



COUNTY OF LOS ANGELES
invites applications for the position of:

YOUTH WORKER, CHILDREN'S SERVICES

SALARY: \$2,129.76 - \$2,129.76 Monthly
\$25,557.12 - \$25,557.12 Annually

OPENING DATE: 11/20/17

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



Los Angeles County
**Department of
Children and Family Services**

FIRST DAY OF FILING: 11/27/2017 AT 8:00 A.M. - ONLINE FILING ONLY

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME WITHOUT PRIOR NOTICE.

EXAM NUMBER:
T8246C

TYPE OF RECRUITMENT:
OPEN COMPETITIVE JOB OPPORTUNITY

DEFINITION:

Participates in an on-the-job training program or a training assignment in one of a variety of entry level jobs, including those in the crafts, institutional support services, clerical, paramedical or paratechnical occupational series, in various County departments.

CLASSIFICATION STANDARDS:

Incumbents of the **temporary positions** allocable to this class, participate in on-the-job training programs or training assignments individually structured and monitored by the departments to which they are assigned. Successful completion of the programs or assignments prepare the incumbents to compete for entry level jobs in the area in which they have received training. Incumbents may receive formal or informal instructions in the basic principles, which identify the responsibilities, and govern the satisfactory performance of the duties of the job. Additionally, under the direct supervision of a working or first level supervisor, incumbents receive practical guided work experience which prepares them for entry level assignments, or to continue educational pursuits in the particular field. Assignments may be on all shifts in departments that have 24-hour responsibility.

ESSENTIAL JOB FUNCTIONS:

1. **Performs copying and printing of various documents** such as flyers, banners, brochures, reports, training manuals and assembles printed copies into folders and binders.
2. **Sends proof of copying and printing work** to requestors at different DCFS offices for finalization and notifies them when request is completed, tracks and files each request for future

reference, and packs completed work for the offices for mailing or pick up. Ensures packed boxes are delivered by the moving company to the new work site and placed in the correct staff workstations.

3. **Checks furniture, chairs, cabinets, drawers, key locks and keyboard trays** to ensure they are functioning properly and gathers all desk/cabinet keys, sorts and provides them to the manager.
4. **Generates cubicle labels with numbers and directional signs** within the work area and pathways to various work areas.
5. **Assists in the walkthrough of the building, including checking ceiling, tiles, lighting fixtures, carpets (pre and post installation), walls, wiring and assists in the rising and lowering of furniture in workstation and noting for specific deficiencies.**
6. **Processes 1060s and EMS requests for changes and modifications** and follows up on pending issues such as collateral calls to ISD and furniture vendors
7. **Counts vacant workstations and offices at the various DCFS buildings** and verifies items at all buildings with item control.
8. **Assists in completing a portion of the Monthly Management Report (MMR), Building Encumbrance and Vacancy Report** and enters data into the Property Management Database.
9. **Assists in taking inventory of disaster preparedness items at DCFS offices annually,** issues sign-in and sign-out sheet and materials to participants attending EDSS trainings and participates in EDSS presentations.
10. **Assists with the coordination of acquiring Red Cross First Aid Facility Training and cross check rosters** to ensure they reflect correct information for trainee participants.
11. **Assists in drawing functional diagrams using Visio, password resets,** gathering requirements (note takers) and updates tables in Excel.
12. **Conducts physical inventory of stock items, performs data entries related to stock items in Procurement Section,** assists in shipping and receiving goods, verifies goods received for Procurement stockroom and records obsolete cellular devices and other returned items for disposition and recycling.
13. **Completes and maintains necessary forms to document salvaged items,** assists in the disposition of furniture, office supplies and surplus items, helps pack boxes, prepares labels as required for storage, files stockroom documents, and relocates staff and their respective office supplies and equipment.
14. **Perform clerical duties including,** but not limited to, creating files and spreadsheets, filling and retrieving files, scanning and uploading documents, communicate via electronic mail/telephone to staff, assists in preparing training materials, keeps the supply room in order and orders supplies, replenishes printer supplies, shred confidential documents, types from plain or corrected copy, drafts or verbal instructions, such materials as reports, letters, rosters, schedules, etc.

REQUIREMENTS:

ONLINE FILING ONLY

SELECTION REQUIREMENTS:

Youth, between ages 16 and 21, who is currently enrolled and attending **OR** has completed a minimum five (5) "**Independent Living Program**"* (ILP) and/or "**Teen Club**"* activities with the Los Angeles County Department of Children and Family Services within 24 months of submission of examination application.

PHYSICAL CLASS II – 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:

*Applicant's participation in the "**ILP**" and/or "**Teen Club**" will be verified by the Youth Development Services Division of the Department of Children and Family Services in Los Angeles County.

DESIRABLE QUALIFICATIONS:

- Currently enrolled** in High School/GED Program **OR** High School/GED Graduate** **OR** completion** of the State Proficiency Exam.
- Currently enrolled** in an accredited college or university with 2.0 GPA or higher **AND** have completed at least one semester or quarter.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

This examination will consist of an evaluation of training and education based on application information and Desirable Qualifications **weighted 100%**.

