



COUNTY OF LOS ANGELES
invites applications for the position of:

**YOUTH WORKER, FACILITIES
SUPPORT (TEMPORARY, AT-RISK
YOUTH PROGRAM)**

SALARY: \$15.00 Hourly
OPENING DATE: 10/24/18
CLOSING DATE: 11/21/18 05:00 PM

POSITION/PROGRAM INFORMATION:



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION

FILING OPENS: 10/25/2018 at 7:00 AM
FILING CLOSSES: 11/21/2018 at 5:00 PM
EXAM NUMBER: D8253C
TYPE OF RECRUITMENT: OPEN COMPETITIVE

DEFINITION:

Participates in an on-the-job training assignment in one of a variety of entry level jobs, including those in the crafts, institutional support services, maintenance occupational series, or recreation series, within the Los Angeles County Department of Parks & Recreation.

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.

Hours completed under this temporary position may be used as work experience towards meeting selection requirements to compete in Recreation Services Leader exams.

Incumbents may receive formal or informal instruction in the basic principles of the work and govern satisfactory performance on the job.

Additionally, under the direct supervision of a working or first level supervisor, incumbents receive practical guided work experience to prepare them for entry level assignments, or to continue educational pursuits in the particular field.

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:

Craft assignments:

Assists a more experienced worker by furnishing and using basic hand tools, materials and supplies, cleaning the work area and machinery, operating simple machines and equipment, preparing basic reports or keeping maintenance records, and performing other non-complex duties.

Institutional Support Assignments:

Assists a more experienced worker in maintaining the physical premises and/or grounds of County facilities.

Assists in transporting of supplies, or records; or transporting and serving meals, etc.

Issues supplies, checks property and keeps order in the locker or dressing rooms at a County public swimming pool; performs basic pool maintenance and ensures that first aid equipment is ready for use; monitors assigned pool area for signs of swimmers in trouble and for violations of pool and safety regulations.

Assist a more experienced worker in the development and presentation of special recreation programs for senior citizens, youth, and the physically and mentally disabled.

General Maintenance Assignments:

Assists journey-level trade positions in performing installation work or repairs, such as replacing windows, doors and partitions, performing minor sheet metal work, making minor roof repairs, or maintaining parking lots.

Food Service Assignments:

Assists a higher-level food service worker or supervisor in performing routine duties in a kitchen facility, or transporting and serving meals (i.e., summer lunch program).

REQUIREMENTS:**SELECTION REQUIREMENTS:**

Identified as At-Risk Youth* by a County of Los Angeles authorized department, or other local, state, or federal agency, or by a school district, college district, or other educational institution, or a bona fide non-profit organization whose mission includes fostering or enhancing employment opportunities for At-Risk Youth.

PHYSICAL CLASS: 3 - Moderate

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

SPECIAL REQUIREMENT INFORMATION:

*To meet the requirement of being identified as an "At-Risk Youth," **applicants MUST submit the following documentation** at the time of application or within 15 calendar days of bulletin closing. **The documentation is due no later than Thursday, December 6, 2018.**

Completed "**Program Participation Verification**" form, which can be downloaded by clicking [HERE](#). Verifying organization must be a third party.

INCOMPLETE FORMS and VERIFICATIONS MADE BY FAMILY or DEPARTMENT OF PARKS & RECREATION EMPLOYEES WILL NOT BE ACCEPTED

If you are unable to attach this form at the time of application, please use one of the following options before the deadline:

Note: Forms must be completed before submitting. This includes all boxes and a hand written signature by the verifying organization representative. *Incomplete forms will not be accepted.* **You MUST include your full name, the full exam title and the exam number on the top of the form.**

AGE REQUIREMENT:

Must be at least 14 years of age and no older than 24 years of age.**

*****Applicant must meet age requirement at time of filing.***

Candidates may be requested to provide proof of age at any time, including time of appointment.

Candidates under the age of 18 must present a work permit at time of appointment.

Some positions may require applicants to meet specific age limitations at the time of appointment.

Submission Options:

Options 1 or 2 are the preferred ways to submit your form. The department is not responsible for any forms lost (*i.e. sent to the wrong email address, fax number, mailing address, or lost mail*).

1. **Attachment:** scan and upload to your application.
2. **Email:** scan the completed form as an attachment to jkennington@parks.lacounty.gov.
3. **In person:** drop off the completed form to the below address.

