supervisor
- A higher level manager
- Your departmental Affirmative Action Coordinator
- Your departmental ADA Coordinator
- Your departmental personnel/human resources office
- The Office of Affirmative Action Compliance
- The State Department of Fair Employment and Housing (DFEH) or U.S. Equal Employment Opportunity Commission (EEOC).

### ***Summary***

Our County policies and procedures are established to create and maintain a positive work environment. When policy violations occur, supervisors and managers are obligated to review all incidents and recommend appropriate corrective action. Such recommendations may include disciplinary action, up to and including discharge.

# **P**erformance Expectations



You are a County of Los Angeles employee. You are a part of an organization that is vital to the safety and well-being of millions of people. Your actions on and off the job reflect upon the County government. After all, you are not just a County government employee, you ARE the County government in the eyes of the public.

By agreeing to work for the County, you accept the responsibility of upholding the public trust – the confidence that millions of residents have that you will put their interests above your own and not try to profit unfairly from the position you enjoy.

This means having enough pride, integrity, and respect in yourself to hold yourself to a high standard of personal ethics. This section will help you understand these expectations and how you can meet or exceed them, including:

- Probation
- Customer Service Principles
- Confidentiality
- Professional Appearance
- Telephone Procedures
- Performance Evaluation System
- Outside Employment
- Attendance/Tardiness
- Requesting Leave Time
- Conflict of Interest
- Ethical and Moral Standards
- Use of County Property
- Political Activity
- Reporting Fraud

## ***Probation***

You must serve a probationary period when you are first hired and each time you are promoted to a higher level position. You do not become a permanent employee until you have successfully completed your first probation. To manage your performance and make the best of your probationary period, get a clear understanding of what is expected of you from your supervisor.

The probationary period is the time to show your department that they made the right decision. You must show that you can perform the duties of the job without a need for close supervision and monitoring.

You must take the initiative to understand policies, regulations, and instructions. You are required to deliver quality services. Most importantly, you must work and conduct yourself in a professional manner that is appropriate for your job and that exemplifies the values of the County Vision.

It is important to know that your performance is formally evaluated at the end of your probationary period and annually after that. If you do not meet performance requirements and expectations, or your behavior is unacceptable, you may be released if you are a first-time probationer. If you are serving a promotional probation, and your performance does not meet expectations, you may be discharged or reduced.

Your probationary period is the final step in the selection process. Generally, there are only two rating choices at the end of probation – *Competent* or *Unsatisfactory*. There are three ratings possible for participants in the Management Appraisal and Performance Plan – *Exceptional*, *Merit* or *Unsatisfactory*. An *Unsatisfactory* rating constitutes failure of probation and results in reduction or release from service.

County probationary periods can last anywhere from six months to one year, depending on the position you hold. Most probationary periods are six months. If you are not sure about the length of your probation, ask your supervisor.



## ***Customer Service Principles***

Isn't it frustrating when you call a business and get the "runaround" when trying to reach the right person? How do you feel when a person you're talking to has little patience for you because it is "not their job"?

We are all responsible for quality customer service. When you do not know what to do, get help. Do not let the customer, client, patient, or taxpayer leave until you check with your supervisor and provide the appropriate assistance.

Quality customer service is:

- Accurate
- Prompt
- Complete
- Courteous
- Respectful
- Professional

In the County, we are expected to assist all of the people who contact us, even when the issue is not in our area of responsibility. Taking the extra step will establish goodwill with the public. That may even translate into making some calls to find out who or where the appropriate assistance is and transferring the customer, giving the customer the correct number, or having that employee return the customer's call. Or, if you receive a misdirected piece of mail, looking up the correct employee or department and forwarding it as soon as possible. A good course of action would be checking with your supervisor to see what should be done to provide the service.

## ***Confidentiality***

As a County employee, you may be in a position to receive confidential information about County residents or other employees, such as details about the conditions of someone's finances or health.

It is vital that you protect the confidentiality of the information you receive as part of your job, only disclosing information to people within the County government who need to know the information as part of their jobs. A violation of this confidentiality is a breach of the public trust that would seriously hurt the County's ability to serve its citizens, not to mention the possibility of legal action.

## ***Professional Appearance***

Your personal appearance on the job is important. It's part of how you represent the County. It's part of being professional.

On first impression, the public judges our competence by how we look. Whether you're a nurse, laborer, groundskeeper, clerk, or accountant, clothes that are too casual or inappropriate for the job may tend to make the customer mistrust your ability.

No matter what our assignment is, it is important that we each present a neat, professional appearance appropriate to the work being done. A smile helps you present a positive, willing attitude and immediately makes your customer welcome.

## ***Telephone Procedures***

As a County employee, you will be expected to answer the telephone in a certain manner. The exact method varies from one department to the next, and, in some cases, depends upon the type of job you have. You should always be courteous and helpful. Check with your supervisor about the appropriate greeting to use when you answer the telephone.

## ***Performance Evaluation System***

As a County employee, it is extremely important that your work is evaluated. During the course of your employment, you may receive both informal and formal performance reviews. Evaluations let you know how you're doing and give you guidance on how to do your job even better. According to Civil Service Rules, the department is required to give permanent employees a written evaluation of their probation, and thereafter, annual written evaluations. Your supervisor will discuss your performance evaluation report with you and provide you with a copy. Some temporary employees may also receive performance evaluation reports.

## ***Outside Employment***

Within certain limitations, County employees may hold second jobs. You must report a second job to your department by submitting a completed *Outside Employment* form to your supervisor. As a permanent employee working 40 hours per week, you cannot work more than 24 hours a week in a second job. More importantly, your second job



cannot create a conflict of interest with your County job, such as a County real estate appraiser doing private appraisals within the County or a County social worker working for a private agency that also services County clients. For more information on conflicts of interest, see the “Conflict of Interest” section in this handbook, or ask your supervisor or your departmental personnel/human resources office.

### ***Attendance/Tardiness***

You are expected to report to work each day, and arrive on time in accordance with your work schedule. You are required to notify your supervisor if you’re going to be late or absent. In some departments, you are required to call in within a particular time limit. You must follow your work schedule, including observing your lunch and break times. Your supervisor will explain the attendance requirements for your work area.

### ***Requesting Leave Time***

Even though you may have earned time off, you must get authorization to use it. Request time off, in advance, through your supervisor or someone identified by your supervisor to contact in the supervisor’s absence. Make sure you have approval before taking time off from work. Always follow the procedures and instructions for your work area.

### ***Conflict of Interest***

As part of earning and maintaining the public trust, you must do your job within regulations and professional standards. This means that you keep your personal interests separate from your work duties and activities. The reason this is so important is that your actions reflect upon the County government as a whole.

A conflict of interest occurs when you allow personal relationships, money (or the promise of money), or other outside factors to influence how you do your job. This is against County policies and may be illegal. Employees found to be involved in a conflict of interest could face severe penalties.

Using your common sense will help you avoid a conflict of interest. If you are not sure, ask your supervisor or your departmental personnel/human resources office.

Depending on the position you hold, you may be required to complete a Conflict of Interest Declaration form from time to time. For all questions concerning possible conflicts of interest and the Conflict of Interest Declaration form, see your supervisor.

### *Lobbyist Rules*

Part of the effort to prevent conflicts of interest focuses on lobbyists and lobbying firms. This is because the nature of a lobbyist's job is to sway the opinions of people in authority, but to do so in a legal, aboveboard way. County departments must report people and businesses they have contact with that could be considered lobbyists or lobbying firms.

A County employee cannot accept a gift or gifts totaling more than \$50.00 in value in any calendar month, and a lobbyist or lobbying firm cannot make a gift or gifts totaling more than \$50.00 in value to a County employee in any calendar month. [Section 2.160.120 of the County Code]

The kind of trinkets that companies give out at trade shows, like pens, are not a problem. Things that are obviously more expensive, like tickets to sporting events or concerts, could be a problem. To be on the safe side, it is best not to accept gifts from lobbyists or anyone doing business or potentially doing business with the County. Check with your supervisor or departmental personnel/human resources office if you need more information.

### *Ethical and Moral Standards*

Integrity and accountability are key values in the County philosophy. Like responsiveness and professionalism, they are work behaviors needed to earn and maintain the public trust.

Because we are in positions where public trust is granted, the public and our managers expect that they will be able to depend on what we say and do. They expect honesty and integrity from us at all times.

You will have access to information about individuals and companies that you must not pass on to others or use for personal gain. Just as you are not allowed to accept special favors from the public because of your job with the County, you are also not allowed to do special favors for people, such as moving your friends to the front of the line.



We are expected to deal with the public and each other honestly and to conduct ourselves with integrity. You will have access to equipment, supplies and, in some cases, money. The rule is simple, we are accountable for what we do – we do not engage in any behavior that would compromise the County, or be an embarrassment to the County.

Whether we are at a work site, in uniform at any location or driving a County vehicle, we are expected to conduct ourselves so that we do not create even an impression that we are being unethical or unfair.

### ***Use of County Property***

County property is purchased with taxpayer money for use in conducting the County's business. Use of County property and equipment for personal business is prohibited. Using County property for personal business abuses your position as a County employee and is unethical and, in some cases, illegal. Departments have policies regarding the use of any special equipment that may be required for particular jobs.

#### ***Vehicles***

If required to use a County vehicle on the job or even if allowed by management to take a County vehicle home on an evening, weekend, or holiday, remember that the vehicle is to be used only for transporting you to and from your work site and is not to be used for personal business.

#### ***Telephones***

County telephones and other telecommunications equipment and services are to be used for County business only. Violations of this policy may result in disciplinary action.

#### ***Computers and the Internet***

A computer is just as much a piece of property as a vehicle or a desk. Remember that the computer is to be used for County business only. If you need to take a County computer off-site, remember to get the approval of your supervisor first.

You might have access to the Internet as part of your job. The same rules apply to surfing the Internet on a County-owned computer as to using the computer itself – use

the Internet for business purposes only. Check with your supervisor to see if you will have Internet access on the job.

### ***Political Activity***

Just because you're a County employee does not mean that you give up your right to participate in the political process. But, because you are a County employee, you have a responsibility to limit your political activities in these ways:

- Keep your political activity separate from your job and away from your workplace.
- Do not publish or say anything that implies County endorsement of any political candidate.
- Do not engage in political activity or solicit for funds during work hours, on County property, or while wearing a County uniform.

Generally speaking, just exercise good judgment. If you have a question, check with your supervisor.

### ***Reporting Fraud***

One of the ways you can help protect the public trust is to report instances of fraud or abuse of authority by County employees if and when you discover it. The best way to file a report is by going directly to your supervisor or manager. However, you should know that the County has established a Fraud Hotline to provide individuals with a way to report fraudulent activity anonymously. Allegations reported over the Hotline are evaluated and investigated by the Auditor-Controller.

The Fraud Hotline is available 24 hours a day, 7 days a week, toll free at 1-800-544-6861 or locally at 213-974-0914. Investigators are available to answer the Hotline telephone between 8:00 A.M. and 4:00 P.M., Monday through Friday. Messages can be left on the Hotline after hours and on weekends and holidays.

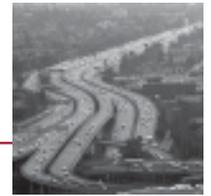
The Hotline can also be reached by email at [fraud@auditor.co.la.ca.us](mailto:fraud@auditor.co.la.ca.us), and by standard mail at: Employee Fraud and Health Inspection Fraud Hotline, Department of Auditor-Controller, 320 West Temple Street, Suite 380, Los Angeles, California 90012-3208.

**What to Report:**

- Missing Cash
- Embezzlement
- Nepotism
- Falsified Documents
- Personal Use of County Assets
- Management Improprieties
- County Health Inspector Improprieties
- Theft of Equipment and Supplies
- Inspection Kickbacks/ Bribery
- Abuse of Work Hours
- Conflict of Interest
- Workers' Compensation Abuse
- Vendor Kickbacks
- Other Improprieties

The Hotline is not for reporting welfare improprieties. Such problems can be reported by calling 323-777-4959. Informants can remain anonymous. The County's "Whistle-Blower" Ordinance [County Code Section 5.02.060] protects informants who report alleged wrongdoing or acts of fraud from retaliation by County officers, managers, or employees.

# Benefits



Aside from a paycheck, there are other benefits available to you as a County government employee, like health and retirement plans. This section contains information about the benefits available to you, including:

- Retirement
- Deferred Income
- Insurance
- Credit Unions
- Savings Bonds
- Other County Programs

## NOTE

**You must select your Retirement and Flexible Benefits plans within 60 days of your date of hire**

### *Retirement*

The County of Los Angeles offers an excellent benefit package for its employees, and one of the key benefits is the retirement plan. **New employees must select a retirement program within 60 days of date of hire.**

The primary retirement plan for County employees is administered by the Los Angeles County Employees Retirement Association (LACERA). Membership in the organization is a condition of permanent, three-quarter time or full-time employment. LACERA's plans are tax qualified defined benefit retirement plans, which means that your pension amount is determined by age, years of service and final compensation.

## BENEFITS

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### *Membership Categories*

LACERA is a multi-tiered retirement plan with plans based upon date of membership. New County employees become members of the system on the first of the month following permanent hire. Membership falls into two categories:

- Safety members, such as firefighters and designated law enforcement officers
- General members, includes all other County positions

Safety members have Plan B, a contributory plan. General members have a choice between a contributory plan, Plan D, and a non-contributory plan, Plan E.

During their orientation to County employment, new members elect their plan and submit a form to their departmental personnel/human resources office. Enrollment must be completed 60 days from date of hire, or the employee is enrolled in Plan E by default.

### *Choosing a Plan*

Understanding the plan provisions is an important part of membership. Safety members are provided with a plan disclosure booklet for informational purposes. General members must understand the differences in the contributory plan versus the non-contributory in order to elect the plan that meets their specific needs.

You will receive a plan guide to help you make your plan decision. Basic issues such as vesting periods, purchasing previous government service credit, retirement eligibility, establishing reciprocity, disability retirement rights and death benefits are discussed in the plan guide.

In making your decision, weigh your long-term needs, your family's needs, and your personal financial situation carefully. You can meet with the LACERA representatives in orientation classes or make an appointment to visit LACERA to answer any questions you may have. Additional information will be provided for those new hires who have previously worked for the County of Los Angeles.

### *Beneficiaries*

If you enroll in a contributory plan, you must name beneficiaries for the retirement benefit. How you allocate the retirement benefits among your beneficiaries is your decision,



within certain limits required by law. You will need to know the Social Security numbers of the beneficiaries as well as their birthdays when you enroll.

### *Contribution Rate*

The member contribution rate is based upon your age. Age at entrance into the plan translates into a percentage of your salary for contribution to the retirement fund. This contribution is based on pre-tax dollars. This applies to members of Plan B and Plan D only; Plan E members do not make contributions to the retirement fund.

### *Termination Rights*

If you leave County service before retirement, you may have certain rights. For instance, you can take advantage of deferred retirement benefits once you are vested in the program. Vested means you have earned future retirement benefits. Members of contributory plans are vested after five years; members of the non-contributory plan are vested after 10 years.

If you are in a contributory plan, upon termination you can withdraw the contributions as a distribution from a pension plan in compliance with IRS rules for distribution, or you can roll the contributions directly to an Individual Retirement Account (IRA). The ability to roll the contributions to an IRA gives you the ability to keep the retirement dollars for future growth and use.

If you leave County service to work at another public agency within California, you may establish reciprocity, under certain conditions. Reciprocity means that you leave the money on deposit with LACERA, join the new retirement system, and upon retiring you can utilize benefits from both agencies.

### *Contacting LACERA*

If you have questions about your retirement plan, you can look for information on the LACERA web site at <http://www.lacera.com/> or you can contact LACERA by telephone at 1-800-786-6464.