In order to receive extra credits related to the Desirable Qualifications, applicants **MUST attach a legible copy of a diploma **OR** an official transcript (You may open the sealed envelope of the official transcript and provide us a copy) **OR** an original copy of an **OFFICIAL LETTER** from the Registrar's office which shows your current enrollment status **OR** a legible copy of certification that shows completion of the State Proficiency Exam with the application at the time of filing or within 15 calendar days of filing your online application.

Candidate must achieve a passing score of 70% or higher on the exam in order to be placed on the Eligible Register.

Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

All notifications (e.g. Notices of Non-Acceptance, Notice Results, etc.) will be mailed via United States Postal Services (USPS).

ELIGIBILITY INFORMATION: The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.

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

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 6 MONTHS.

SPECIAL INFORMATION:

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION: All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) or the requirements of a "sensitive position" may be withheld from appointment or may be discharged.

VACANCY INFORMATION: The eligible register resulting from this examination will be used to fill vacancies throughout the Department of Children and Family Services.

AVAILABLE SHIFT: ANY

APPLICATION AND FILING INFORMATION:**APPLICATIONS MUST BE FILED ONLINE ONLY.**

Applicants are required to submit a standard Los Angeles County Employment Application online and complete the **Supplemental Questionnaire** to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications. We must receive your application by 5:00 p.m., PST, on the last day of filing.

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Applications submitted by U.S. Mail, FAX, or in person will not be accepted. All required documents must be submitted at the time of filing or during the examination process. Any missing required

documents not submitted by the deadline will result in your application being rejected as incomplete.

Note: If you are unable to attach the required documents, you may e-mail them to TawJ@dcfs.lacounty.gov. You may also fax the documents to (213) 738-6470. Please make sure to reference **your full name (Last, First name), examination title and number** on the subject line of your e-mail or in your fax.

Apply online by clicking on the green "**APPLY**" button at the top right of this posting. You can also track the status of your application by using this website.

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. The acceptance of your application depends on whether you have clearly shown that you meet the **Selection Requirements and complete the Supplemental Questionnaire**. 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.

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 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 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.

Department Contact Name: Jason Taw
Department Contact Phone: (213) 351-5898
Department Contact Email: TawJ@dcfs.lacounty.gov

California Relay Services Phone: (800) 735-2922
ADA Coordinator Email: TawJ@dcfs.lacounty.gov
Teletype Phone: (800) 899-4099
Alternate Teletype Phone: (800) 897-0077

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.

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 other age limits are stated on the job posting. The Federal Age 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.

COUNTY OF LOS ANGELES Employment Information

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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. **CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

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.

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/CCHO.pdf>

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.

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 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.

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.

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.

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

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.

**COUNTY OF LOS ANGELES
Employment Information**

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In California.

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 #TB246C
YOUTH WORKER, CHILDREN'S SERVICES
JT

Los Angeles, CA 90010

YOUTH WORKER, CHILDREN'S SERVICES 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 and upload required document 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.
- * 2. Are you **currently enrolled and attending** "Independent Living Program" (ILP) and/or "Teen Club" activities with the Department of Children and Family Services in County of Los Angeles within 24 months of submission of examination application?
 - Yes
 - No
- * 3. If you answer "Yes" to question #2, provide how many "Independent Living Program" (ILP) and/or "Teen Club" activities you are currently enrolled and attending within 24 months of submission of examination application?
 - 1-2 Programs
 - 3-4 Programs
 - 5+ Programs
 - Not Applicable
- * 4. Have you **completed** "Independent Living Program" (ILP) and/or "Teen Club" activities with the Department of Children and Family Services in County of Los Angeles within 24 months of submission of examination application?
 - Yes
 - No
- * 5. If you answer "Yes" to question #4, provide how many "Independent Living Program" (ILP) and/or "Teen Club" activities you have completed within 24 months of submission of examination application?
 - 1-2 Programs
 - 3-4 Programs
 - 5+ Programs
 - Not Applicable
- * 6. Please name all ILP and/or "Teen Club" activities that you are currently enrolled or has completed within 24 months of submission of examination application. Please type "N/A" if you do not have any.

- * 7. Are you currently enrolled in High School/GED Program **OR** completed High School/GED Program **OR** completed the State Proficiency Exam?
 - Yes
 - No
- * 8. If you answer "Yes" to question #7, did you attach a legible copy of a diploma **OR** an official transcript **OR** an original copy of an OFFICIAL LETTER from the Registrar's office which shows your current enrollment status **OR** a legible copy of a certification that shows completion of the State Proficiency Exam?
 - Yes
 - No
 - Not Applicable
- * 9. Are you currently enrolled in an accredited college or university with 2.0 GPA or higher and have completed at least one semester or quarter?
 - Yes
 - No
- * 10. If you answer "Yes" to question #9, did you attach a legible copy of an official transcript?
 - Yes
 - No
 - Not Applicable
- * Required Question