The Alhambra Campus
County of Los Angeles Department of Parks and Recreation
Human Resources
1000 S. Fremont Ave.
Bldg. A9-West, 1st Floor

Alhambra, CA 91803

Office hours: Monday – Thursday 7:30 AM – 5:30 PM. Our office is closed Friday, Saturday, Sunday and holidays.

Please note parking is available on site and ranges from \$1-\$5 depending on how long you are onsite.

4. **Mail:** the completed form to the below address.

County of Los Angeles Department of Parks and Recreation
Attn: HR: Exams
1000 S. Fremont Ave. #40
Alhambra, CA 91803

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a multiple choice test weighted 100% covering following directions, achievement orientation, dependability, and conscientiousness.

Candidates must achieve a passing score of 70% or higher on examination to be placed on the eligible list.

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 jkennington@parks.lacounty.gov 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:

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

SPECIAL INFORMATION:

*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.***

VACANCY INFORMATION:

The eligible list for this examination will be used to fill temporary vacancies throughout the Department of Parks & Recreation.

APPLICATION AND FILING INFORMATION:

INSTRUCTIONS FOR FILING ONLINE:

Go to: <http://governmentjobs.com/careers/lacounty> and search for "Youth Worker", Click on the name of the bulletin you are applying to, click the green "Apply" button.

*APPLICATIONS MUST BE FILED ON-LINE VIA GOVERNMENTJOBS.COM WEBSITE. **APPLICATIONS AND RESUMES SUBMITTED BY U.S. MAIL, E-MAIL, THIRD PARTY WEBSITES (IE: Indeed.com, etc.), FAX, OR IN-PERSON WILL NOT BE ACCEPTED.***

CORRESPONDENCE AND UPDATES WILL BE SENT VIA E-MAIL.

We strongly advise applicants to add jkennington@parks.lacounty.gov to your e-mail address book/contacts and safe list to ensure receipt of notifications and to check your junk/spam e-mail folder regularly. **Should any of your contact information change, including mailing address, please notify our office.**

Computer and Internet Access at Public Libraries: For candidates who may not have regular access to a computer or the internet, applications can be complete on computers at public libraries throughout Los Angeles County.

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.

No Sharing of User ID, e-mail and Password: All applicants must file their application 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.

All information is subject to verification.

We may reject your application at any time during selection process.

Department Contact Name: Jessica Kennington

Department Contact Number: (626) 588-5111

Department Contact Email: jkennington@parks.lacounty.gov

ADA Coordinator Phone: (626) 588-5109

Teletype Phone: (800) 897-0077

California Relay Services Phone: (800)735-2922

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.

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

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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 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

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 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.

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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

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,

COUNTY OF LOS ANGELES Employment Information

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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 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

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 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

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting (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 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>

Los Angeles, CA 90010

Position #D8253C
YOUTH WORKER, FACILITIES SUPPORT
(TEMPORARY, AT-RISK YOUTH PROGRAM)
JK

NeoGovTeam@hr.lacounty.gov

**YOUTH WORKER, FACILITIES SUPPORT (TEMPORARY, AT-RISK YOUTH PROGRAM)
Supplemental Questionnaire**

- * 1. The information you provide on the application and this supplemental questionnaire will be evaluated and used to determine your eligibility for this position. All information provided is subject to verification at any time during the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

I understand the above information and have provided accurate information.

TRUE

- * 2. As stated in the "Age Requirement" section

The Youth Worker Program is designed for youth and young adults, 14 years old or older and no older than 24 years old.

Candidates may be required to provide proof of age at any time during the exam or selection process.

Candidates who are under 18 years old and selected for employment will be required to provide a work permit.

I can provide proof of my age, a work permit if I am a minor, and MY CURRENT AGE IS

- 13 years old or younger
 14 years old
 15 years old
 16 years old

- 17 years old
- 18 years old
- 19 years old
- 20 years old
- 21 years old
- 22 years old
- 23 years old
- 24 years old
- 25 years old or older

- * 3. As described in the "Selection Requirements" the Youth Worker position is targeted to "At Risk Youth".

I identify as an "At Risk Youth" and am able to submit, at time of application or by the deadline listed on the bulletin:

A completed and signed "Program Participation Verification" form that is available as a link within the bulletin.

- I have attached a completed Verification Document to this application.
- I am able to provide a Verification Document by the deadline listed on the bulletin.
- I am not an "At-Risk Youth"

- * 4. I understand that if I do not submit a completed "Letter of Verification" or "Program Participation Verification" form at the time of application or by the deadline that my application will be considered incomplete and will not be accepted.

TRUE

* Required Question