### *Retirement Benefits for Temporary Employees*

Temporary, recurrent, and part-time employees are generally not eligible for membership in any LACERA retirement plan. Instead, such employees participate in

# BENEFITS

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the Pension Savings Plan (PSP) as a condition of employment. PSP is a retirement and savings plan for these employees.

Under the current terms of the PSP, you contribute at least 4.5 percent of your compensation to the plan, and you may contribute up to an additional 7 percent. The County will contribute an amount equal to 3 percent of your compensation to the plan on your behalf.

Your account in the PSP is available to you upon termination from County service. Should you become a full-time, permanent employee and therefore eligible for participation in a County retirement plan under LACERA, you may roll over the funds in the PSP to the Horizons Deferred Income Plan.

## ***Deferred Income Plans***

As a full-time, permanent County employee, you are already building your retirement through the Los Angeles County Employees Retirement Association. Additionally, you have the opportunity to supplement that retirement with extra savings that can offer you added freedom, flexibility, and a hedge against inflation.

To encourage you to save and to make it easier to accumulate additional retirement money, the County offers two voluntary deferred income plans through automatic payroll deductions. The County provides limited matching contributions. The plans are the Deferred Compensation and Thrift Plan (Horizons) and the County of Los Angeles Savings Plan.

Both of these plans allow you to choose to “defer” or postpone receiving a portion of your current income, along with County matching contributions, until retirement. By doing this, you postpone Federal and State income taxes on the deferred amount and on any earnings until the money is actually paid to you or your beneficiary.

Some of the benefits these plans provide are:

- Establishes a long-term savings vehicle to supplement your retirement income.
- Provides a County matching contribution.
- Allows you to defer all taxes on all monies you contributed to the plan.
- Allows you to defer all taxes on any earnings on your plan account.



- Reduces your current income taxes.
- Provides you with the convenience of saving through automatic payroll deduction.

### *Eligibility*

All full-time, permanent County employees are eligible to participate in the Horizons Plan. Any full-time, permanent, non-represented County employee whose job classification is designated by the Board of Supervisors, is eligible to participate in the Savings Plan. Contact your departmental Benefits Coordinator to determine your eligibility.

For more information, or to obtain enrollment material, please log on to the Plans' website at [www.countyla.com](http://www.countyla.com) or call the Great West Life, Los Angeles County Service Center at (800) 947-0845.

### ***Medical, Dental and Life Insurance***

The County offers permanent employees one of three flexible benefits insurance plans: *Options* or *Choices* for employees represented by a union; and *MegaFlex* for employees who are not represented by a union. Some temporary employees may enroll in County medical insurance plans. The plan you are eligible to enroll in is based on your payroll title. **As a permanent employee, you must enroll in your flexible benefits plan within 60 days of date of hire.**

### *Flexible Benefits Plans*

The County offers full-time, permanent employees comprehensive insurance benefits under *Choices*, *Options* or *MegaFlex* flexible benefits plans that allow you to choose the benefits that make sense for you and your family.

As a participant in a flexible benefits plan, you receive a monthly benefits allowance from the County to pay for your benefits. If the total monthly cost of the benefits you choose is less than your monthly benefits allowance, the leftover allowance is added to your paycheck as taxable pay. If the total monthly cost of the benefits you choose is more than your monthly allowance, the difference is deducted from your pay before taxes.

## BENEFITS

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The *Choices*, *Options* and *MegaFlex* plans offer a selection of medical, dental, life, accidental death and dismemberment (AD&D), medical coverage protection (Long Term Disability health insurance), and flexible spending accounts. Spending accounts are IRS-approved ways of setting money aside to pay for certain health and dependent care expenses with tax-free dollars.

### *Temporary and Part-Time Employee Medical Insurance*

Some temporary and part-time employees are eligible for medical insurance. Check with your departmental personnel/human resources office to determine your eligibility and the deadline for your first enrollment. Eligible part-time employees receive enrollment packets in the mail.

### *First Enrollment for Permanent Employees*

If you are a new permanent employee, you have 60 days from your date of hire to enroll in your flexible benefits plan. If you are eligible for *Choices* or *Options*, your departmental personnel/human resources office will arrange a one-on-one meeting with a professional benefits enroller. If you are eligible for *MegaFlex*, you will receive an enrollment packet in the mail. The packet will contain instructions on how to enroll via an automated telephone enrollment system. If you miss the 60-day deadline, you must wait until the next annual enrollment period to enroll in a flexible benefits plan.

### *Annual Enrollment for All Participants*

Each year in the fall, eligible permanent, temporary and part-time employees are sent annual enrollment packets to select benefits for the following year. During annual enrollment, you may select, change or cancel insurance and add or drop dependants. If you do not enroll during annual enrollment, your benefits will continue; however, any flexible spending accounts and elective annual leave days will be cancelled.

### *Coverage While Not Receiving Pay*

If for any reason, you receive no pay for any calendar month, you will not receive your benefit allowance. This is also true if you work less than eight hours in a month, or receive pay for less than eight hours of leave benefits, such as sick or vacation time. When you do not receive a benefits allowance, your insurance premiums cannot be withheld from your paycheck. Therefore, to continue your insurance coverage while you are in a “no-pay” status, you must pay the entire monthly insurance premiums for your coverage.



## **COBRA**

Generally, if you and/or your dependents had County medical and dental insurance and lose that coverage because of termination of employment, divorce, or age, you and/or your dependents are entitled to continue participating in that insurance, on a self pay basis, for a minimum of 18 months or for as long as 36 months depending on your circumstances.

## ***Credit Unions***

Several different credit unions serve County employees. Each credit union is affiliated with specifically designated departments. To determine which credit unions you may join and the services they offer, check with your departmental personnel/human resources office.

## ***Savings Bonds***

The U.S. Savings Bonds Program allows you to purchase savings bonds through payroll deductions. It is a very convenient way to save money for the future, because it comes directly out of your paycheck. To find out more about the savings bond program, contact your departmental Savings Bonds Coordinator or call (213) 974-2523, CAO-Workplace Programs.

## ***Other County Programs***

The County provides programs for the benefit of its employees, including charitable giving, child care, trip reduction assistance through ride share programs, assistance for victims of domestic violence, substance abuse recovery, and aid in the event of a natural disaster.

### ***Charitable Giving***

The County provides a payroll deduction program to support local nonprofit charitable organizations. The program helps support nonprofit groups, which provide a broad range of health and human care services to the residents of the County of Los Angeles.

Participation in the payroll deduction program is optional. You can decide how much of your pay to donate. This can be a flat rate, like \$50 per pay period, or a percentage of your earnings. For more information about donating to your favorite charity through

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payroll deduction, contact your departmental Charitable Giving Coordinator or call (213) 974-2466, CAO-Workplace Programs.

### *Los Angeles County Child Care Program*

The County has developed several employee child care centers for our workforce. Serving the children of County employees at reasonable prices, the programs are operated by professional child care organizations under contract with County departments. To qualify for the program, children must be between the ages of newborn and six years.

Additionally, the County offers programs to help employees bridge work and family life through programs such as Parenting Seminars and a Parent Resource Center.

For information regarding child care resources for County employees, call the Office of Child Care at (213) 974-4103 or visit the website at [cao.co.la.ca.us](http://cao.co.la.ca.us).

### *Ridesharing (Trip Reduction)*

In order to help reduce traffic congestion and air pollution, the County has established several options for employees. Employees who work in the Los Angeles Civic Center area receive a travel subsidy to encourage the use of public transportation. The Chief Administrative Office operates a vanpool program and many worksites throughout the County offer convenient, designated parking for carpools and vanpools. You can find a rideshare match through the Commuter Computer service and look into any options available by contacting your departmental Transportation Coordinator or your departmental personnel/human resources office.

### *Los Angeles County Employee Domestic Violence Assistance Program*

Out of concern for the well-being of its employees, the County established the Los Angeles County Employee Domestic Violence Assistance Program. This program helps managers and supervisors recognize the signs of domestic violence, learn how to be supportive of employees who are victims of domestic violence, and get information to all employees about what resources are available to assist abuse victims.

For more information on the program, read the Domestic Violence Victim's Handbook, "It Shouldn't Hurt To Go Home." If you are a victim of domestic violence and need help,



call the 24-hour Domestic Violence Hotline, (800) 978-3600, or the Employee Assistance Program (EAP), (213) 738-4200 Monday-Friday 8 a.m. to 5 p.m., or talk to your supervisor.

### *Safe Haven Program*

The California Safely Surrendered Baby (Safe Haven) Law allows distressed birth parents to legally, confidentially, and safely surrender their baby; provides a safe place for babies; protects the parent(s) from arrest or prosecution for abandonment as long as the baby has not been abused or neglected; does not require that names be given when the baby is surrendered; permits the parent(s) to bring a baby (within three days of birth) to any hospital emergency room or designated safe haven site in California.

As part of the County's efforts to end child abandonment, a *Safe Haven Hotline* has been established. Parents planning to abandon their newborns may call the hotline 24 hours a day, seven days a week to get information on the State's 72-hour Safe Haven law and the closest designated safe haven. Professionals who speak more than 160 languages staff the service. Anyone in need of this service may call the hotline at (877) 725-5111. You may also contact the program at [www.babysafela.org](http://www.babysafela.org).

### *Employee Assistance Program*

The Employee Assistance Program (EAP) is a program of assessment, brief counseling, and referral services available to County employees from professional mental health counselors. The program's goal is to help employees and/or their family members who are experiencing emotional, substance-related, situational, or relationship problems that are creating distress and posing difficulties in their daily lives.

Helping an employee to cope with or resolve problems during times of distress is a win-win proposition. The employee wins by getting professional help to manage or overcome the distressful problem. The employer wins by having an employee who is more likely to remain a healthy, positively oriented, and productive worker.

Highlights of the EAP:

- **Eligibility:** The EAP is available to all County employees and their family members (spouses, domestic partners and dependents). However, the EAP may not intervene in cases involving an employee who has an open Workers' Compensation stress claim.

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- It is voluntary. EAP is available to those choosing to take advantage of its services.
- It is confidential. Matters discussed with the EAP counselor remain confidential, except circumstances reportable by law, such as child abuse or posing a danger to self or others. Records are maintained by the EAP and are not released to the employee's department or to any other source unless the employee requests such release in writing, or a court orders the release of such records.
- At least the first session may be on County time with the permission of the employee's supervisor. State regulations limit County EAP visits to no more than three in a six-month period. At the discretion of the individual department, visits beyond the initial session may be on County time. Supervisors are generally very supportive of EAP services. If County time is used, the counselor will give a Confirmation of Visit slip to the employee to verify for the supervisor that the employee kept the EAP appointment.
- It is free to the employee. There is no charge to the employee to see an EAP counselor. However, if the counselor recommends specialized or more extensive services through another source, such as the employee's health plan, the employee assumes responsibility for any co-payments or fees associated with those services. The EAP recognizes that controlling costs is important to most employees, so referrals tend to take cost into account.
- The counselors are licensed mental health professionals, generally Licensed Clinical Social Workers or Marriage and Family Therapists. Several have also obtained a national credential as a Certified Employee Assistance Professional.

The EAP operates on an appointment basis. To schedule an appointment, call (213) 738-4200 during regular office hours, which are Monday-Friday from 8 a.m. to 5 p.m. Its headquarters and primary office location is 3333 Wilshire Boulevard, 10th Floor. A part-time satellite facility is located on the grounds of Olive View Medical Center in Sylmar, and other satellite locations may become available in the future.



### *Employee Disaster Assistance Program*

To help its employees cope with a disaster, the County created the Employee Disaster Assistance Program. The program provides a list of resources that might be needed in the event of a disaster at home or at work.

In the event of a disaster, employees can get important information and emergency assistance from the following Hotlines:

#### *Disaster Incident Hotlines*

Care and Shelter	(800) 339-6993
Mental Health	(800) 854-7771
Financial Services	FEMA (800) 462-9029 LACERA Home Loans (800)-2 LACERA Savings and Horizons Plans (800) 947-0845
Child Care Services	(213) 974-2440
Transportation Assistance	(800) COMMUTE
National Flood Insurance Program	(800) 427-4661

Employees may make temporary arrangements for their jobs, such as telecommuting or alternate work schedules through the program. For more information, contact your departmental Employee Disaster Assistance Program Coordinator.



This section explains the various types of leaves offered to County of Los Angeles employees, including:

- Vacation Leave
- Sick Leave
- Megaflex Leave
- Jury Duty
- Family and Medical Leave Act
- Family School Partnership Act
- Workers' Compensation Leave
- Holidays
- Bereavement Leave

## ***Vacation Leave***

Only daily and monthly non-MegaFlex employees are eligible to earn vacation time. You earn a fraction of a vacation hour for each hour worked or each hour on a paid leave. However, you cannot use your earned vacation time until after you have completed one year of service. If you are a new employee, your time earned will not appear on your check stub until after you have completed your first year of service.

Your vacation earnings increase based on years of service. Vacation time you do not use in a calendar year can be carried over. Management may require you to use excess vacation hours each year. The maximum vacation time you can carry over at the end of each calendar year is 320 hours. Unused hours in excess of 320 are paid automatically.

Forty-hour a week employees earn a maximum of 80 vacation hours a year during their first four years of service. Vacation allowance increases gradually up to a maximum of 160 hours a year after 13 years of service. New hires in the Probation Department on a 56-hour schedule earn a maximum of 112 hours vacation a year, while newly hired Fire Department 56-hour employees can earn a maximum of 144 hours vacation a year.

All employees must obtain supervisory approval, in accordance with department policy, before using vacation time.

### ***Sick Leave***

Daily and monthly employees who are non-MegaFlex are eligible to earn sick leave each pay period during the calendar year. You earn a fraction of sick leave for each hour worked or each hour on paid leave, but you do not earn sick leave when on unpaid leave.

Sick leave is earned based on your job class, and in some cases, work schedule. Check with your supervisor to determine the maximum number of sick leave hours you can earn annually. Most classes earn a maximum of 96 hours yearly.

Sick leave earned during a pay period can be used during the following pay period. Unused sick leave is accumulated.

In general, employees earn a little more than four hours of sick leave every pay period, or eight hours per month, up to their annual maximum. The paystub you receive on the 15th of the month shows the total sick leave you have available.

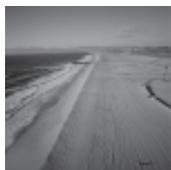
#### *Using Sick Leave as Personal Leave*

For 40-hour a week employees, up to 48 hours of earned full pay sick leave may be used annually as personal leave with advance approval of your supervisor. For 56-hour a week employees, up to 72 hours may be used annually.

#### *Part Pay (Percentage) Sick Leave*

After 6 months of service, you are granted 56 hours of part pay sick leave at 50% of your regular salary. After one year of service, you are granted fixed amounts of part pay sick leave at both 50% and 65% at the beginning of each calendar year.

You may use part pay sick leave only after you have used all full pay sick leave and have been absent five consecutive calendar days for a particular illness or injury unless the illness or injury results in hospitalization. In the latter case, there is no five-day waiting period. See your supervisor or your departmental personnel/human resources office if you have questions regarding part pay.



### *Long Term Disability Leave (non-Megaflex)*

All employees (except Megaflex participants) who are members of General Retirement Plan A, B, C, D, or E receive County-paid income replacement coverage equal to 60% of their monthly salary. These benefits begin after an employee completes a six-month waiting period following the date of disability.

### ***MegaFlex Leave***

Full-time, permanent employees who are not represented by a union are eligible for leave through the MegaFlex Flexible Benefit Plan. Instead of traditional vacation and sick leave days, MegaFlex participants earn non-elective leave days and may buy additional days (elective leave) if they are needed. Together, these annual leave days provide maximum flexibility because they can be used for sick, vacation or personal leave.

