



COUNTY OF LOS ANGELES
invites applications for the position of:

RECREATION SERVICES LEADER- (RECURRENT/HOURLY)

SALARY: \$15.00 - \$19.61 Hourly

OPENING DATE: 04/21/21

CLOSING DATE: 04/28/21 05:00 PM

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF PARKS AND RECREATION

FILING BEGINS: April 26, 2020 AT 8:00AM (PST)

FILING CLOSES: April 28, 2021 AT 5:00pm (PST)

EXAM NUMBER: D8796I

SALARY RANGE: \$15.00 - \$19.61 Hourly

TYPE OF RECRUITMENT: Open Competitive (OC)

JOB TYPE: RECURRENT - HOURLY

*******THIS IS SEASONAL PART-TIME EMPLOYMENT*******

This position is generally limited to 18 hours a week but could work more or less hours depending on the needs of the department.

About You: Do you love working with people of all ages? Our Recreation Services Leaders are a key part of our recreation team. You will assist our Recreation Staff with various organized sports, special programs and classes from aerobics to Teen Clubs. If this sounds good, keep reading!

About Us: We work directly with members of the public as they enjoy our 181 parks throughout Los Angeles County. We are looking for individuals to add to our team with excellent customer service skills and that love helping others. We also offer an exciting work environment with room for growth at our local parks.

ESSENTIAL JOB FUNCTIONS:

Coordinates or organizes the presentation of programs such as arts and crafts, dance, music, and theater arts; assists in the development and presentation of special recreation programs for senior citizens, youths, and people with disabilities.

Coordinates park club activities and assists in the development of park holiday programs such as Christmas, Easter, and Halloween.

Plans and coordinates playground, and community center athletic activities including tournaments, leagues and contests.

Monitors the use and care of equipment and facilities at one or more parks.

Inspects playground equipment and facilities for safety and proper operation.

Maintains or assists in maintaining safety, cleanliness, and order at park facilities; monitors activities and insures safety rules are observed.

Assists in the preparation of athletic fields for tournaments and leagues.

Assists with routine clerical duties such as the preparation of use permits and reports, fee collection and reporting, and program scheduling.

Assists in the handling of public complaints.

REQUIREMENTS:

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE

No training or experience is required.

Must be 16 years of age* or older at time of examination.

There will be **no withholds** for this examination.

LICENSE:

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

PHYSICAL CLASS III: Moderate

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

SPECIAL REQUIREMENT INFORMATION:

***Applicants must provide proof of age at time of appointment.**

All minors under the age of 18 must have a work permit at time of appointment.

PRE-PLACEMENT MEDICAL EXAMINATION:

Employment is subject to passing a medical examination which will be scheduled after security clearance for candidates who receive contingent offers of employment.

Information presented on employment applications, resumes and during the examination process is subject to verification.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a multiple choice test **weighted 100%** covering Learning Potential, Responsibility, and Customer Focus.

TRANSFER OF TEST RESPONSES:

- Applicants that have taken identical test questions recently for other exams will have their test responses automatically transferred to this examination.
- This examination contains test questions that may be used in the future for new examinations and your test responses may be transferred.

NOTES:

- **MULTIPLE CHOICE TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**
- **Test Invitation Letters and other correspondences** will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add gman@hr.lacounty.gov, info@governmentjobs.com, talencentral@shl.com, and (add your exam analyst's email here) to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. Examination notice will not be visible or available in your profile inbox for this exam. Please check your email regularly for this important test notification. **Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.**
- **Notice of Non-Acceptance and Final Result letters** will be sent electronically to your e-mail address. Multiple choice test scores cannot be given over the telephone.
- **APPLICANTS MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

TEST PREPARATION

Test preparation resources are available to help candidates prepare for multiple choice employment tests:

- 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 these practice materials 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 register in the order of their score group for a period of twelve (12) months following the date of promulgation.

SPECIAL INFORMATION:

FAIR CHANCE INITIATIVE:

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, 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 resulting eligible register for this examination will be use to fill **RECURRENT- HOURLY** vacancies within the Department of Parks and Recreation throughout Los Angeles County.

Available Shift: Any

APPLICATION AND FILING INFORMATION:

Information presented on employment applications, resumes and during the examination process is subject to verification.

INSTRUCTIONS FOR FILING ONLINE:

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

APPLICATIONS AND/OR SUPPLEMENTAL QUESTIONNAIRE 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 sking@parks.lacounty.gov to your e-mail address book/contacts and check spam/junk folders regularly.

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

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.

Department Contact Name: Sharon King
Department Contact Number: (626) 588-5112
Department Contact Email: sking@parks.lacounty.gov
ADA Coordinator Phone: (626) 588-5109
Teletype Phone: (213) 427-6118
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. List each payroll title separately 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 credit, include a copy of your diploma, transcript, certificate, or license as directed on the job posting. The document should be in English; if it is in a foreign language, it must be translated and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements are listed in the job posting.

- a. Your application will only be accepted if it clearly shows you meet the 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. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the

7. 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

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below alleged or actual infringement of any job posting unless other instructions are provided. Job postings with an open proprietary rights a user may have in continuous filing period are subject to anything posted or retrieved on our system. 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.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile on www.governmentjobs.com and make the necessary change. This can be done at any time.

5. Promotional Examinations:

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. Out of Class:

Some of your experience may have been in a position in which such work is not typically performed. If indicated on the job posting that such experience is permitted, a signed Verification of Experience Letter (VOEL) or a document showing you received an additional responsibility bonus, out-of-class bonus, or temporary assignment bonus from your department's Human Resources Office may be required to be attached to your application.

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

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.

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.

Benefit Information: Depending on the

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Employment Information

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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.

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.

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. More information available at:

<https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

Accreditation Information: Accredited

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.

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

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting 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).

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.***

Career Planning: Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

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,

supersedes any language contained below 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.

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;

**COUNTY OF LOS ANGELES
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Any language contained in the job posting supersedes any language contained below 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.

marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Updated October 2019

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

Position #D8796I
RECREATION SERVICES LEADER-
(RECURRENT/HOURLY)
SK

Los Angeles, CA 90010

RECREATION SERVICES LEADER- (RECURRENT/HOURLY) Supplemental Questionnaire

- * 1. I am aware this is seasonal part-time employment.
 Yes No

- * 2. I am aware that employment is based on the needs of the department and that I may be released from employment when there is no more need.
 Yes No

- * Required Question