



COUNTY OF LOS ANGELES
invites applications for the position of:

YOUTH WORKER (Countywide Youth Bridges Program)

SALARY: \$2,172.36 - \$2,172.36 Monthly
\$26,068.32 - \$26,068.32 Annually

OPENING DATE: 06/11/18

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



FIRST DAY OF FILING:
June 12, 2018 at 8:00 a.m. (PT)

EXAM NUMBER:
R8252A-R

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

TYPE OF RECRUITMENT:
Open Competitive Job Opportunity

DEFINITION:

Participates in a 12 month on-the-job training program or a training assignment in one of a variety of entry level jobs, including those in 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 programs or assignments prepares incumbents to compete for entry level jobs in the fields in which they have received training. Incumbents may receive formal or informal instruction in the basic principles that identify the responsibilities and specify the requirements for satisfactory performance 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:

Receives on-the-job training, and under direct supervision participates in entry level work in one of a variety of job assignments in the following functional areas:

Clerical Assignments:

Functions as a receptionist in a variety of settings.

Assists the public by providing directions, instructions and responding to routine inquiries in person or by telephone.

Assists in operating a small telephone switchboard or system.

Types from plain or corrected copy, drafts or verbal instructions, such materials as reports, letters, vouchers, receipts, lists, schedules, etc.

Processes work through data entry on a computer.

Receives payment and fees or other valuables at a cashier's window or by mail and issues receipts.

Paramedical, Paratechnical and Specialized Assignments:

Assists in performing simple routine duties, under direct supervision, in a patient care unit or laboratory, radiology unit, or for graphic arts, photography services, recreation therapy services, social and children services, the museum, library, beaches, parks, etc.

REQUIREMENTS:**SELECTION REQUIREMENTS:**

Identified as **At-Risk Youth*** -AND- Completion of 120 hours of career exposure with the **County of Los Angeles Department of Human Resources' Countywide Youth Bridges Program.**

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:

***At Risk Youth** - Identification as an "at-risk youth" by a County of Los Angeles authorized department, or other local, state or federal agency or school; or by a bona fide non-profit organization whose mission includes fostering or enhancing employment opportunities for at-risk youth; must be age 24 or younger at time of appointment.

APPLICANTS WHO HAVE BEEN PREVIOUSLY APPOINTED AS A YOUTH WORKER FOR MORE THAN 10 ACCUMULATIVE MONTHS WILL BE DISQUALIFIED.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

This examination will consist of a multiple choice test weighted at 100% covering:

- Achievement Orientation
- Conscientiousness
- Customer Service Potential
- Customer Focus
- Dependability
- Retention

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AND ACHIEVE A

PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Final results will be sent via United States Postal Service (USPS) mail. Multiple choice test scores cannot be given over the telephone.

MULTIPLE CHOICE TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

TRANSFER OF SCORES:

Applicants that have taken identical test part(s) for this or any other exam within the last 12 months will have their test responses 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 may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least (12) months.

NOTE: ALL MULTIPLE CHOICE TEST INVITATIONS WILL BE SENT VIA EMAIL TO THE EMAIL ADDRESS PROVIDED ON THE APPLICATION. It is important that candidates provide a valid email address. Please add ecervantes@hr.lacounty.gov and info@governmentjobs.com to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

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. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION:

Applications 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.

CANDIDATES WHO PASS THIS EXAMINATION AND APPEAR ON THE ELIGIBLE REGISTER ARE NOT ALLOWED TO REAPPLY FOR THIS SAME EXAMINATION DURING THEIR ELIGIBILITY PERIOD.

VACANCY INFORMATION:

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

AVAILABLE SHIFT: Any

APPLICATION 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 green "Apply" button at the top of this posting. You can also track the status of your application using this website <https://www.governmentjobs.com/careers/lacounty>. Applications must be filed online at <http://hr.lacounty.gov>.

We must receive your application by 5:00 PM (PT) on the last day of filing. Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Provide any relevant experiences 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 at any stage of the selection process. All information and records are subject to verification.

Applicants must submit all documents to be considered (diplomas, official transcripts, certificates, etc.) during application submission. All documents must be clear and legible.

DOCUMENTS NOT SUBMITTED WITH THE APPLICATION MAY BE EMAILED TO ecervantes@hr.lacounty.gov, BUT MUST BE RECEIVED WITHIN FIFTEEN (15) CALENDAR DAYS OF FILING. ALL EMAILS MUST CLEARLY IDENTIFY THE APPLICANT'S NAME AND THE SUBJECT LINE MUST INCLUDE THE EXAM NAME, YOUTH WORKER (COUNTYWIDE YOUTH BRIDGES PROGRAM), R8252A-R.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. 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. 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. All information and records are subject to verification.

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**.
- Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

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, application 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's or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT NAME: Elia Cervantes
DEPARTMENT CONTACT PHONE: (213) 738-2037
DEPARTMENT CONTACT EMAIL: ecervantes@hr.lacounty.gov
CALIFORNIA RELAY SERVICES PHONE: (800) 735-2922
ADA COORDINATOR EMAIL: adarequests@hr.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.

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

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.

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

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.

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

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting 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 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 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

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

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

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

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

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting 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.

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

supersedes any language contained below 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 International Credential Evaluators, Inc. (AICE).

Test Preparation: Study Guides and other

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement.

supersedes any language contained below 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.

Revised April 2018

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

Position #R8252A-R
YOUTH WORKER (COUNTYWIDE YOUTH BRIDGES PROGRAM)
EC

Los Angeles, CA 90010

YOUTH WORKER (Countywide Youth Bridges Program) 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

- * 2. Have you completed 120 hours of career exposure with the County of Los Angeles Department of Human Resources' Countywide Youth Bridges Program?

If yes, please upload a copy of the **CERTIFICATE OF COMPLETION**.

- Yes
- No

- * 3. Have you been appointed to the position of County of Los Angeles **YOUTH WORKER, ITEM #8252**?

- Yes
- No

- * 4. If you selected "Yes" to QUESTION #3, please indicate the number of months you held the position.

- Less than 10 months
- More than 10 months
- Not applicable

- * 5. Besides employment opportunities with the County of Los Angeles, would you be willing to be referred to organizations/agencies other than County of Los Angeles?

- Yes
- No

- * 6. If you selected "Yes" to QUESTION #5, please upload a resume and write your name in the space provided below to grant the County of Los Angeles permission to release your resume to other organizations.

By writing your name in the space provided below, you are indicating that you have read and understood all of the information provided, and agree to being contacted by another public or private organization for employment.

If you selected "No" to QUESTION #5, please indicate "Not Interested."

- * 7. Do you have a high school diploma or a high school equivalency certificate?

- Yes
- No

- * 8. Are you currently enrolled in any of the following educational institutions?

- Not currently enrolled in an educational institution
- High School
- 2-Year College
- 4-Year College
- Trade School or Vocational Program

- * 9. **CERTIFICATE OF COMPLETION** -

In order to receive credit for the 120 hours of career exposure with the County of Los Angeles Department of Human Resources' Countywide Youth Bridges Program, you must provide a copy of the **CERTIFICATE OF COMPLETION** at the time of filing or within fifteen (15) calendar days from application submission to ecervantes@hr.lacounty.gov.

- I understand the above information and instructions

- * Required Question