#### *Non-Elective Leave*

Each year, you earn up to 10 non-elective days at no cost to you. For new employees, the number of days you earn is prorated from the date you became a MegaFlex participant to December 31, and credited for your use after one year of County service. For example, if you became a MegaFlex participant on July 1, and worked full time for the remaining calendar year, you would receive five days of non-elective leave which you could begin using on July 1 following the year you became a MegaFlex participant, subject to supervisor approval. After that, you will receive up to 10 non-elective days every January 1, based on your total active service in the previous year. Unused non-elective leave may be accumulated.

#### *Elective Leave*

When you are initially hired, you may purchase one to 20 days elective annual leave days from your monthly benefits allowance or through before-tax payroll deductions. You may use elective leave at any time, subject to supervisor approval. During the annual benefits enrollment, generally held in October, you may purchase up to 20 days of elective leave for the following calendar year.

### *Using MegaFlex Leave*

Both non-elective and elective leave may be used for any reason, and require prior approval from your supervisor unless you are sick. As a new employee, you may begin using your elective annual leave in the month that your participation in MegaFlex begins. You must use all your non-elective leave days issued on January 1 of each year before you can use any elective leave purchased for the same year. You must use elective leave in the plan year in which it is purchased. Elective annual leave days cannot be carried over to the next year. If you purchase elective leave but cannot use any or all of it, you will be reimbursed at the end of the year for the unused portion. IRS rules forbid reimbursement of elective leave after the plan year for which it is purchased.

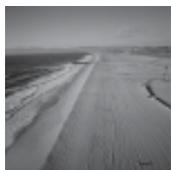
### *Short Term Disability Leave (MegaFlex)*

MegaFlex participants are also eligible for two Short Term Disability Leave options. The first is the Core Benefit (County paid) requires a 14 consecutive calendar day Waiting Period before benefits become payable. A 70% income replacement is paid for the remainder of the approved STD period. The second is the Additional Benefit (Purchased) requires a 7 consecutive calendar day Waiting Period. A 100% income replacement benefit is payable for the first 21 day period, then an 80% income replacement benefit for the remainder of the approved STD period. See your MegaFlex election materials for costs and details regarding waiting periods.

### *Long Term Disability Leave (MegaFlex)*

Long Term Disability Leave (LTD) is available to MegaFlex participants. If you are a member of General Retirement Plan E and have five or more years of continuous service, payment equal to 40% of your monthly salary is provided. You may purchase additional coverage to replace 60% of your monthly salary.

All members of General Retirement Plan A, B, C, or D and members of Safety Retirement Plan A and B with less than five years of continuous service may purchase income replacement coverage for 40% or 60% of their monthly salary. See your MegaFlex election materials for costs and details regarding waiting periods.



## ***Jury Duty***

Permanent monthly employees receive their regular pay when ordered to serve on a jury. Jury duty leave continues as long as you are required to serve. Courts provide a proof of service document which you must submit to your supervisor.

To receive your regular pay, you must deposit any jury service fees (other than mileage) with the County Treasurer. If you serve in Los Angeles County, this should be done automatically through the Auditor-Controller by the court.

Daily or hourly employees do not receive paid leave for jury service. Monthly recurrent and monthly temporary employees receive two days or 16 hours paid leave if they have accumulated 1,600 hours or more of active service during the previous calendar year.

When summoned to jury service, notify your supervisor immediately and ask about procedures used in your department.

## ***Family and Medical Leave Act***

The Federal Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and certain provisions of California's Fair Employment and Housing Act (FEHA) were enacted to help employees balance their work and family responsibilities. Under the FMLA and CFRA, eligible employees are allowed up to 12 workweeks of unpaid, job-protected leave within a 12-month period for any of the following family and medical reasons:

- The birth of the employee's child and the care of the infant
- The placement of a child with the employee for adoption or foster care
- To care for the employee's spouse, child or parent who has a serious health condition
- The employee's own serious health condition which prevents the employee from performing the functions of his or her job

Employees are eligible for FMLA and CFRA leave if they have worked for the County for at least 52 weeks and have worked at least 1,250 hours during the 12 months immediately preceding the first day of leave. Both FMLA and CFRA leaves are unpaid, but the employee may choose to use accrued paid leave to cover part or all of the leave period.

Flexible benefits plan contributions and other benefits will continue uninterrupted if the employee uses paid leave. For eligible employees who take unpaid leave, the County will continue to maintain medical and dental coverage (up to a maximum of 12 weeks) while the employee is on family or medical leave. Employees whose medical and/or dental insurance premiums exceed the County contribution will be billed by the Department of Human Resources Employee Benefits Division for the premium amount that exceeds the County contribution.

Under the FEHA, employees disabled by pregnancy, childbirth or related medical conditions are allowed up to four months of unpaid pregnancy disability leave (PDL). While on PDL, employees may choose to use accrued paid leave to cover part or all of the leave. Employees are eligible for PDL on their first day of employment.

It is the responsibility of department management to determine if a leave qualifies as FMLA, CFRA or PDL, and then, to credit the absence against the maximum duration limits under the applicable law (e.g., 12 workweeks under FMLA).

For more information, check with your supervisor or your departmental personnel/human resources office.

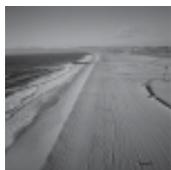
### ***Family School Partnership Act***

This act was created to make sure parents are allowed to take an active role in their child's school without jeopardizing their status at work. With adequate prior notification, an employee is allowed up to eight hours a month of either paid or unpaid leave to a maximum of 40 hours per calendar year to participate in the school activities of children enrolled in kindergarten through 12th grade. The Board of Supervisors has expanded the leave privileges for County employees to include preschool activities.

### ***Workers' Compensation Leave***

In California, if you become injured on the job, you are entitled to Workers' Compensation benefits. Because California has a "no fault" system, barring gross negligence, an injured worker cannot sue the employer. The system was established by, and is closely monitored by, the State.

If you are injured at work, notify your supervisor immediately and complete the forms you receive within the required deadlines. Check with your supervisor, your



departmental personnel/human resources office, or the departmental Workers' Compensation Coordinator for more information.

### ***Holidays***

Only monthly employees, whether permanent, temporary, part-time or full-time, are eligible for paid leave for holidays. Currently, the Board of Supervisors has approved 11 annual holidays:

- New Year's Day – January 1
- Martin Luther King Jr.'s Birthday – Third Monday in January
- Presidents' Day – Third Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September
- Columbus Day – Second Monday in October
- Veterans Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Friday after Thanksgiving – Fourth Friday in November
- Christmas – December 25

If January 1st, July 4th, November 11th, or December 25th falls on a Saturday, the previous Friday is a holiday. If any of those dates falls on a Sunday, the following Monday is a holiday.

If a holiday falls on your regular day off, you may accumulate that holiday time. There is no limit to how long you can carry over the time, but management has the option of paying you for your unused holiday time after two years have elapsed from the date the time was earned.

For 40-hour a week employees, holiday time is accrued at 8 hours. For 56-hour a week employees, those in the Probation department earn 12 hours, while those in the Fire department receive 5 1/2 shifts of holiday time in January.

If you are on the 9/80 or 4/40 work schedule, check with your supervisor regarding the use of accumulated holiday time on a regular workday in your department.

### ***Bereavement Leave***

Bereavement leave is paid leave time provided to full-time monthly, permanent, temporary or recurrent employees who suffer the death of certain family members. Family members whose death qualifies for bereavement leave are an employee's father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild, grandfather, grandmother, grandchild or domestic partner.

Full-time permanent employees are allowed up to three working days bereavement leave, regardless of their work schedule. Employees on a 56-hour workweek in the Probation Department, are allowed up to 36 hours bereavement leave. All other employees on a 56-hour workweek schedule may take up to 33 hours bereavement leave. Any full-time permanent employee who is required to travel a minimum of 500 miles one-way in connection with such an absence may receive an additional two working days bereavement leave.

A full-time monthly recurrent or monthly temporary employee who has completed at least 200 days of active service in the previous calendar year is allowed eight hours bereavement leave in any one year.

# **P**ayroll



This section contains information you need to make sure the financial part of your relationship with the County runs smoothly, including:

- Salary
- Paydays
- How to Read a Paystub
- Direct Deposit
- Overtime
- Salary Increases
- Mileage/Parking Reimbursement

## ***Salary***

Your starting salary was verified for you when you signed all your incoming papers. If your item is on a step pay plan, you receive scheduled raises annually, until you reach your maximum step, as long as you perform competently. If you have questions, contact your supervisor or your departmental personnel/human resources office.

## ***Paydays***

Monthly employees are paid for the previous calendar month on the 15th of the current month. If you're on direct deposit, you'll get an advance of approximately half your salary on the 30th of the month.

When a payday falls on a weekend or a holiday, you're paid on the last workday before the weekend or holiday.

## *How to Read a Paystub*

Your paystub contains useful information, such as income tax deductions and flexible benefits information. To make it easier for you to find the information you need, the illustration at right shows a sample County employee paystub. The information fields are numbered, and the following list gives the definition for each field:

- |  |   |  |
|--|---|--|
| 1. Employee's Dept. Number                     | 24. Current Amount Deposited for Employee                           | 42. YTD Tax/Deduction Amount   |
| 2. Employee's Dept. Pay Location               | 25. Current Imputed Income  | 43. Deduction Code Eligible for County Subsidy or Matching Contributions |
| 3. Employee's ID Number                        | 26. Year-to-Date (YTD) Imputed Income                               | 44. Description of County Subsidy/Match                                  |
| 4. Employee's Name                             | 27. Federal Marital Status  | 45. Current County Subsidy/Match   |
| 5. Last Day of Current Pay Period              | 28. Federal Exemptions Claimed                                      | 46. YTD County Subsidy/Match   |
| 6. Direct Deposit Issue Date                   | 29. Federal Additional Amount Withheld                              | 47. Source of Flexible Benefit Funds                                     |
| 7. Direct Deposit Number                       | 30. State Marital Status  | 48. Funds Available to Pay Current Flexible Benefits                     |
| 8. Net Amt. Deposited for Employee             | 31. State Exemptions Claimed  | 49. YTD Flexible Benefit Funds   |
| 9. Date Deposit Made                           | 32. State Additional Exemptions Claimed                             | 50. Deduction/Earning Code Paid with Flexible Benefit Funds              |
| 10. Employee's Bank Acct. No.                  | 33. State Additional Amount Withheld                                | 51. Name of Deduction/Earning Paid with Flexible Benefit Funds           |
| 11. Employee's Bank ID Number                  | 34. Earnings Code Number for Earnings, Advances, and Reimbursements | 52. Current Distribution of Flexible Benefit Funds                       |
| 12. Employee's ID Number                       | 35. Earnings Code Description                                       | 53. YTD Distribution of Flexible Benefit Funds                           |
| 13. Employee's Name                            | 36. Current Hours or Units Paid                                     | 54. Date of Most Recent Leave Benefit Balance Update                     |
| 14. Employee's Dept. Number                    | 37. Current Earnings, Advances or Reimbursements Amount             | 55. Leave Benefit Code Number  |
| 15. Employee's Dept. Pay Location              | 38. YTD Earnings, Advances or Reimbursements Amount                 | 56. Leave Benefits Code Description                                      |
| 16. Employee's Soc. Security Number            | 39. Deduction Code Number   | 57. Current Available Hours  |
| 17. Direct Deposit Number                      | 40. Tax/Deduction Description                                       | 58. Current Excess Hours   |
| 18. Direct Deposit Issue Date                  | 41. Current Tax/Deduction Amount                                    | 59. Message  |
| 19. Last Day of Current Pay Period             |   | Note: H.I.T. is Health Insurance Tax (Medicare)                          |
| 20. Total Current Earnings                     |   |  |
| 21. Total Current Advances                     |   |  |
| 22. Total Current Reimbursements               |   |  |
| 23. Total Period Taxes and Deductions Withheld |   |  |



**County Of Los Angeles**  
Auditor-Clerk's General Warrant  
Warrant Number Paid: Los Angeles, CA

Annual Date: 10/31/02  
Year Paid: 11/15/02  
Reference No: 4436548

**NOT NEGOTIABLE - AUTOMATIC DEPOSIT RECEIPT**

Disclosed to the extent of:

1 DEPOSIT TO THE ACCOUNT OF: 2 PAYEE: 3 EMPLOYEE NO:  
 4 JOHN DOE 100 007 301401

5 The Sum of \$\*\* 983.35 has been  
 6 deposited on 11/15/02 to:  
 7 Your Account No: 502369587  
 8 Your Bank I.D. : 42578152

Thanks for participating in our Direct Deposit Program!

County of Los Angeles - Statement of Earnings, Deductions, And Benefit Balances - Retain For Your Records									
Employee No.	Employee Name	Dept.	PL	Social Security No.	Warrant No.	Issue Date	Annual Date		
12 301401	13 JOHN DOE	14 000	15 007	16 501-23-8697	17 4436548	18 11/15/02	19 10/31/02		
20	Current Earnings	21 Advances	22 Reimbursements	23 Taxes & Deductions	24 Net Pay	25 Imputed Income	26 YTD Imputed		
	2,750.00	.00	.00	1,766.65	983.35	.00	.00		
<b>W-4 DATA</b>		27	28	29	<b>DE 4 DATA</b>		30	31	32
	27 SINGLE	28 01	29 .00	30 SINGLE	31 00	32 00	33	34	35
Code	Earnings	Hours	Current	Year-To-Date	Code	Taxes/Deductions	Current	Year-To-Date	
099	REG EARN	248.0	2,500.00	25,000.00		FED TAX	467.50	4,675.00	
036	FLEX EARN	1.0	250.00	2,500.00		STATE TAX	192.50	1,925.00	
						100 ESA RECOVER	983.35	.00	
						202 LIFE INS-C	23.50	235.00	
						190 DEF RETIRE	.00	.00	
						125 BOND SER EE	100.00	1,000.00	
34	35	36	37	38	39	40	41	42	
Code	County Contribution	Current	Year-To-Date						
43	44	45	46						
<b>County Flexible Benefit Program</b>				<b>Employee Benefit Balance As Of 11/01/02</b>					
Source Of Funds	Current	Year-To-Date	Code	Description	Available Hours	Unused Hours			
CTY-CONTRIB	487.59	4,875.90	011	SICK - 100%	327.00	0.00			
47	48	49	012	HOLIDAY	15.00	0.00			
Code	Use Of Funds	Current	Year-To-Date	021	VACATION	120.00	0.00		
250	KAISER-NR	204.00	2,040.00	55	56	57	58		
303	LIFE INS-D	2.50	25.00						
297	SAFEGUARD-NR	26.09	260.90						
220	FLEX ADMIN	5.00	50.00						
036	FLEX EARN	250.00	2,500.00						
60	61	62	63						
69 OUR MISSION: TO ENRICH LIVES THROUGH EFFECTIVE AND CARING SERVICE.									

## ***Direct Deposit***

Direct deposit is a way of depositing your paycheck in a checking or savings account automatically. You choose the account the deposit will be made into. Then, instead of receiving a check on payday, you receive a deposit stub showing that the money has been deposited into your account. As an added benefit, monthly employees on direct deposit receive an advance of half their monthly salary on the 30th of the month, instead of having to wait until the 15th of the following month.

You should receive direct deposit signup forms during your first day on the job. If you need a form, contact your departmental personnel/human resources office. Direct deposit is completely voluntary. Be sure to notify your payroll office if you change your bank or bank account.

## ***Overtime***

Not all positions qualify to receive overtime compensation. If your position does qualify, you may be compensated in pay or accrued time. You must always get prior approval from your supervisor before working overtime. If you have questions, see your supervisor or your departmental personnel/human resources office.

### ***Fair Labor Standards Act***

Most County employees receive overtime compensation for working more than 40 hours in a week, as described in the Fair Labor Standards Act (FLSA). The FLSA is a federal law applicable to County employees since the mid 1980s.

