



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 1355BR

Posting Date: May 05, 2010

JOB TITLE	<u>STUDENT PROFESSIONAL WORKER I (PLANNING)</u>
EXAM NUMBER	D8243U
FILING DATES	May 06, 2010 until needs are met
SALARY	\$11.99 HOURLY
POSITION INFORMATION	Performs sub-professional duties under the supervision of technical or professional personnel.
ESSENTIAL JOB FUNCTIONS	<p>Enter data onto spreadsheets using a personal computer.</p> <p>Assist in preparing tables, exhibits and other displays of quantitative information using appropriate software.</p> <p>Assist in managing, organizing, updating, and retrieving files and documents including maps from the Division files, Assessors Office, Public Works, Chief Administrative Office, etc.</p> <p>Read, analyze and interpret subdivision maps and verify that information is consistent with other documentation.</p> <p>Assist in producing and developing a variety of maps for the County's trail system, ecological inventories, park boundaries and layouts and special projects using Computer Aided Design & Drafting (CADD) programs.</p> <p>Assist in doing research, filing documents and other materials.</p> <p>Visit sites to assist in the preparation of special reports and correspondence.</p> <p>Assist Planners and Landscape Architects in the development and/or review of environmental documents, park development plans, trail issues, volunteer programs and presentation graphics.</p> <p>Convert global positioning satellite (GPS) information to prepare geographic information systems (GIS) maps; review, revise GIS maps as necessary.</p> <p>Record GPS data along County trails and other County assets including public/private property where required.</p> <p>Coordinate with collaborating agencies, non-profits, trail stakeholders and groups, academic institutions and consultants on the County's trail system.</p>

Department of Parks and Recreation: Address: 433 South Vermont Ave. Room 200, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 427-6118

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

<p>SELECTION REQUIREMENTS</p>	<p>Current enrollment in an accredited* college and successful completion of the sophomore year (60 semester units or 90 quarter units), with specialization in Landscape Architecture, Planning, Civil Engineering or a related field.</p> <p>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.</p> <p>Licenses: 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.</p> <p>Special Requirement Information: OTHER REQUIREMENTS: Applicants <u>MUST</u> attach the following documents at the time of filing:</p> <p>A copy of a statement or registration from school verifying current enrollment Copies of official transcripts of school records confirming successful completion of the required units</p> <p>Failure to submit the required documents will result in your application being rejected.</p> <p>If hired, applicants must continue to be enrolled and attend school in order to maintain status in position.</p> <p>*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 <u>American Universities and Colleges and International Handbook of Universities</u> 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 <u>The National Association of Credential Evaluation Services</u> or <u>the Association of International Credential Evaluators, Inc. (AICE)</u>.</p>
<p>SPECIAL INFORMATION</p>	<p>Shift: Any Shift</p> <p>FINGERPRINTING AND SECURITY CLEARANCE: Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification.</p>
<p>VACANCY INFORMATION</p>	<p>The eligible register for this examination will be used to fill vacancies in the Department of Parks and Recreation.</p>
<p>EXAMINATION CONTENT</p>	<p>This examination will consist of an interview weighted 100%. The interview will cover training, experience, personal fitness and general ability to perform the essential duties of the position.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.</p> <p>INFORMATION FOR APPLICANTS: If you have taken and passed the Student Professional Worker (Planning) Exam #D8243S interview on or after January 1, 2008, your interview score from that examination can be transferred to this examination. To transfer your score, please advise the Exam Unit Staff, in writing, at the time of application filing. If you wish to retake rather than transfer your score, THE LATEST INTERVIEW TEST SCORE WILL APPLY.</p>

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing score in the 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. No person may compete for this examination more than once every six (6) months.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard Los Angeles County Employment Application. **You have the option of filing your application either Hard Copy submission - OR- Online (via electronic submission). Please select only one method to file your application.**

Instructions for Filing Online: A Standard County of Los Angeles Employment Application for this examination may be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. To apply online, click on the link below on or after May 6, 2010.

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1355BR

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 739-6251 within five (5) business days of filing Online or by 5:00pm on the last day of filing, whichever comes first. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: Persons interested in applying for this examination may submit a Standard County Employment Application to the Los Angeles County Department of Parks and Recreation Personnel Office located at 433 South Vermont Avenue, Room 200, Los Angeles, CA 90020 on business days **ONLY** between the hours of 7:00 am and 5:00 pm. **This office is closed on Fridays.** Late applications will not be accepted regardless of postmark. Facsimile copies of the required application materials will not be accepted.

A Standard County Employment Application is available at the filing location below or may be downloaded at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>

The acceptance of your application will depend on whether you have clearly shown that you meet the selection requirements as stated in this bulletin. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach additional pages to your application, if necessary, to fully describe your related education and experience. Be sure to include the number of people you have supervised for each position you list. In Section 11 of your application, give the certificate number, issue date and expiration date. If your application is incomplete, it may be rejected at any time during the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Parks and Recreation
Human Resources Office
433 South Vermont Avenue, Room 200
Los Angeles, CA 90020
(213) 738-2995

<p>DISABILITY ACCOMMODATIONS</p>	<p>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 coordinator at (213) 738-2995.</p> <p>Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2995. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 427-6118 . The County will attempt to meet reasonable accommodation requests whenever possible.</p>
<p>AN EQUAL OPPORTUNITY EMPLOYER</p>	<p>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.</p>
<p>CHILD SUPPORT COMPLIANCE</p>	<p>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.</p>
<p>VETERAN'S CREDIT</p>	<p>VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:</p> <ul style="list-style-type: none"> • 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 • In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. <p>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. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.</p>
<p>EMPLOYMENT ELIGIBILITY INFORMATION</p>	<p>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.</p>
<p>RECORD OF CONVICTIONS</p>	<p>A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.</p>

**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.