



COUNTY OF LOS ANGELES
invites applications for the position of:

STUDENT PROFESSIONAL WORKER I

SALARY: \$13.49 - \$13.49 Hourly

OPENING DATE: 01/26/17

CLOSING DATE: 02/27/17 05:00 PM

POSITION/PROGRAM INFORMATION:

Los Angeles County
DEPARTMENT OF

Human Resources



EXAM NUMBER

R8243D

APPLICATION FILING PERIOD

January 30, 2017 8:00 AM - February 27, 5:00 pm

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

REBULLETIN INFORMATION

This announcement is a rebulletin to reopen the filing period, update special requirement information, the application and filing information, Salary information, Supplemental Questionnaire and Social Security Number section.

Persons who have already applied within the last six (6) months need not reapply, but may submit additional information by the last day of filing. the information must include your name, the correct examination title and number.

DEFINITION

Performs sub-professional duties in a specific field or service area while enrolled as a student in an accredited college or university.

CLASSIFICATION STANDARDS

Positions allocable to this class typically work under the close supervision of technical or professional personnel engaged in a specific occupation and as part-time, temporary employees, perform a variety of skilled tasks supporting those personnel. Incumbents are expected to exercise progressively developing skills and knowledge in the occupational or service area in which they are assigned, while enhancing with practical experience their academic preparation for working on a full-time or professional basis in that occupation or service area. Incumbents assigned to these positions are restricted to no more than 30 hours per week during instructional periods without prior approval from the Department of Human Resources.

ESSENTIAL JOB FUNCTIONS:

Assists in collecting and analyzing statistics, doing research, and making investigations and special studies in a variety of occupational fields.

Assists in the preparation of reports.

Assists in the preparation of press and radio releases.

Assists in the administration of psychological and other tests to patients.

Assists in the performance of laboratory tests and analysis.

Assists in the group supervision and training of juvenile wards of the courts.

Assists in identifying and cataloging birds, mammals, and fossils.

Assists in processing writs and judgments, filing legal documents, and making entries of legal action.

Assists in work related to the administration of manpower programs for the disadvantaged.

Acts as guide for student tours of County departments.

Does related clerical work as required.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Current enrollment in an accredited college having academic standing equivalent to sophomore, junior or senior year.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS: 2 - Light.

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

SPECIAL REQUIREMENT INFORMATION

Applicants **MUST** Submit proof of current enrollment and proof of academic standing (e.g. current Class Schedule, Registration Card showing the applicant has registered for the coming semester/quarter, or official transcripts). Failure to submit the required documents will result in your application being rejected.

All required documents must be attached to the application at the time of filing or within 15 days of filing, such as:

- **Proof of Current Enrollment:** Current Class Schedule, Registration Card Showing the applicant has registered for the coming semester/quarter or Official Transcripts. The document may not have to be official, but must clearly show class enrolled, class term, name of school and student's name. Payment statement or receipt will **NOT** be accepted.

- **Proof of academic Standing** – Official Transcripts or verification letter from school registrar's office that states you are in sophomore or higher year or the amount of units you have completed). **The document must be official** (The official document must include signature and school seal). A print-out of **unofficial transcript** from the school's website is **NOT** acceptable.

If hired, applicants must continue to be enrolled and attend school in order to maintain status position.

In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official transcripts or diploma.

DESIRABLE QUALIFICATIONS

Paid experience performing duties that include assisting in gathering and analyzing data and statistics, identifying and cataloging various objects and materials and performing other clerical and customer/public service work.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT**

This examination will consist of an evaluation of training and experience based upon application information and desirable qualifications weighted 100%.

Please note, for this examination, there is no written test.

Candidates must achieve a passing score of 70% on the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of the candidates receiving a passing grade on this examination will be added to the eligible register and, unless appointed, will appear in the order of their score group for a period of six (6) months following the date of eligibility.

Individuals may not apply for this examination more than once every six (6) months.

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies at various departments throughout Los Angeles County.

AVAILABLE SHIFT Day**APPLICATION AND FILING INFORMATION**

INSTRUCTIONS FOR FILING ONLINE: A standard County of Los Angeles Employment Application for this examination must be completed online. Applications will not be accepted by mail, fax, or in person. Applicants must either upload required documents as attachments during application submission or email a copy of the required documents to szhang@hr.lacounty.gov or fax to (213) 380-3681 within fifteen (15) calendar days of filing online. Please include the exam number and exam title.

Apply Online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

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

The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Fill out the application completely and correctly to receive full credit for any related education training, and job experience you include. In the spaces provided for education, include the names and addresses of school attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER

Please include your social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone (800) 735-2922

ADA Coordinator Phone: (213) 738-2247

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone (800) 899-4099

Alternate TTY Phone (800) 897-0077

Department Contact Name: Sophie Zhang

Department Contact Phone: (213) 351-6458

Department Contact Email: szhang@hr.lacounty.gov

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:**1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your

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

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of either workers' compensation fraud or human trafficking is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
<http://file.lacounty.gov/dhr/CCHQ.pdf>

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever

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profile and make the necessary change. This can be done at any time. possible.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

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

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

6. Equal Employment Opportunity/Non-Discrimination Policy:

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

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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

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

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

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

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

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

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

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

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

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

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

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

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

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

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #R8243D
STUDENT PROFESSIONAL WORKER I
SZ

Los Angeles, CA 90010

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STUDENT PROFESSIONAL WORKER I Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. **I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.**
- Yes
- * 2. Are you currently enrolled in an accredited college and have academic standing equivalent to sophomore, Junior, or senior years?
- Yes
 No
- * 3. If you answered "**YES**" to question 2. You must attach a legible copy of **proof of Current Enrollment** (e.g. Current Class Schedule, Registration Card Showing the applicant has registered for the coming semester/quarter or Official Transcripts) to the application at the time of filing or within fifteen (15) calendar days from application submission. The document may not have to be official, but must clearly show class enrolled, class term, name of school and your name. Payment statement or receipt will **NOT** be accepted. Please email to szhang@hr.lacounty.gov if you have not attached to the application at time of filing. Failure to submit the required documents will result in your application being rejected. **I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.**
- Yes
- * 4. If you answered "**YES**" to question 2 , you must attach a legible copy **proof of Academic Standing** (e.g. Official Transcripts or verification letter from school registrar's office that states you are in sophomore or higher year or the amount of units you have completed) to the application at time of filing or within fifteen(15) calendar days from application submission. **The document must be official** (must include signature and school seal). A print-out of unofficial transcript from the school's website is **NOT** acceptable. Please email to szhang@hr.lacounty.gov if you have not attached to the application at time of filing. Failure to submit the required documents will result in your application being rejected. **I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS**
- Yes
- * 5. Do you have paid experience in performing duties that involve collecting and analyzing data and statistics, identifying and cataloging various objects and material, and performing other clerical and customer/public service assignments? Please indicate below. Experience is evaluated on the basis of a verifiable 40-hour week.
- Less than 3 months of paid experience in full time or 40-hour work week
 3 to 6 months of paid experience
 6 or more months of Paid experience
 Not Applicable
6. Please describe your paid experience that you have selected in question 5. Please provide your job title, beginning and ending dates, number of hours work per week, description of worker performed and salary earned for each job held in the box below. If not applicable, indicate N/A and move on to question 7.

* 7. If you miss any part of information in question 6, you will not get the credit for your work experience. **I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.**

Yes

* 8. What is your major/area of study?

* Required Question