Most professional, managerial, and high level staff positions are considered exempt from the provisions of the FLSA. Exempt positions generally do not receive additional pay for working more than 40 hours in a week. However, exempt employees may accrue time to be used at a later date when they can claim a full shift, based on departmental policy.

**NOTE:** Policy regarding the form by which overtime is compensated varies from department to department. Consult with your supervisor or your departmental personnel/human resources to determine the policy in your department.



## ***Salary Increases***

Salary increases are dependent on your pay plan. The types of pay plans are:

- General Step Pay Plan
- Physician Pay Plan
- Management Appraisal and Performance Plan

### ***General Step Pay Plan***

The step pay plan is intended to increase an employee's pay in steps as he or she acquires experience. Most County employees are paid on the County Standardized Salary Schedule. A number-and-letter combination is used to define the pay level. The number is referred to as the schedule, and the letter is referred to as the level. For each schedule and level there are five steps, which are approximately 5.5 percent apart.

A few classes are paid on an alternate salary grid. The pay level and the number of steps are identified for each item by the Board of Supervisors. Steps may be in increments of more or less than the standard 5.5 percent.

### **Step Anniversary Date**

Employees normally are initially placed on the first step in the salary schedule for their classification, although some classifications begin at higher steps. Future steps are granted on the employee's step anniversary date, which is usually one year from the appointment date.

The step anniversary date is always adjusted to fall on the first day of a month. If the date of appointment to the class is from the 1st to the 15th of the month, the step anniversary date is set to the 1st of that month. If the appointment date is from the 16th to the end of the month, the step anniversary date is set to the 1st of the following month.

## Step Advances and Salary Adjustments

Step advances are granted, usually at one-year intervals, until the top step approved for the class is reached. The top step is usually the fifth step, but some classes are paid on a range with more or fewer than five steps. Step advances are granted only if the employee's current annual performance evaluation is rated "Competent" or better.

In addition to step advances, salaries are adjusted periodically by the Board of Supervisors or through negotiations with labor unions to ensure County salaries are sufficient to attract and retain quality employees. All adjustments must be approved by the Board of Supervisors.

### *Physician Pay Plan*

Physicians are paid on a separate salary grid, called the Physician P Schedule, with 13 steps for each level and 14 different salary levels. Each physician classification and specialty is assigned a salary level approved by the Board of Supervisors. The beginning step varies with each physician, normally based on prior experience.

### *Management Appraisal and Performance Plan*

The Management Appraisal and Performance Plan (MAPP) is the pay plan for top management and high-level staff positions. Under this pay plan, salary increases are linked to performance.

The MAPP Salary Structure Table contains no specific steps. Instead, the grid consists of a broad range, with the mid-point of each range called the control point. Employees move through the range based on performance and periodic adjustments to ensure the salary range is appropriate for each class. The salary range is established for each class by the Board of Supervisors.

Generally, upon appointment, an employee can be placed anywhere along the salary range as determined by the department head. However, there are various rules to be followed and approvals obtained before placement above the control point or placement resulting in a large percentage increase can be made.



### ***Mileage/Parking Reimbursement***

Employees who are required by management to use their private vehicles for County business are reimbursed for their mileage. Such employees are called mileage permittees. For the current reimbursement rate and claiming procedures, check with your supervisor.

### ***Vehicle Insurance Coverage***

Employees who drive on County business are covered by the County's self-insurance program. Under this program, employees are reimbursed for any loss or damage to their private vehicle which occurs while driving on County business. Also, the County will cover any third-party liability for any loss or damage to another party who was involved in an accident with a County employee.

If you are a mileage permittee, you will receive from your supervisor a packet of instructions and forms to carry in your vehicle in case of an accident. For more information, see your supervisor.

# Career Growth



The County of Los Angeles offers many opportunities for you to advance your career without leaving the ranks of County government. As County employees, each of us is responsible for the development of our own career. This section explains how career advancement works within the County government and how you can best take advantage of the opportunities afforded you, including:

- Promotional Opportunities
- How to Read Employment Bulletins
- Examination Process
- How to Complete Applications
- Transfer Policies
- Training & Education

## ***Promotional Opportunities***

Because the County operates under a civil service system, promotional examinations are administered to determine candidates who are best qualified for advancement. Promotional examinations are open to qualified County employees who have successfully completed their first probationary period and who meet minimum or selection requirements as indicated on the employment bulletin.

Announcements of examinations to fill position vacancies throughout the County are posted at the County of Los Angeles Department of Human Resources Employment and Training Center, 3333 Wilshire Boulevard, Los Angeles, CA 90010. Employees may call the Job Hotline at (800) 970-LIST or access job information through the Department of Human Resources web site at <http://hr.co.la.ca.us>.

Departmental personnel/human resources offices post notices of examinations that they are conducting as well as other bulletins for vacancies within other County departments. Bulletins are also posted on various bulletin boards at work locations throughout the County.

### ***How to Read Employment Bulletins***

An employment bulletin contains all the essential information you need to know about a job, both to help you decide if you qualify for the job, if you are interested in the job and to help you apply for it. The illustration at right shows the front side of a sample employment bulletin. The numbered items below explain the type of information you will find on the front side of a bulletin:

1. Bulletin Number – ID number for this posting.
2. Bulletin Posted – Date the posting was issued.
3. How to File – Instructions on where, when, and how to file your application.
4. Monthly Salary – Salary for this position.
5. Examination Number – ID number of the examination you will have to take in order to be considered for this position.
6. Job Description – Details about the job, including whether it is permanent or temporary, the type of work you will be doing, and so on.
7. Minimum or Selection Requirements – Requirements that you must meet in order to be considered for this position.
8. License – Any licenses or certificates that you must possess in order to be considered for this position.
9. Instructions for Completing Your Application – Self-explanatory.



COUNTY OF LOS ANGELES  
DEPARTMENT OF HUMAN RESOURCES  
**CAREER OPPORTUNITIES**

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 THE ADA COORDINATOR FOR THE DEPARTMENT OF HUMAN RESOURCES.

Bulletin Number: 01-022 ①

② Bulletin Posted: March 9, 2001

- ③ **HOW TO FILE:** A standard Los Angeles County employment application for this position will be accepted only on business days between 8:00 a.m. and 5:00 p.m., beginning Tuesday, March 13, 2001 through Friday, April 13, 2001. Applications must be received, either in person or by mail, by 5:00 p.m., on the last day of filing, at the following location:

Department of Human Resources  
Employment Information Services Office  
3333 Wilshire Boulevard, Suite 100  
Los Angeles, CA 90010

**ADMINISTRATIVE INTERN**

④ MONTHLY SALARY: \$2,774.82 to \$3,257.45

⑤ EXAM NUMBER: R0895D

- ⑥ **THE ADMINISTRATIVE INTERN PROGRAM:** The Program is a two-year paid internship. This is a permanent County position that will provide interns a general overview of the County government system, through classroom participation and practical application. Interns will also be provided a description of the responsibilities of County departments which provide services in such critical areas as public health, courts, child welfare, social services, arts and cultural activities, law enforcement, and community development.

The initial twelve-month assignment will be with the Department of Human Resources and will provide experience in the areas of Recruitment and Selection, Workers Compensation, Benefits, Compensation, Classification or Organizational Development. The next twelve months will be with the Chief Administrative Office working in areas such as Asset Management, Compensation, Employee Relations, Budget or Legislation. Over the course of the Program, interns will be given periodic appraisals assessing their participation and performance in classroom and department assignments. Interns must successfully complete a twelve-month probationary period.

Successful completion of this program will enable interns to compete for various permanent administrative, technical, or first line supervisory positions throughout the County.

**ESSENTIAL JOB FUNCTIONS:** An Administrative Intern conducts studies or assists staff in budget and fiscal analysis, systems and procedures analysis, organization studies, legislative analysis, classification and compensation analysis, recruitment and selection studies, statistical research, and related special projects. Prepares written reports of findings, recommendations and results of studies and assists in the implementation of programs. Attends training sessions and staff conferences. Assists in the preparation of reports, ordinances, manuals, brochures, memoranda and correspondence. Performance of these tasks may require the use of a variety of computer software.

- ⑦ **SELECTION REQUIREMENTS:** A Bachelor's Degree or higher from an accredited four-year college.

Candidates who will meet the requirements by the end of June 2001 may also apply but their name will be withheld from certification until all requirements are met.

- ⑧ **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.

- ⑨ **INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:** The acceptance of your application depends on whether or not you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. **In order to receive credit for any type of college degree, such as Bachelor, Master, or Doctorate degree, or for completion of a certificate program, you must include a photocopy of the diploma or certificate with your application.** For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

(OVER)

DEPARTMENT OF HUMAN RESOURCES

Centralized Examining and  
Test Research Division  
3333 Wilshire Boulevard, Suite 100  
Los Angeles, California 90010  
(213) 738-2084 or  
(213) 738-2039

Internet Access  
hr.co.la.ca.us

Disability Accommodation  
Requests to ADA Coordinator  
(213) 738-2057 (Voice)  
(800) 899-4099 (TTY)  
(800) 897-0077 (TTY)  
(800) 735-2922 (CRS)

- 10 **SPECIAL INFORMATION:** Appointees may be required to work any shift including evenings, nights, weekends, and holidays.
- 11 **VETERAN'S CREDIT:** Veteran's credit of 10 (ten) points will be added to a passing grade for (a) an honorably discharged veteran who served in the armed forces of the United States during periods authorized by Los Angeles County; (b) the husband or wife of such veteran, who while engaged in such service, was wounded or disabled and thereby permanently prevented from engaging in any paid employment or the widow or widower of any such person who died or was killed in such service. Applicants claiming veteran's credit **MUST** attach to their application, a legible copy of their DD-214, showing the type of discharge and the dates of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**
- 12 **DISABILITY ACCOMMODATIONS:** Applicants who require special testing arrangements such as readers or interpreters must provide advance notice of their disability and required accommodation. The front side of this bulletin lists the telephone numbers to call to make disability accommodation requests. The County will attempt to meet reasonable accommodation requests whenever possible.
- 13 **EXAMINATION INFORMATION:** Candidates will be invited to participate in a qualifying written test\* covering general cognitive abilities that will assess potential for success in administrative positions. Only those who receive a passing score on the written test will advance to the interview weighted 100%. The interview will assess experience, training, personal fitness and general ability to perform the duties of the position.

\* Candidates who have achieved a passing score on the written test for the previous three examinations (Examination Numbers: R0895A, R0895B, R0895C) need not take the written test. They will be notified and scheduled for their interview along with the other candidates.

Note: The eligible list from this examination may also be used by various departments for filling both temporary and permanent positions for other appropriate vacancies.

- 14 **VACANCY INFORMATION:** Administrative Interns will be employees of the Department of Human Resources.
- 15 **EMPLOYMENT ELIGIBILITY INFORMATION:** Continued employment 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 proof of identity and employment eligibility. Employees will be required to submit an **ORIGINAL** of one document from List A - **OR** - one document from List B and one from List C within three (3) business days of their appointment.

**List A: Documents that establish both identity and employment eligibility:**

- U.S. Passport (*which contains a photograph*)
- Unexpired foreign passport (*which contains a photograph*) with attached Employment Authorization
- Alien Registration Receipt Card with a photograph
- Unexpired Temporary Resident Card (*which contains a photograph*)
- Unexpired Employment Authorization Card (*which contains a photograph*)
- Unexpired Employment Authorization Document with a photograph

**List B: Documents that establish identity:**

- A State issued driver license or identification card, or government issued identification card, with a photograph
- School identification card with a photograph
- U.S. Military card or draft record with a photograph
- Military dependent's identification card with a photograph
- U.S. Coast Guard Merchant Mariner Card with a photograph
- Native American tribal document with a photograph
- Canadian driver license with a photograph

**List C: Documents that establish employment eligibility:**

- U.S. social security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen identification card
- U.S. Resident Citizen identification card
- Unexpired employment authorization document issued by the INS

- 16 **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. Welfare and Institutions Code Section 11478.8 also permits the District Attorney to request additional employment and identifying information under specified circumstances. Applicants will not be disqualified from employment based on this information.

**THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER**

BW 3/5/01



The illustration at left shows the reverse side of a sample employment bulletin. The numbered items below explain the type of information you will find on the reverse side of a bulletin:

10. Special Information – Additional information about the job requirements, like shift work, or requirements for working evenings and weekends.
11. Veteran's Credit – Documentation required to receive extra credit on examinations if you are a qualified military veteran or a wife/widow of a qualified veteran (applies to open competitive examinations only).
12. Disability Accommodations – Accommodations available upon request to disabled individuals who wish to take the examination.
13. Examination Information – Description of the examination required for this position.
14. Vacancy Information – Identifies the department that has the vacant position.
15. Employment Eligibility Information – Requirements for establishing that you are eligible for employment in the United States.
16. Los Angeles County Child Support Compliance Program – Information about a State program that uses new hire information in searching for people who owe court-ordered child, family, or spousal support.

### ***Examination Process***

Some promotional examinations are open to employees of all departments. Others are restricted to employees of a particular department because the position requires special knowledge or skills.

Qualified employees have the opportunity to compete in examinations for position vacancies throughout the County. The County personnel system operates within a civil service system, and examinations are conducted within established procedures.

Typically, there are three types of civil service examination announcements, known as employment bulletins:

- Open Competitive examinations, which are open to qualified candidates from the general public, as well as qualified County employees.
- Interdepartmental Promotional examinations, which are open to any qualified permanent County employee.
- Departmental Promotional examinations, which are only open to permanent qualified employees of the specific department advertising the examination.

### ***How to Complete Applications***

The acceptance of your application depends on whether you have clearly shown that you meet the minimum or selection requirements. All information you supply is subject to verification. Applications may be rejected at any stage of the examination process.

Fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned.

In order to receive credit for any type of college degree, such as a bachelor's, master's, or doctorate, or for completion of a certificate program, you must include a photocopy of the diploma or certificate with your application.

For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned.

### ***Transfer Opportunities***

Employment opportunities also include transfers within a department or from one department to another County department.

You can gain new experience or skills by transferring to another job assignment in the same or similar job classification within your department.



You may also inquire about transfer opportunities from one department to another. Inquiries may be made by sending a letter of interest directly to the work unit or to the personnel office of the department you are interested in transferring to. Such an inquiry should indicate the type of job you are interested in and provide the reader with the list of skills and other qualifications you possess.

If you are contacted by the department and offered a position, such transfers are subject to approval of both departments.

### ***Training & Education***

A focus of the County is to continuously improve performance and the quality of services we provide to the residents we serve. We are committed to developing our employees through specialized training provided by your department, on-the-job training, and through structured and customized training programs for specific levels of positions within the County.

#### ***Los Angeles County Training Academy***

The Los Angeles County Training Academy is a comprehensive and innovative program created to enhance the job skills of County employees at all levels and to improve the organizational effectiveness of the County. It is a unique partnership of the County with the California State University system, community colleges and the Los Angeles Unified School District.

The Academy offers certificate and skill-building programs designed specifically for County employees. In some cases, completing an Academy program may be linked to the examination process, helping you compete for higher positions. Programs are available for employees in positions ranging from entry level clerical to upper management.

Learn more about the Academy from your supervisor or your departmental Training Coordinator. You can call the Academy at (213) 738- 2870 or access the Los Angeles County Training Academy Website directly at [www.losangelescountyacademy.org](http://www.losangelescountyacademy.org). or link through the Department of Human Resources Website at <http://hr.co.la.ca.us>.

### *Tuition Reimbursement Program*

The Tuition Reimbursement Program is a program that is available at the discretion of each County department based upon the availability of funding. It provides a limited amount of money to employees to obtain additional education that enhances their job skills and performance and meets the mission of the Department. Full-time, permanent employees in a participating department whose performance has been rated as competent or better on their most recent performance evaluation may be eligible for the program.

