



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **WAREHOUSE WORKER AID**

**SALARY:** \$2,857.00 - \$3,733.28 Monthly  
\$34,284.00 - \$44,799.36 Annually

**OPENING DATE:** 10/11/17

**CLOSING DATE:** 10/19/17 05:00 PM

### **POSITION/PROGRAM INFORMATION:**



### **EXAM NUMBER**

R2329L

### **FIRST DAY OF FILING**

Starting Monday, October 16, 2017 at 12:00 p.m. (PST)

**Filing will be suspended after the first 500 applications are received or by October 19, 2017, at 5:00 p.m. (PST), whichever occurs first. Applications received after the first 500 will not be considered.**

This exam will reopen as the needs of the service require.

### **TYPE OF RECRUITMENT**

OPEN COMPETITIVE JOB OPPORTUNITY

### **DEFINITION:**

Performs a combination of routine, manual and supply-clerical duties.

### **CLASSIFICATION STANDARDS:**

Positions allocable to Warehouse Worker Aid typically report to a higher level warehouse worker and perform duties related to handling materials and supplies. Positions allocable to this entry-level class

assist higher level warehouse workers by principally performing the manual tasks normally associated with a supply operation. They also assist in the clerical phases of that operation. Incumbents must have the ability to perform simple addition, subtraction, multiplication and division, read and follow simple instructions, policies, and procedures and use basic keyboarding skills in accessing, retrieving, and entering warehouse information on video display terminals using established data bases and commonly used software programs.

### **ESSENTIAL JOB FUNCTIONS:**

Inspects incoming shipments by checking descriptions, amounts, and/or identification numbers of materials received, performing basic mathematical calculations, and visually examining shipping cartons and containers (unbanding and unstacking when necessary) to ensure that shipments are accurate with respect to quantity and kind, and wrong or damaged items are identified and documented prior to receiving shipments into inventory. Any damaged, defective materials or any discrepancies should be reported to supervisor/buyer and the buyer must complete a return materials authorization; the materials will not be included in inventory.

Utilizes a computer to receive goods electronically by entering receipts and goods received into eCAPS (Electronic Countywide Accounting and Purchasing System).

Loads/unloads trucks and move items in their storage locations by considering their size, shape, weight, quantity, type, stock number, and/or other storage factors (e.g., requirements for safe storage of hazardous materials) either manually or using lifting aids (e.g., material handling equipment) in order to ensure safe and efficient storage and retrieval of inventory.

Prepares items for mailing, shipping, or will-call by picking, packaging, weighing, labeling, palletizing, properly securing shipments, etc. using shrink wrapping, marking pens, and box cutters, bungees or strap ties in order to fill requisition requests as requisitions are received.

Participates in physical inventory procedures by accurately counting stocks, records/tags property assigned to County departments for the Auditor/Controller, performing basic mathematical calculations, and recording information of inventory levels on hardcopy forms in order to obtain accurate information on inventory levels according to a routine schedule or as directed by a supervisor.

Interacts with representatives of outside agencies (e.g., delivery personnel), coworkers, and supervisors verbally (either in person or on the phone) and in writing (e.g., e-mail) in order to convey complete, accurate, and up-to-date information whenever approached or as directed by a supervisor.

Transports shipments and/or salvage or surplus materials by operating a light truck (e.g., pickup, bobtail, flatbed, or cargo van) according to established County procedures and in full compliance with motor vehicles code requirements in order to deliver requisitioned materials, files and documents, retrieve needed stock, or dispose of discarded materials.

### **REQUIREMENTS:**

#### **MINIMUM REQUIREMENTS:**

No training or experience is required.

**LICENSE:**

A valid California Class C Driver License may be required to perform the job-related essential functions of some positions in this class.

**PHYSICAL CLASS:**

4 - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**SPECIAL REQUIREMENT INFORMATION:**

License Information: Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

**IMPORTANT NOTES:**

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

**ADDITIONAL INFORMATION:****EXAMINATION CONTENT:**

This examination will consist of a multiple choice test weighted 100% covering written expression, reading comprehension, data analysis/mathematics, safety judgment, attention to detail, error checking, achievement, safety orientation, and responsibility.

THE MULTIPLE CHOICE TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must receive a passing score of 70% or higher on the examination in order to be placed on the eligible register.

**Note:** Invitation letters to the multiple choice test will be sent to candidates electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add [dchau@hr.lacounty.gov](mailto:dchau@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail. It is the responsibility of the applicant to ensure he/she receives our email.

Final results will be sent by U.S. mail. Multiple choice test scores cannot be given over the phone.

**TRANSFER OF SCORES:**

Applicants who have taken identical multiple choice test parts for other exams within the last 12 months will have their multiple choice test score(s) for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least twelve (12) months.

**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>. Please click on "Find a Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

**ELIGIBILITY INFORMATION:**

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

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

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

**VACANCY INFORMATION:**

The eligible register resulting from this examination will be used to fill vacancies in various departments in the County of Los Angeles as they occur.

**AVAILABLE SHIFT:** Any

**APPLICATIONS AND FILING INFORMATION:**

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the "APPLY" button at the top right of this posting. You can also track the status of your application using this website.

Applications will be accepted starting October 16, 2017 at 12:00 p.m. (PST). Filing will be suspended after the first 500 applications are received or by October 19, 2017 at 5:00 p.m. (PST), whichever occurs first. Applications received after the first 500 will not be considered.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the Minimum Requirements. Provide any relevant education, training and experience in the spaces provided so we can evaluate your qualifications for the job. 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 will be rejected.

**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 throughout 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.

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Daniel Chau

**Department Contact Phone:** (213) 738-2080

**Department Contact Email:** [dchau@hr.lacounty.gov](mailto:dchau@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

**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](http://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

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

#### 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.

#### 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.

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

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

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

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

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

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

Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**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.

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

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

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

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

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

**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

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**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.

International Credential Evaluators, Inc. (AICE).

**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.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

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

Position #R2329L  
WAREHOUSE WORKER AID  
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Los Angeles, CA 90010