Reimbursement is only for the cost of the course. Costs for books and other expenses are not reimbursable. Receiving tuition reimbursement depends upon your satisfactory completion of the courses. Check with your supervisor or departmental personnel/human resources office about the availability of tuition reimbursement in your department.

# **D**epartmental Information



**This section was intentionally left without content.**

**You may insert department specific copies of procedures and other reference materials here.**

# **E**mployee Relations



There are several organizations and commissions which deal with the relationship between the County government and its employees. Each organization or commission has a specific role and may not apply to all employees. These organizations and commissions are:

- Civil Service Commission
- Employee Relations Commission
- Employee Organizations

## ***Civil Service Commission***

The County of Los Angeles operates within a merit system governed by Civil Service Rules. The Civil Service Commission is a five-member panel appointed by the Board of Supervisors to ensure that personnel actions like examinations, hiring, performance evaluations and discipline are handled in accordance with these rules.

All classified employees have the rights provided by Civil Service Rules. Unclassified employees do not have such rights.

### ***Employee Relations Commission***

The Employee Relations Commission (ERCOM) is the controlling authority for represented employees. ERCOM is a three-member panel appointed by the Board of Supervisors whose members are experts in the field of labor relations.

ERCOM supervises the administration of County employee relations, including approval of appropriate employee representation units, conducting of elections to determine employee representatives, certification of employee representatives and investigation of claims of unfair labor practices.

ERCOM decides issues such as:

- The appropriate bargaining unit for each job classification.
- Whether management or unions have violated any part of the Employee Relations Ordinance.
- Whether unions' allegations of contract violations should be sent to arbitration.

### ***Employee Organizations***

Within County service there are a number of employee organizations which negotiate with management about wages, hours, and working conditions. Under the law, you have the right to decide whether to join an employee organization or not. For more information, see the "Agency Shop" section below.

If your position is part of a bargaining unit, you are considered a represented employee. A bargaining unit is a group of related positions in which the employees have chosen to become unionized. There are many bargaining units, covering clerical, administrative, and professional employees in the County.

#### ***Agency Shop***

In accordance with the California Government Code, as a condition of continued employment, employees whose jobs are in certain bargaining units are required to join the union representing those units, pay a fee to the union, or claim a religious exemption. Shortly after your appointment date, you will be notified if you are in an agency shop position.



### *Memorandum of Understanding*

Memoranda of Understanding (MOUs) are the contracts between the County and the unions that represent County employees. These contracts determine the pay, benefits, and working conditions for represented employees. **If there is a discrepancy between information in this handbook, the County Code, or any other policy or regulation, and an MOU, the MOU takes precedence.**

### *Dues*

Payroll deductions may be made for membership dues to employee organizations in accordance with applicable law and County rules. Agency shop dues may also be paid through payroll deductions.

### *Unions*

There are several unions that represent County employees, including unions that are part of the Coalition of County Unions (CCU), independent unions, and SEIU, Local 660.

#### Coalition of County Unions

The CCU is composed of the following unions:

- American Federation of State, County & Municipal Employees Council 36, AFL-CIO (AFSCME)
- Association for Los Angeles Deputy Sheriffs, MEBA, AFL-CIO (ALADS)
- California Association of Professional Employees, MEBA, AFL-CIO (CAPE)
- International Union of Operating Engineers, Local 501, AFL-CIO (IUOE)
- Joint Council of Interns and Residents, SEIU 8000, AFL-CIO (JCIRICIR)
- Los Angeles County Building & Construction Trades Council, AFL-CIO (BCTC)
- Los Angeles County Fire Fighters, Local 1014, AFL-CIO
- Los Angeles County Lifeguard Association, MEBA, AFL-CIO
- Los Angeles County Police Officers Association, I.U.P.A., Local 110, AFL-CIO

## EMPLOYEE RELATIONS

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(LACPOA)

- Probation Officers, AFSCME, Local 685, AFL-CIO
- Professional Peace Officers Association, I.U.P.A., Local 612, AFL-CIO (PPOA)
- SEIU, Social Services Union, Local 535, AFL-CIO

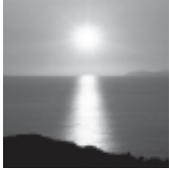
The CCU represents the following bargaining units:

- 131, Appraisers Non-Supervisory (CAPE)
- 132, Supervisory Appraisers (CAPE)
- 323, Interns and Residents (JCIRICIR)\*\*\*
- 401, Plant Operating Engineers (IUOE, LOCAL 501)\*\*
- 411, Building Trades & Skilled Craftsmen (BCTC)
- 412, Supervisory Building & Construction Trades (BCTC & IUOE)\*
- 421, Automotive & Equipment Maintenance & Repair (AFSCME)
- 501, Professional Engineers (CAPE)\*\*
- 502, Supervising Professional Engineers (CAPE)
- 511, Engineering Technicians (CAPE)
- 512, Supervising Engineering Technicians (CAPE)
- 601, Fire Fighters (LOCAL 1014)
- 602, Supervisory Fire Fighters (LOCAL 1014)
- 611, Peace Officers (ALADS)

\* Joint Council Bargaining Unit

\*\* Agency Shop Bargaining Units

\*\*\* Joint Council/Agency Shop Bargaining Unit



- 612, Supervisory Peace Officers (PPOA)
- 614, Criminalists (PPOA)
- 621, Custody Assistants/Corrections Officers (PPOA)
- 631, Safety Police (LACPOA)\*\*
- 632, Supervisory Safety Police Officers (PPOA)
- 641, Beach Lifeguards (LIFEGUARD ASSOCIATION)
- 642, Supervising Beach Lifeguards (LIFEGUARD ASSOCIATION)
- 701, Deputy Probation Officers (AFSCME, LOCAL 685)\*\*
- 711, Social Workers (SEIU, LOCAL 535)\*\*
- 721, Psychiatric Social Workers (AFSCME, LOCAL 2712)
- 723, Children's Social Workers (SEIU, LOCAL 535)\*\*
- 724, Supervisory Professional Social Workers (AFSCME, LOCAL 3511)
- 777, Supervising Social Workers (SEIU, LOCAL 535)

\* Joint Council Bargaining Unit

\*\* Agency Shop Bargaining Units

## EMPLOYEE RELATIONS

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- 821, Agricultural Inspectors (AFSCME, LOCAL 830)

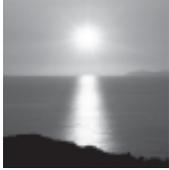
### SEIU, Local 660

The Los Angeles County Employees Association (LACEA), SEIU, Local 660, represents the following bargaining units:

- 111, Clerical and Office Services Employees\*\*
- 112, Supervisory Clerical and Office Services Employees
- 121, Administrative, Technical and Staff Services
- 122, Supervisory Administrative, Technical and Staff Services
- 201, Custodians\*\*
- 211, Institutional Support Services Employees\*\*
- 221, Paramedical Technical Employees\*\*
- 311, Registered Nurses\*\*
- 312, Supervising Registered Nurses
- 332, Supervisory Nonprofessional Paramedical Health Employees
- 341, Health Science Professional Employees\*\*
- 342, Supervisory Health Science Professional Employees
- 431, Artisan and Blue Collar Employees\*\*
- 432, Supervisory Artisan and Blue Collar Employees
- 702, Supervising Deputy Probation Officers\*
- 722, Medical Social Workers
- 729, Health Financial Support Services\*\*
- 731, Social Services Investigators\*\*
- 732, Supervisory Social Services Investigators

\* Joint Council Bargaining Unit

\*\* Agency Shop Bargaining Units



- 811, Librarians\*\*

### Independent Unions

The independent unions representing some County employees are:

- Guild For Professional Pharmacists
- Los Angeles County Association of Environmental Health Specialists
- Peace Officers Counsel of California - Association of Public Defender Investigators
- Union of American Physicians and Dentists, Local 206 (UAPD)

The following bargaining units are represented by independent unions:

- 301, Pharmacists (Guild For Professional Pharmacists) (Coalition Fringe Benefits)\*\*
- 321, Dental Professionals (Union of American Physicians and Dentists, Local 206 [UAPD]) (Coalition Fringe Benefits)
- 324, Physicians (Union of American Physicians and Dentists, Local 206 [UAPD]) (Coalition Fringe Benefits)
- 325, Mental Health Psychiatrists (Union of American Physicians and Dentists, Local 206 [UAPD]) (Coalition Fringe Benefits)\*\*
- 331, Health Investigative and Support Services (Los Angeles County Association of Environmental Health Specialists) (Local 660 Fringe Benefits)
- 613, Public Defender Investigators (Peace Officers Counsel of California - Association Of Public Defender Investigators) (Coalition Fringe Benefits)

\* Joint Council Bargaining Unit

\*\* Agency Shop Bargaining Units

# ppendix 1: County Departments

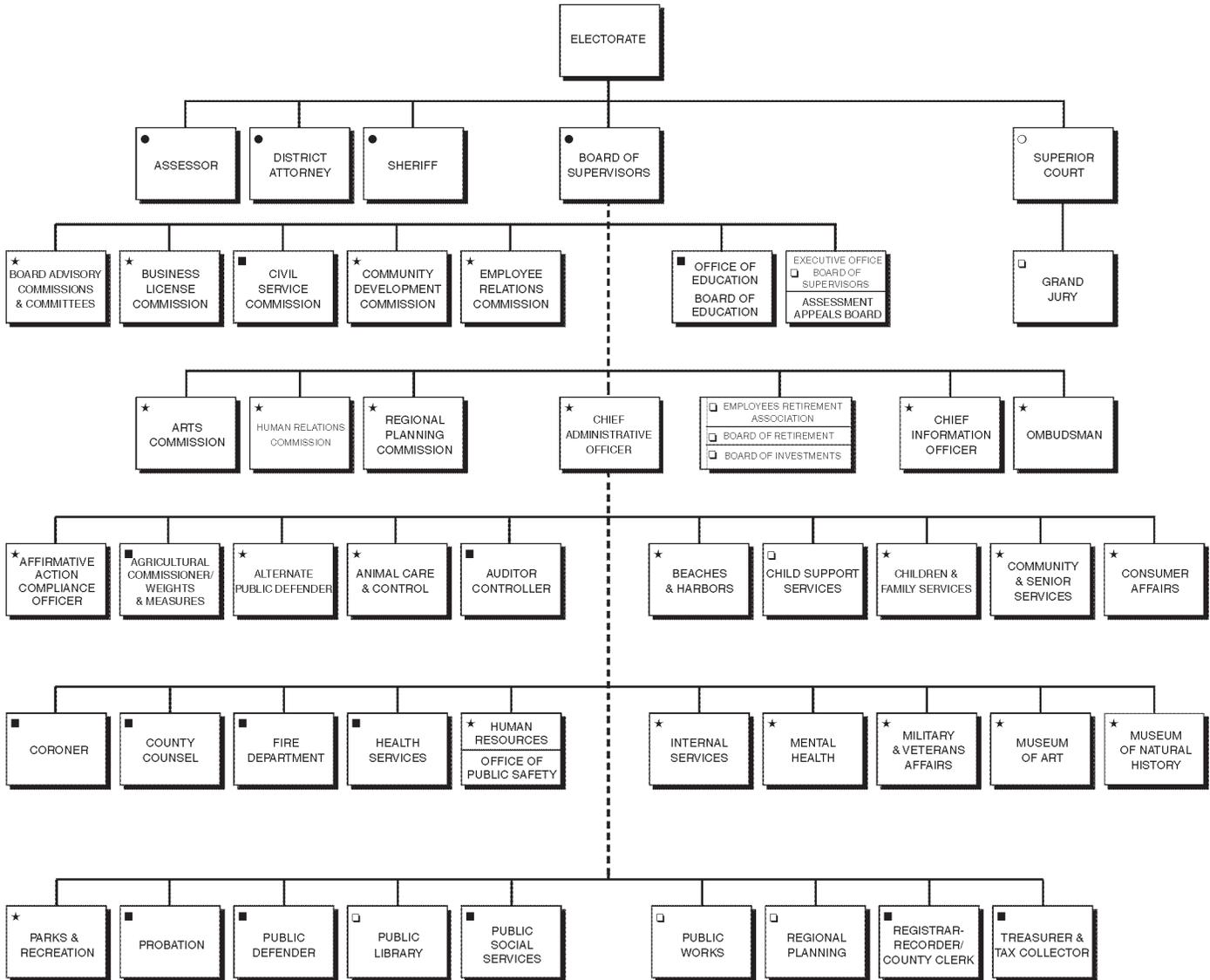
The County of Los Angeles Government is divided into units based upon the major responsibilities of government, such as protecting public safety, and the administrative structure required to meet those responsibilities, such as a human resources department.

The main website for the County is <http://lacounty.info>. You can find a great deal of information there, including names and telephone numbers to use when referring people to other departments. You can also find the most current list of County departments and agencies at this website.

This section provides a description of each County department and agency, and it includes a web address for each one.

# LIST OF DEPARTMENTS AND AGENCIES

## County of Los Angeles Organization Chart



REV 7/02 ds

LEGEND	
<b>APPOINTEE</b>	
■	REQUIRED BY COUNTY CHARTER
□	REQUIRED OR AUTHORIZED BY STATE LAW
*	ESTABLISHED BY ORDINANCE OF THE BOARD OF SUPERVISORS
<b>ELECTIVE</b>	
●	REQUIRED BY COUNTY CHARTER
○	REQUIRED BY STATE LAW/STATE AGENCIES FOR WHICH COUNTY RETAINS LIMITED RESPONSIBILITY

# LIST OF DEPARTMENTS AND AGENCIES

## ***Board of Supervisors***

Website: <http://bos.co.la.ca.us>

A Board of Supervisors, elected by the citizens of the County in five voting districts, operates the Los Angeles County Government. The heads of the various departments of the County government report directly to the Board.

Serves as the governing body of the County. Enacts ordinances and establishes specific regulations for the administration of County departments and special districts. Fixes salaries. Adopts the final County budget on or before August 1 each year.

## ***Administrative Office, Chief***

Website: <http://cao.co.la.ca.us>

Prepares budget and operational recommendations for the Board of Supervisors; monitors and controls Countywide expenditures; analyzes and advocates legislation; coordinates capital projects, debt management, asset, leasing and space management and performs demographic and geographic research.

Coordinates emergency preparedness activities and cost recovery efforts following major emergencies and disasters; administers insurance management programs; addresses unincorporated area issues; advises on international protocol issues.

Manages the County's employee relations program and compensation systems; coordinates centralized marketing program; and initiates and promotes activities which provide information about the County to the public.

## ***Affirmative Action Compliance, Office of***

Website: <http://oaac.co.la.ca.us>

Develops, monitors, and enforces the County's affirmative action, civil rights, minority and women-owned business enterprise, disadvantaged business enterprise, and disabled veterans business enterprise programs in conjunction with County departments and agencies, including compliance with the Americans with Disabilities Act. Advises the Board of Supervisors of the development and implementation of affirmative action and equal employment opportunity programs within the County as well as deficiencies and cases of non-compliance. Investigates external (cases filed with the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission) and internal (informal) complaints of employment discrimination and sexual harassment.

## ***Agricultural Commissioner/Weights and Measures, Department of***

Website: <http://acwm.co.la.ca.us>

Enforces state laws which prevent the introduction or spread of insects, diseases, weeds and animal pests; maintains quality and prevents consumer deception in handling and sale of fruits, vegetables, nuts, eggs, honey, seed, salad products and nursery stock; regulates use of pesticides hazardous to persons or property; regulates commercial pest control operations. Under authority of state law and County ordinance, abates hazardous weeds or brush on vacant property; controls noxious weeds and pest animals through legal notice or cooperative agreements; abates bee diseases and provides bee control information; compiles crop production and similar data; administers nursery inspection and certification program; and issues certificates of standardization compliance or pest condition of shipments.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Alternate Public Defender, Office of***

Website: [http://lacounty.info/departments/alternate\\_public\\_defender/alternate\\_public\\_defender.htm](http://lacounty.info/departments/alternate_public_defender/alternate_public_defender.htm)

Provides legal representation to indigent defendants the public defender is unable to represent, due to a conflict of interest or availability, for court proceedings in the Superior Courts, and for appeals to higher courts.

### ***Animal Care and Control, Department of***

Website: <http://animalcontrol.co.la.ca.us>

Enforces state laws and County ordinances regarding the humane care of domestic animals; impounds and shelters stray dogs and cats as well as livestock and other animals normally housed or cared for during cruelty investigations; rescues and returns wild animals to nature. Also licenses dogs and cats; inspects and licenses pet kennels and wild animal compounds in unincorporated County areas and cities under contract to the department. Conducts state required low-cost rabies vaccination clinics; provides a low-cost spay and neuter program as a pet population control measure.

### ***Assessor, Office of the***

Website: <http://assessor.co.la.ca.us>

Locates all taxable property in the County and identifies ownership; establishes value for all property subject to property taxation; reassesses property upon transfer or change of ownership; adds value for new construction; lists the value of all property on the assessment roll; and processes all property tax exemptions. In addition, the department is represented at all assessment appeal hearings.

### ***Auditor-Controller, Department of***

Website: <http://auditor.co.la.ca.us>

Serves as County's auditor, controller, accounting officer and paymaster; maintains financial control over the centralized accounting records and transactions of the County, school districts and special districts; prepares and issues warrants on the County treasury for employee payroll, welfare, services and supplies; conducts operational and financial audits of the County departments, the courts, special districts and concessionaires; checks and certifies assessed valuations, extends tax rates and makes charges against the tax collector; processes tax refunds and cancellations; apportions and distributes taxes to taxing agencies; and provides accounting control of funds to be allocated to community redevelopment agencies.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Beaches and Harbors, Department of***

Website: <http://beaches.co.la.ca.us>

Operates Marina del Rey Small Craft Harbor and 31 miles of beaches from Cabrillo Beach in the south to Nicholas Canyon Beach in the north.

Within the County-owned Marina del Rey, administers property leases; plans, develops and maintains all County-operated harbor facilities; organizes, coordinates and maintains community relations and recreational programs; serves as informational focal point for all public activities within the harbor and on the beaches.

Along much of the County's coastline, provides maintenance services and operates recreational vehicle and parking lots; coordinates beach recreational programs; cooperates closely with community groups in developing beach youth and water activities and volunteer participation programs, including anti-litter activities; and helps develop and coordinate maximum revenue-generating programs to benefit the County and improve beach services.

### ***Board of Supervisors, Executive Office of***

Website: <http://bos.co.la.ca.us>

The executive officer acts as administrative head of the department. Serves as secretary to the Board of Supervisors as a whole and maintains records of Board proceedings, which date back to the formation of the County in 1850. Serves as administrative officer of the Assessment Appeals Board, which sits as a board of equalization for the County of Los Angeles.

### ***Chief Information Office***

Website: <http://lacounty.info/departments/cio/cio.htm>

Develops and implements a strategic direction and vision for the effective application of information technology throughout the County of Los Angeles. Develops Countywide business automation plans, develops enterprise computer and telecommunications standards to ensure compatibility, and ensures all automation initiatives are in concert with both departmental and County objectives.

### ***Child Support Services Department***

Website: <http://childsupport.co.la.ca.us>

This department helps children get the support they deserve by providing the following services: locating parents, establishing paternity, establishing a court order for child support, modifying a child support order, collecting court ordered support, distributing collected support and working with other local, state and governmental agencies to obtain child support.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Children and Family Services, Department of***

Website: <http://dcfs.co.la.ca.us>

Provides social services to children and their families when children are at risk due to actual or potential child abuse, neglect, abandonment or exploitation. This includes protective services to children in their own homes, short-term out-of-home care, adoption, guardianship and long-term foster care. In addition, support is provided to foster parents, adoptive parents and small family home/group home operators that serve children in need of placement. The department's mission is to protect children and strengthen families.

### ***Civil Service Commission***

Website: [http://lacounty.info/commission/civil\\_service/civil\\_service.htm](http://lacounty.info/commission/civil_service/civil_service.htm)

Conducts hearings on appeals of discharges or reductions of permanent employees, charges of discrimination, suspensions in excess of five days, and scored portions of examinations, as established by the County Charter and Civil Service Rules.

### ***Community & Senior Services***

Website: <http://dcss.co.la.ca.us>

Administers a wide variety of community and social services programs throughout the County of Los Angeles. Persons eligible to receive these programs include senior citizens, predelinquent youth, economically disadvantaged persons, unemployed persons, victims of family violence and refugees. Specific programs include unemployment and training, energy conservation, a broad range of services to alleviate poverty, domestic violence shelters, cold weather housing programs, senior nutrition programs, adult protective services, senior transportation and senior in-home care provider registries. Administers the Los Angeles City/County Native American Indian Commission and the Community Services American Indian Block Grant programs.

### ***Community Development Commission/Housing Authority***

Website: <http://www.lacdc.org>

Administers the Urban County Community Development Block Grant Program for the County and participating cities. Develops, owns and operates public housing for low-income persons. Administers Section 8 rent subsidy program. Provides consulting services for asset development. Administers the County Mortgage Revenue Bond Program for single-family and multi-family properties. Uses block grant funds for low-interest housing conversion loans to property owners in target areas for housing rehabilitation. Administers the Rental Rehabilitation and Moderate Rehabilitation Program, which helps pay for rehabilitating rental units. Administers the Community Business Revitalization Program, which provides low-interest loans, rebates and matching assistance for businesses in target areas. Responsible for redevelopment programs in unincorporated County areas. Identifies and analyzes economic and residential development needs.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Consumer Affairs, Department of***

Website: <http://consumer-affairs.co.la.ca.us>

Receives and responds to inquiries and complaints related to consumer problems in the marketplace; investigates and resolves consumer complaints of unethical or deceptive business practices; refers selected complaints to law enforcement and regulatory agencies; informs consumers and merchants of consumer affairs regulations and legislation; conducts consumer/merchant mediation sessions; provides consumer education material to the public; responds to inquiries regarding filing and procedures in Small Claims Court matters; and provides conciliation and formal mediation services to County of Los Angeles residents. All services are free.

### ***Coroner, Department of***

Website: <http://coroner.co.la.ca.us>

Inquires into and determines the cause, manner and circumstances of death in all unnatural, suspicious, unusual, violent, sudden and unattended deaths. The cause of death is determined by investigation, post mortem examination, and laboratory testing.

### ***County Counsel, Office of***

Website: [http://lacounty.info/department/county\\_counsel/county\\_counsel.htm](http://lacounty.info/department/county_counsel/county_counsel.htm)

Provides legal representation, advice and counsel to the Board of Supervisors, the County, and other public officers and agencies; assists in representing the County's position in the State Legislature; and serves as the legal officer of the County of Los Angeles, but does not engage in the practice of criminal law.

### ***District Attorney, Office of***

Website: <http://da.co.la.ca.us>

Initiates charges and prosecutes persons accused of both felony and misdemeanor offenses; prosecutes juvenile cases. Enforces civil and criminal laws relating to consumer, environmental and antitrust matters; prosecutes safety violations which result in industrial accidents and fatalities. Focuses special attention on domestic violence, sex crimes, child abduction, and child abuse cases; and operates special units to deal with minors unfit for the juvenile system, hardcore gang offenders, and major narcotic and nursing home abuse cases. Appears at mental and narcotic commitment hearings; investigates allegations of organized criminal activities, corruption and unlawful conduct by public officials and major frauds. Investigates and prosecutes fraud involving workers compensation and automobile insurance. Obtains reimbursement for victims of bad check writers and provides victim advocates to counsel crime victims and accompanies them to court. Conducts crime prevention programs aimed at at-risk youths.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Employee Relations Commission***

Website: [http://lacounty.info/commission/employee\\_relations/employee\\_relations\\_commission.htm](http://lacounty.info/commission/employee_relations/employee_relations_commission.htm)

Supervises administration of County employee relations, including the approval of appropriate employee representation units, the conducting of elections to determine employee representatives, the certification of employee representatives, the investigation of unfair employee relations practices and assistance in the resolution of negotiation impasses.

### ***Fire Department***

Website: <http://www.lacofd.org>

Provides fire protection and paramedic service 24 hours a day, 365 days a year. Issues permits and licenses, makes fire inspections, approves building and subdivision plans that pertain to fire prevention. Provides these services for all of the unincorporated areas in the County of Los Angeles, as well as 54 incorporated cities. Provides lifeguard services at beaches.

The Los Angeles County Fire Department is comprised of the Forester and Fire Warden, a function required by County charter, and the Consolidated Fire Protection District of Los Angeles County, a special district organized under the provisions of the California Health and Safety Code. In 1993-94, the two departments were merged and all functions of the Forester and Fire Warden were transferred to the District.

### ***Health Services, Department of***

Website: <http://www.ladhs.org>

Protects, maintains and improves the health of the community. Assesses health needs, develops policies to address those needs, assures prevention and control of communicable diseases, manages harmful agents in the environment, encourages healthy behavior, and provides health promotion and preventive services. Assures that the medically indigent and others who choose DHS for their care have appropriate access to health care services that are effective, efficient, comprehensive, and overcome cultural, linguistic, financial and disability-related barriers to access. DHS is a partner with the private sector, other County departments and affiliated educational institutions in training health professionals.

Provides services to protect the public from environmental hazards and the risk of acute communicable diseases such as measles, food-borne diseases, AIDS, tuberculosis and sexually transmitted diseases. Administers health promotion/prevention programs such as California Children Services, Child Health and Disability Prevention Program, Juvenile Court Health Services, AIDS Program, Alcohol and Drug Program and Tobacco Control Program. Coordinates Countywide emergency medical services and the County medical response in the event of a disaster. Involved in a number of public/private strategic alliances to plan for healthy communities and develop a health care system that will manage the health care needs of the area's Medi-Cal and medically indigent populations.

Major specialty services include prenatal services, children's services, chronic disease prevention and treatment,

## **LIST OF DEPARTMENTS AND AGENCIES**

AIDS prevention and treatment, spinal cord injury services, emergency/trauma care, burn services, psychiatry, and other prevention-oriented services.

### ***Human Relations Commission***

Website: <http://humanrelations.co.la.ca.us>

Promotes programs that combat racism, homophobia, religious prejudice, linguistic bias, anti-immigrant sentiment and other divisive attitudes which can lead to intergroup tension, hate crimes, and related violence; produces annual report of hate crimes in Los Angeles County.

Provides technical assistance to mitigate intergroup conflicts in schools and communities; helps municipalities develop the capacity to resolve their own human-relations issues.

Partners with law enforcement agencies, school districts, local governments, community-based organizations, youth, academics, policymakers, businesspeople and other civic leaders to reduce hate crime and promote positive human relations.

### ***Human Resources, Department of***

Website: <http://hr.co.la.ca.us>

Manages the County's human resources policy development and implementation in the areas of recruitment and selection, promotion, discipline, salary and benefits administration, and employee appeals. Ensures the maintenance of a high quality work force for the provision of critical services to the public. Responsible for a Countywide human resources program to ensure fairness and equity for employees and citizens seeking employment with the County.

### ***Office of Public Safety***

Website: <http://ops.co.la.ca.us>

Provides law enforcement protective services to patrons and employees at various County government properties and recreational venues.

### ***Internal Services Department***

Website: <http://isd.co.la.ca.us>

Provides a full range of internal services to other County departments. These services are provided through separate service organizations specializing in the performance of selected activities.

### ***Information Technology Services (ITS)***

Provides computing, programming and telecommunications service to County departments. ITS professional

## **LIST OF DEPARTMENTS AND AGENCIES**

resources consult, recommend and provide technology services to assist County departments perform their main mission objectives. Application support services include traditional and Web application development and system analysis. Staff expertise supports key government functions in general government, health care, justice, and social service agencies.

Operates data centers, advises and assists County agencies regarding issues pertaining to information systems, and coordinates contracting activities for information technology services.

Provides telecommunication services, including engineering, construction, installation, maintenance and operations of telephone, radio, microwave/fiber-optic systems, building systems, communications facilities, audio/video systems and networks.

### *Facilities Operations Service (FOS)*

Provides facilities infrastructure support services to various County departments, including building management and maintenance, remodeling, refurbishment, security systems design/installation/maintenance, pumping equipment repair and installation, computer cabling system installation, electrical systems design/installation/repair, air conditioning/heating systems installation and repairs, lighting systems design/installation/repair, special ceremonies set-up and arrangements and other building-related services, including a line of in-house and contract custodial services. Provides for the maintenance of motor vehicles; operates public and employee parking lots. Provides support for emergency response to natural disasters. Is responsible for Countywide energy management program.

### *Purchasing & Contracts Services*

Administers and oversees the purchase of supplies, equipment and services for County departments; provides contracting and contract compliance services, coordinates the sale of surplus County property; manages automotive fleet services; operates and manages County parking facilities; administers technical and office equipment maintenance services, and provides mail, courier and printing services to various County departments.

### *Library, County Public*

Website: <http://www.colapublib.org>

Provides a full range of library services and information products at 87 community libraries, including three bookmobiles. Offers books, paperbacks, periodicals, magazines, government publications, videocassettes, compact discs, books on cassette, audiocassettes, and laser discs.

Services include free and fee-based reference assistance; children's programs; and public computers for information and for the Internet. Provides free service. Serves the County's unincorporated areas and 51 cities.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Mental Health, Department of***

Website: <http://dmh.co.la.ca.us>

Develops a mental health services system for persons who are severely and/or chronically mentally ill and cannot obtain care in the private sector. Through a system of directly-operated and contract agencies, provides mobile response, crisis management, case management and social rehabilitation. Additionally, provides acute inpatient care. The services are provided in strategically located clinics throughout the eight geographic service areas of the County. Serves as public guardian and is responsible for investigating the need for conservator of all persons referred as allegedly incompetent or gravely disabled by mental illness and, upon appointment as guardian or conservator, is responsible for the care and custody of the person and management of his estate.

### ***Military and Veterans Affairs, Department of***

Website: <http://dmva.co.la.ca.us>

Counsels veterans, their dependents and survivors regarding federal and state benefits such as compensation, pensions, disability, education, hospitalization, loans, and burials. Counsels veterans concerning alcohol abuse, drug abuse, and post-traumatic stress disorders. Provides limited emergency assistance to homeless veterans. Grants state college tuition and fee waivers to qualifying veterans' dependents. Provides liaison between the Board of Supervisors and veterans organizations and the military services.

Administers Patriotic Hall, the County's veterans memorial building, a 10-story facility with meeting rooms, auditorium, gymnasium, and banquet facilities available to the public.

### ***Museum of Art***

Website: <http://www.lacma.org>

Acquires, preserves, researches, exhibits and provides for the educational use of works of art in all media from prehistoric times to the present. In addition to the permanent collection and special exhibitions, offers many varied activities, including film series, concerts, lectures, tours of the collections, student and adult classes and special weekend programs designed for the entire family to participate in museum events.

### ***Museum of Natural History***

Website: <http://www.nhm.org>

Responsible for public exhibitions, educational programs and research in the natural sciences and in western history. The Board of Governors, consisting of 15 members appointed by the Board of Supervisors, serves as the governing body.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Ombudsman, Office of***

Website: <http://ombudsman.co.la.ca.us>

Assists citizens who have filed complaints against Sheriff's Department and Office of Public Safety personnel and are dissatisfied with the results. Assures that citizen complaints are addressed fully and timely. Can confidentially review the adequacy of the investigation and, if appropriate, request the sheriff to reconsider an investigation.

### ***Parks and Recreation, Department of***

Website: <http://parks.co.la.ca.us>

Plans, designs and administers maintenance of local and regional County parks, golf courses, special recreational facilities and beautification projects; provides maintenance and recreation services to special assessment districts; provides regional and community recreation programs and services; serves as administrative staff of the Los Angeles County Regional Park and Open Space District; and acts as liaison and provides staff services to the Park and Recreation Commission.

Develops and maintains botanical gardens and arboreta located in four major climatic environments of the County of Los Angeles; develops plant collections, and grows and tests plants from all parts of the world; conducts research in horticultural, botanical and related environmental problems; conducts daily tours for the general public and special educational tours for school children; disseminates horticultural information; and maintains a botanical and horticultural reference library.

### ***Probation Department***

Website: <http://probation.co.la.ca.us>

Recommends sanctions to the courts; enforces court orders; operates correctional institutions; and incarcerates delinquents. Designs and implements programs to reduce crime and to ensure victims' rights. Serves the courts and the community by: conducting 80,000 pre-sentence investigations annually on adults convicted of a crime—about three-quarters of these are felony convictions; conducting 47,000 investigations annually on minors found to have committed what would have been a criminal act for an adult; supervising 80,000 adults and 23,000 juveniles placed on probation by the courts, including 15,000 in special programs; collecting \$12.7 million in restitution and fines from adult and juvenile probationers; disbursing restitution to 27,000 victims of crime; providing secure detention in juvenile halls for approximately 1,700 minors at any one time; providing control and rehabilitation programs in camp facilities for approximately 4,000 minors each year.

### ***Public Defender, Office of***

Website: <http://pd.co.la.ca.us>

Provides legal representation to all persons, including juveniles, who are financially unable to employ counsel in criminal proceedings. Services which may be requested by a defendant or ordered by a court include representation in criminal, juvenile, mental health and certain civil proceedings triable in the Superior Courts. Limited appellate representation in the state and federal court system may also be provided while public defender is representing the defendant in the trial court.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Public Social Services, Department of***

Website: <http://www.ladpss.org>

Provides cash assistance, benefits and/or social services to needy individuals and families who meet various specific program requirements.

Provides services to residents in need of financial assistance to meet their basic needs for food, housing, childcare, in-home care and/or medical assistance. In addition, able-bodied adults are provided a variety of services to help them become employed and achieve economic self-sufficiency as quickly as possible. Programs include CalWORKs (formerly AFDC), L.A. GAIN employment services, Cal-Learn for Teen Parents, In-Home Supportive Services, Food Stamps, Medi-Cal, and General Relief. Also, free personnel recruitment services are available to local business.

### ***Public Works, Department of***

Website: <http://ladpw.org>

Designs, constructs, installs, operates, maintains and/or repairs roads, highways, bridges, airports, flood control and water conservation facilities, sanitary sewers, water distribution systems, and regulatory and ministerial programs for the County of Los Angeles, Los Angeles County Flood Control District, other special districts and contract cities that request services. Provides complete project management services for County capital and earthquake recovery projects. Also provides a leadership role in the Countywide transportation system, traffic mitigation efforts, and solid and hazardous waste management plans.

### ***Regional Planning, Department of***

Website: <http://planning.co.la.ca.us>

Establishes and maintains a continuing comprehensive long-range process for the physical, social and economic development of the County; prepares and maintains area and community plans and administers the County subdivision and zoning ordinances; develops and maintains a base of information on conditions in the County; and develops programs to encourage effectuation of the County's General Plan.

### ***Registrar-Recorder/County Clerk, Department of***

Website: <http://lavote.net>

Registers voters and maintains voter files; conducts federal, state, local and special elections; checks petitions for initiatives and referenda; records legal documents which serve as the basis for determining ownership of real property in the County of Los Angeles; maintains and issues copies of birth, death and marriage records; issues marriage licenses, files fictitious business names statements; performs civil marriages; administers notary public oaths; authenticates notary signatures.

## **LIST OF DEPARTMENTS AND AGENCIES**

### ***Sheriff's Department***

Website: <http://lasd.org>

Administers the police function of the County, and is responsible for enforcement of all laws and regulations as required or requested by statute; participates in programs for rehabilitation, prevention of crime and suppression of delinquency; directs and coordinates emergency services; maintains security and assists in the functions of the superior and municipal courts; and operates County detention facilities.

### ***Treasurer and Tax Collector***

Website: <http://ttax.co.la.ca.us/main.htm>

Administers and manages the County treasury and provides for the collection, custody, investment and disbursement of all County general trust, schools, and special district funds. Bills and collects current and delinquent real (secured) property taxes and personal (unsecured) property taxes. Bills and collects transient occupancy taxes for unincorporated areas of the County. Issues and collects fees required under County of Los Angeles business and public health licensing ordinances. Collects monies owed the County for debts arising from the receipt of services provided through County resources such as hospital bills or outpatient clinics. Serves as ex-officio member of the LACERA Board of Retirement, Board of Investments and Los Angeles Unified School District Annuity Reserve Fund Board.

Serves as the public administrator and conducts investigations of decedents who resided or had property in the County of Los Angeles where no executor, legatee or heir has sought to administer the estate. Manages the estates of decedents when appointed by the court. Provides trust accounting and property management services for gravely mentally disabled and probate conservatees under the conservatorship of the Public Guardian.

### ***County Related, but Separate Agencies***

#### ***Education, Office of***

Website: <http://lacoedu>

As an intermediate unit between the State Department of Education and the 94 public school districts in the County, the Los Angeles County Office of Education provides instructional, consultant and business services to districts, their students and other clients; provides educational leadership; works with public and private agencies to benefit public education; operates schools and classes for talented arts students, disabled children, juvenile wards of the Probation Department and students seeking vocational skills.

## LIST OF DEPARTMENTS AND AGENCIES

### *Los Angeles County Employees Retirement Association*

Website: <http://www.lacera.com>

Provides retirement, disability and survivor benefits to the safety and general members employed by the County of Los Angeles and four other participating agencies: Little Lake Cemetery District, Local Agency Formation Commission, Los Angeles County Office of Education and South Coast Air Quality Management District. Administers a comprehensive health benefits program for the retirees of these five employers.

The association's operations are governed primarily by the California Constitution and the County Employees Retirement Law of 1937. The general management of LACERA is vested in the Board of Retirement while the Board of Investments is responsible for the investment of the system's assets.

### *Local Agency Formation Commission*

Website: <http://www.lalafco.org>

Independent, state-created agency which screens proposals for incorporation of new cities, formation of new special districts and changes in boundaries of existing cities and districts; establishes "spheres of influence" for all cities and districts within the County.

### *Los Angeles County Law Library*

Website: <http://lalaw.lib.co.la.ca.us>

Serves the legal information needs of all of the County of Los Angeles's citizens. Provides access to information via the Internet to extend greatly its information services beyond the traditional collections of printed materials and CD-ROMs.

### *Metropolitan Transportation Authority*

Website: <http://www.mta.net>

Serves as the major operator of bus and rail services in the County of Los Angeles. Provides transportation planning, rail construction and multi-modal transit services for the entire region.

## LIST OF DEPARTMENTS AND AGENCIES

### *Sanitation Districts*

Website: <http://www.lacsd.org>

An independent special district serving the water pollution control and solid waste management needs of more than half the people in the County of Los Angeles. The agency is made up of 26 separate districts, working cooperatively under one administrative staff headquartered near Whittier. The policy body for the Sanitation Districts consists of the mayors of the 78 cities on the system as well as the chair of the County Board of Supervisors.

The agency's eleven water pollution control plans (sewage treatment plants) treat approximately 520 million gallons a day, 190 of which are available for reuse in the dry Southern California climate.

Four sanitary landfills handle nearly 17,600 tons a day of trash (approximately half the Countywide disposal capacity). The agency also operates three recycle centers, a refuse-to-energy facility, gas-to-energy facilities, and a refuse transfer station.

### *Superior Court*

Website: <http://www.lasuperiorcourt.org>

Handles all cases in equity; cases involving title to, or possession of, real property; felony and misdemeanor criminal cases; probate and divorce matters; conciliation and domestic relations cases; adoptions; psychiatric and juvenile cases.

Handles civil cases, i.e. collections of accounts, promissory notes; unlawful detainer actions and damages resulting from automobile collisions; traffic infractions; provides a forum for resolution of small claims matters with a jurisdiction of \$5,000 or less.

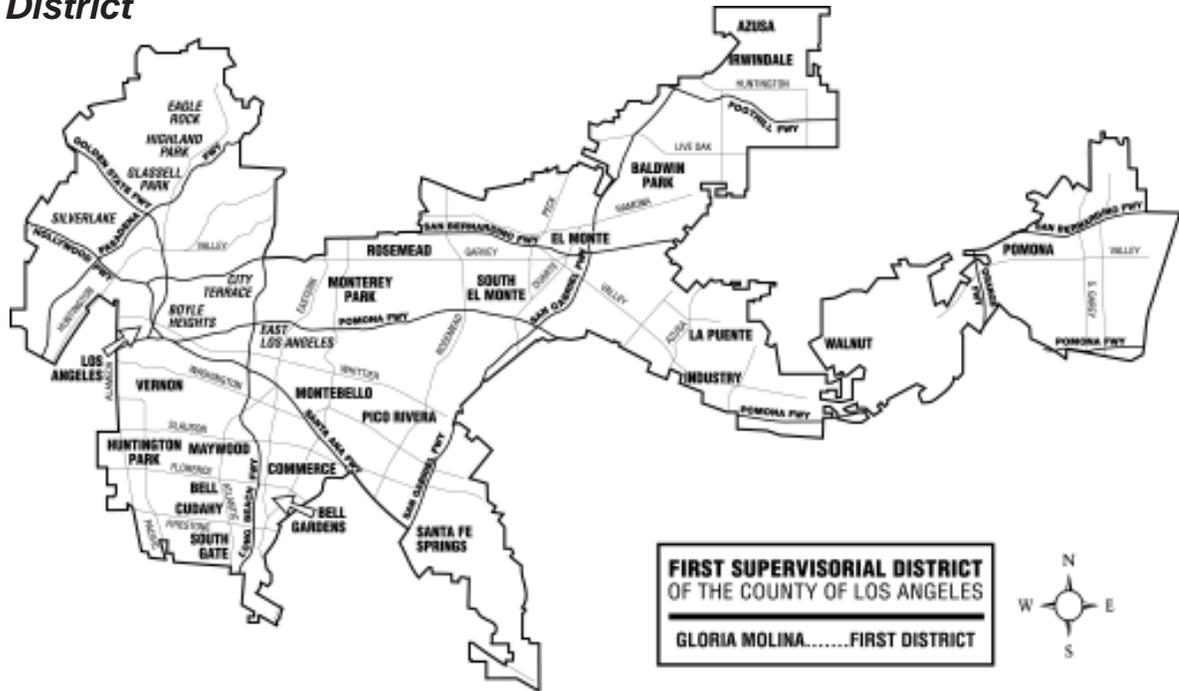
# ppendix 2: District Information

There are 88 cities in the County of Los Angeles and more than a million people live in our unincorporated areas. The County is divided into five Supervisorial Districts, each of which is represented by a member of the Board of Supervisors.

For your reference, this section contains maps of each district along with lists of the cities and unincorporated areas within the districts.



**First District**



RFV 15011 E.C.

Cities and communities within the First District:

**Cities**

- Azusa
- Baldwin Park
- Bell
- Bell Gardens
- Commerce
- Cudahy
- El Monte
- Huntington Park
- Industry
- Irwindale
- La Puente
- Los Angeles (portion)
- Maywood
- Montebello
- Monterey Park
- Pico Rivera
- Pomona
- Rosemead
- Santa Fe Springs
- South El Monte
- South Gate

- Vernon
- Walnut

**Unincorporated Areas**

- Avocado Heights
- Bandini (islands)
- Bassett
- Citrus (Covina islands) (portion)
- East Azusa (islands) (portion)
- East Los Angeles:
  - Belvedere Gardens
  - City Terrace
  - Eastmont
- Florence (portion)
- Firestone (portion)
- Graham (portion)
- Hacienda Heights (portion)
- Los Nietos (portion)
- North Claremont (islands) (portion)
- Rowland Heights (portion)
- South San Gabriel
- South San Jose Hills
- South Whittier (portion)

**Los Angeles City**

- Sunshine Acres
- Valinda
- Walnut Park
- West Puente Valley
- West Whittier (portion)
- Whittier Narrows
- Chinatown
- Downtown
- Eagle Rock
- Echo Park
- El Sereno
- Expo Park (portion)
- Glassell Park
- Highland Park
- Lincoln Heights
- Little Tokyo
- Silver Lake (portion)
- Westlake
- Wholesale District (portion)

# DISTRICT INFORMATION

## Second District

Cities and communities within the Second District:

### Cities

- Carson
- Compton
- Culver City
- Gardena
- Hawthorne
- Inglewood
- Lawndale
- Los Angeles (portion)
- Lynwood

### Unincorporated Areas

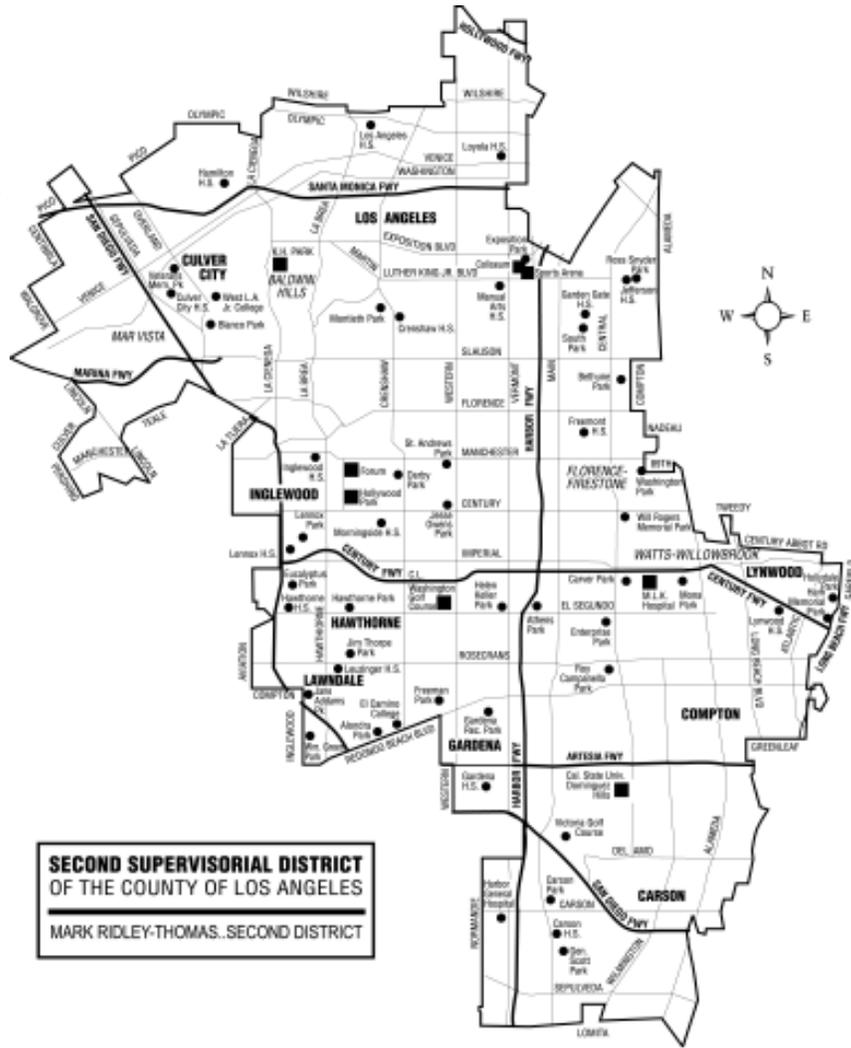
- Athens (or West Athens)
- Baldwin Hills
- Del Aire
- East Compton
- El Camino Village
- Firestone (portion)
- Florence (portion)
- Graham (portion)
- Ladera Heights
- Lennox
- Marina Del Rey (portion)
- Rancho Dominguez
- View Park
- West Carson
- West Compton
- West Rancho Dominguez
- Westmont
- Willowbrook
- Windsor Hills
- Wiseburn

### Los Angeles City

- Adams
- Barnes City
- Central Avenue

- Crenshaw
- Expo Park (portion)
- Green Meadows
- Hollywood (portion)
- Koreatown
- La Brea
- Mar Vista
- Miracle Mile (portion)
- North Shoestring
- Palms (portion)
- Sawtelle (portion)
- South Park
- South Vermont
- Venice (portion)
- Vermont Square
- Watts

- West Adams
- Westchester (portion)
- Westlake (portion)
- Wholesale District (portion)
- Wilshire Center (portion)



REV. 12/08 JJ

**Third District**

Cities and communities within the Third District:

**Cities**

Agoura Hills	Topanga Canyon	Chatsworth (portion)	Sawtelle (portion)
Beverly Hills	Fernwood	Encino	Sepulveda
Calabasas	Glenview	Hancock Park	Sherman Oaks
Hidden Hills	Sylvia Park	Hollywood (portion)	Silver Lake (portion)
Los Angeles (portion)	Topanga	Lakeview Terrace	Studio City
Malibu	Universal City	Los Feliz	Sun Valley (portion)
San Fernando	Valley Glen	Miracle Mile (portion)	Sunland (portion)
Santa Monica	Veterans	Mission Hills (portion)	Sylmar (portion)
West Hollywood	Administration Center	Mount Olympus	Tarzana
Westlake Village	West Chatsworth (portion)	North Hills	Toluca Lake

**Los Angeles City**

**Unincorporated Areas**

Agoura	Arleta	Pacific Palisades	Venice (portion)
Calabasas (adjacent)	Atwater Village	Pacoima	Warner Center
Calabasas Highlands	Bel Air	Palms (portion)	West Los Angeles
Franklin Canyon	Benedict-Coldwater Canyons	Panorama City	Westwood
Lake Balboa	Beverly Glen	Park La Brea	Wilshire Center (portion)
Malibu Vista	Brentwood	Rancho Park	Winnetka
Mulholland Corridor	Canoga Park (portion)	Reseda	Woodland Hills

- Cornell
- Las Virgenes/
- Malibu Canyon
- Malibu Lake
- Malibu Bowl
- Malibu Highlands
- Malibu/Sycamore Canyon
- Monte Nido
- Seminole Hot Springs
- Sunset Mesa
- Triunfo Canyon



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# DISTRICT INFORMATION

## Fourth District

Cities and communities within the Fourth District:

### Cities

- Artesia
- Avalon
- Bellflower
- Cerritos
- Diamond Bar
- Downey
- El Segundo
- Hawaiian Gardens
- Hermosa Beach
- La Habra Heights
- La Mirada
- Lakewood
- Lomita

- Long Beach
- Los Angeles (portion)
- Manhattan Beach
- Norwalk
- Palos Verdes Estates
- Paramount
- Rancho Palos Verdes
- Redondo Beach
- Rolling Hills
- Rolling Hills Estates
- Signal Hill
- Torrance
- Whittier

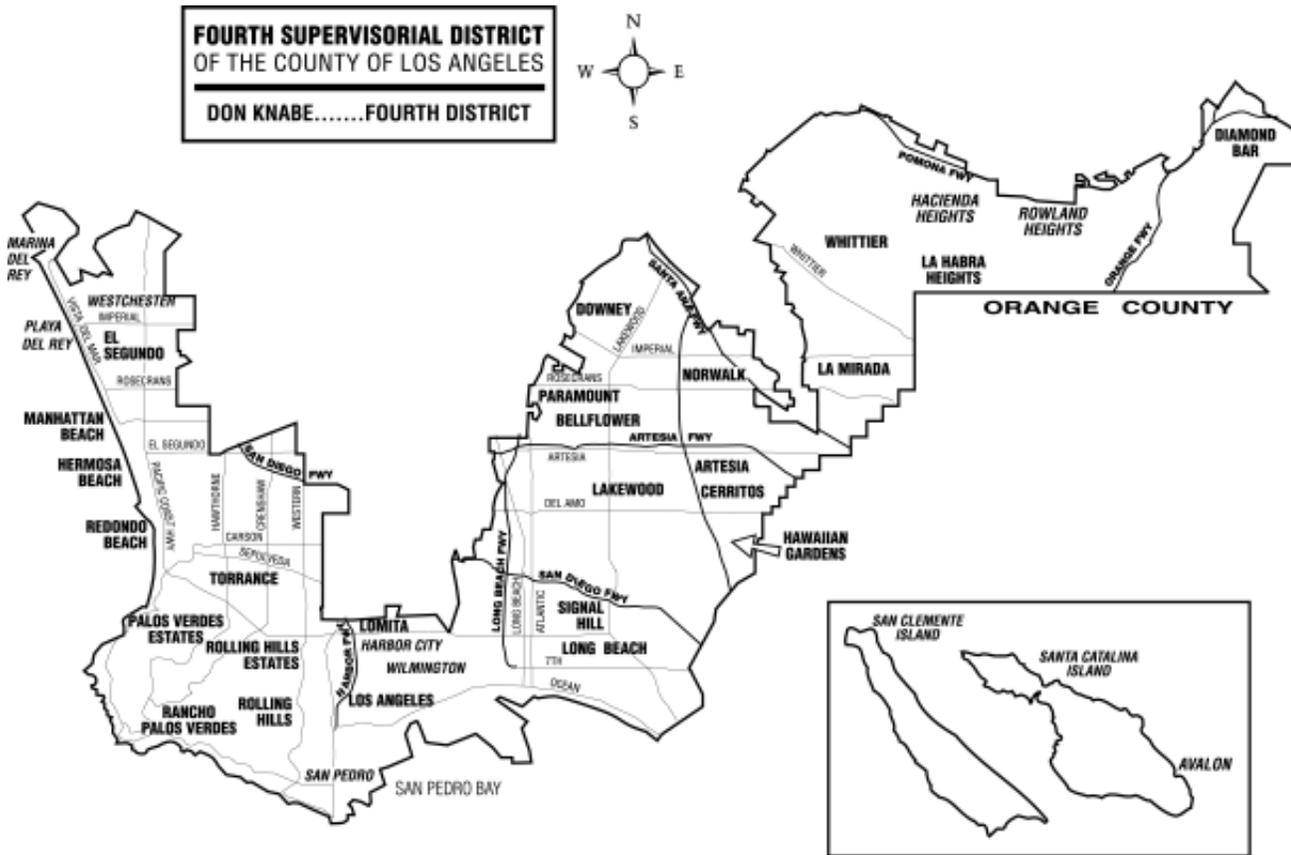
- La Rambla
- Long Beach (islands)
- Los Cerritos Wetlands
- Los Nietos (portion)
- Marina del Rey (portion)
- Northeast Whittier (portion)
- Rowland Heights (portion)
- San Clemente Island
- Santa Catalina Island
- South Whittier (portion)
- West Carson
- West Whittier (portion)
- Westfield

### Unincorporated Areas

- East Whittier
- Hacienda Heights (portion)

### Los Angeles City

- Harbor City
- Playa del Rey
- San Pedro
- Westchester (portion)
- Wilmington





# ppendix 3: Quick Facts

Here is a list of facts about the services provided by the County of Los Angeles every year:

- We provide mental health services to 172,000 people with mental illness, and respond to 7,800 calls to assist police in handling disruptive mentally ill persons.
- We investigate more than 150,000 emergency child abuse and neglect referrals.
- We handle the adoptions of more than 2,800 youngsters and perform assessments for 400 independent adoptions.
- We give 426,000 immunizations to protect residents against everything from diphtheria to polio.
- We circulate 15 million books and materials through our 84 libraries and three bookmobiles.
- We make 400,000 health inspections of facilities, including 24,000 restaurants.
- In Superior Court alone, we handle 300,000 filings and 228,000 dispositions.
- We place or return to owners 25,000 animals annually, and respond to 45,000 service calls. We spay and neuter 18,000 animals.
- We inspect 45,200 gas pumps and 15,800 scales annually to ensure their accuracy.
- We are the conservator to 4,700 mentally ill and frail elderly adults.
- We welcome more than 14 million persons to County parks and facilities.
- We care for 19,508 inmates each day at seven County jails.
- We maintain and operate 31 miles of public beach along the County's 81-mile shoreline and manage the world's largest and most modern small craft harbor.
- We supervise 50,000 children monthly, approximately 32,000 of whom are placed in foster homes.
- We serve 1.7 million meals to the elderly annually, including 800,000 to persons who are homebound.

## QUICK FACTS

- We accept 100,000 names for business filings and registrations.
- We maintain more than 100 million deeds, mortgages, liens and other real estate records.
- We assist 2,215 domestic violence victims annually in our 22 domestic violence shelters and respond to 10,000 domestic violence calls.
- We provide in-patient care to 78,000 persons at our six hospitals, and treat 234,000 for emergencies and traumas.
- We provide summer employment for 5,200 youths and job training for 6,700 adults annually.
- We serve 302,000 senior citizens at our three senior centers.
- We investigate 15,200 senior and dependent adult abuse cases.
- We resolve 8,200 dispute resolution cases annually and assist 57,000 individuals.
- We answer more than 10 million questions annually at our libraries.
- We provide services to 1.6 million people at our community and senior centers.
- We provide cash assistance to approximately 543,175 individuals and families.
- We offer employment-related services to approximately 75,609 CalWORKS participants and 728,858 General Relief recipients.
- We provide Medi-Cal coverage to approximately 751,462 adults and children.
- We operate one of the largest flood control systems in the world, including 15 major dams, 2,600 miles of underground storm drains, 75,000 catch basins, and 500 miles of open channel.
- We maintain more than 3,100 miles of major roads and local streets in the unincorporated areas and 1,700 miles in cities.
- We own and administer five general aviation airports.
- We issue an average of 52,000 building permits annually for construction valued at \$1.65 billion and provide construction plan checks for more than 2,000 building projects to ensure safe construction and proper occupancy usage.
- We issue 536,719 copies of birth certificates, 60,809 copies of death certificates and 115,853 copies of marriage certificates annually. We receive more than 2,000 requests daily for certified copies of birth, death and marriage certificates.
- We issue 60,00 marriage licenses and perform 9,000 marriage ceremonies annually.

# ppendix 4: Glossary

## **Americans with Disabilities Act/ADA**

Federal act barring discrimination on the basis of disability in employment, or in the access to services, programs or activities.

## **Appeal**

A petition for a change of decision in a personnel action or examination.

## **Appointing Power**

The person or group having authority to make appointments to a position. Usually a department head or department head designee.

## **Appraisal of Promotability/AP**

The rating of an employee's potential performance in a higher level position prepared by the appointing power as part of a promotional examination.

## **Board of Supervisors/BOS/The Board**

The governing body of the County of Los Angeles.

## **Bulletin**

An announcement of an examination to fill a position vacancy and containing essential information regarding the position, the examination and how to file an application.

## **California Pregnancy Disability Leave**

State law that provides employees up to four months of leave for a disability due to a pregnancy or related medical condition. Under this law, employees are eligible upon date of hire.

## **Civil Service**

Nonmilitary, non-elected government employment as opposed to employment in the private sector.

# GLOSSARY

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## **Civil Service Commission**

A five-member commission appointed by the Board of Supervisors. The Civil Service Commission is an administrative appellate body that ensures that certain Civil Service Rules are enforced.

## **Class/Classification**

Position or group of positions bearing the same title.

## **Class Specification/Class Spec**

The official job description document for County positions.

## **Classified Service**

All offices and positions in the civil service of the County of Los Angeles except those in the unclassified service.

## **COBRA (Consolidated Omnibus Reconciliation Act)**

Federal law requiring employers to offer employees and their families the opportunity for a temporary extension of health benefits at group rates (plus an administrative charge) in certain instances when coverage would otherwise end.

## **Conflict of Interest**

Situation in which personal relationships, money (or the promise of money), or other outside factors could influence how you do your job.

## **County Vision Statement**

A statement of our shared purpose in providing services, anchored by common values and aspirations.

## **Customer Service**

Providing the highest quality assistance to all the people we serve.

**CWTAPPS / Countywide Timekeeping and Payroll System**

Employee timekeeping and payroll system used throughout the County.

**Deferred Compensation**

A deferment or postponement of receiving a portion of your current income until retirement.

**District**

A territorial division for administrative or electoral purposes.

**Domestic Violence**

Violence occurring within the family.

**Employee Relations Commission/ERCOM**

The controlling authority for matters regarding the relationship between the County and its employees and employee organizations.

**Equal Employment Opportunity/EEO**

This guarantees equal employment opportunities for all qualified persons regardless of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or medical condition.

**Examinations: Open Competitive, Interdepartmental, Departmental Promotional**

Open competitive examinations are open to qualified candidates from the general public and qualified County employees. Interdepartmental examinations are open to all qualified, permanent County employees. Departmental Promotional examinations are open only to qualified employees of the department for which the examination is held.

## **GLOSSARY**

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### **Exempt Employee**

Employee who is exempt from certain wage and hour laws (FLSA). Also known as a salaried employee.

### **First probation**

Trial period following appointment to County service. Final step in the selection process. How employees conduct themselves and meet performance expectations and requirements are evaluated during this time.

### **Flexible Benefits Plans**

Comprehensive insurance benefits plans offered by the County that allow full-time, permanent employees to choose benefits best-suited for their individual and family circumstances.

### **FLSA/Fair Labor Standards Act and Overtime**

In accordance with this Federal law, non-exempt employees receive overtime compensation for working more than 40 hours in a week.

### **FMLA/Family Medical Leave Act**

Federal act providing eligible employees unpaid, job-protected leave for defined family and medical reasons.

### **Grievance**

Formal protest of a working condition filed with department in accordance with MOU and/or department policy.

### **Item/ Item #**

Official Classification/Classification # (e.g., Intermediate Typist-Clerk/2214A)

**LACERA (Los Angeles County Employees Retirement Association)**

The organization that administers the primary retirement plan for County employees.

**Leave**

Temporary departure from the job for various reasons: e.g., sickness, vacation, bereavement, etc.

**Leave of Absence**

Departure from the job for long durations with department approval.

**Non-exempt Employee**

Employee who receives hourly wages; who is subject to wage and hour laws (FLSA), i.e. overtime pay.

**Non-represented employee**

Employee in a position not represented by an employee organization certified by the Employee Relations Commission.

**Performance Expectations**

The job and personal performance levels expected of you as a County employee.

**Policy**

Statements that relate to the kind of work environment the County provides for you.

**Probation/Probationer**

Trial period following appointment to County service or promotional appointment. Final step in the selection process. How employees conduct themselves and meet performance expectations and requirements is evaluated during this time.

One whose fitness is being tested during a trial period.

## **GLOSSARY**

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### **Rating From Record**

A method of testing in County examinations which uses set standards or criteria to evaluate the education, training, experience, or other qualifications relevant to the position, based on the application form, other information submitted, or from available records.

### **Represented Employee**

Employee in a position represented by an employee organization certified by the Employee Relations Commission.

### **Step Pay Plan**

Intended to increase an employee's pay in annual steps as experience is acquired and until the top step is reached. The general plan is five steps with a 5.5 percent increase per step.

### **Strategic Plan**

Vision Statement, Mission and Goals providing a unified, strategic direction for the County of Los Angeles.

### **Unclassified Service**

All offices and positions enumerated in Section 33 of the County Charter and not subject to Civil Service Rules.

### **Unincorporated area**

Territory which does not belong to an incorporated municipality.

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