



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **MANAGEMENT FELLOW**

**SALARY:** \$4,935.00 - \$7,469.52 Monthly  
\$59,220.00 - \$89,634.24 Annually

**OPENING DATE:** 07/20/15

**CLOSING DATE:** 08/07/15 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER:**

A0998C

**FIRST DAY OF FILING:**

July 27, 2015 @ 8:00 a.m.

**TYPE OF RECRUITMENT:**

Open Competitive Job Opportunity

**SALARY INFORMATION:**

This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

**BENEFIT INFORMATION:**

The County of Los Angeles offers an excellent benefits package which includes a Cafeteria Benefit Plan, Contributory Defined Benefit Retirement Plan, matched 401(k) Savings and Deferred Compensation & Thrift Plans, 11 paid Holidays, 10 paid leave days and an option to buy one to 20 more, and flexible work schedules.

**DEFINITION:**

Participates in the County Management Fellows Program and is assigned to perform a wide variety of complex and challenging projects and assignments based on their unique qualifications. In so doing, acquires beginning to advanced level professional experience in the overall management of Countywide and departmental administration, programs, policies, practices and operations.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class are characterized by their participation in the County Management Fellows Program designed to provide participants with an overview of Countywide or departmental management and program operations and prepare incumbents for management or higher level specialized positions. Participants work under the general supervision of a higher level supervisor or manager and have responsibility for analyzing and making recommendations for the solution of Countywide or departmental problems in their assigned areas of administration or program operations. May also serve as a consultant or adviser to management on matters within a specialized area of expertise. Training is primarily received through analytical assignments, classroom instruction, group and individual conferences and on-the-job instruction from a fellowship mentor. Management Fellows exercise increasing independence of action in researching, analyzing, and making recommendations for the solution of increasingly complex problems and gain knowledge of management techniques and principles and the ability to motivate and lead employees. Incumbents must have strong communication and interpersonal skills in order to work effectively with departmental management, representatives of other County departments, non-County agencies, and members of the public. Incumbents must have knowledge of principles and techniques of analysis and evaluation and the ability to apply this knowledge to issues or studies concerning the efficiency and

effectiveness of program operations or administrative support functions. Incumbents in this class are required to serve a one-year probationary period to demonstrate the ability to analyze and interpret data, and to demonstrate effective written and oral communication skills.

## **ESSENTIAL JOB FUNCTIONS:**

Plans and conducts studies of major departmental programs, operations, and administration to determine their effectiveness and the need for modification or changes in policies and procedures.

Analyzes and makes recommendations for the solution of problems related to Countywide or departmental programs or administration.

Develops and/or recommends policies, programs, or procedures to address Countywide or departmental problems or improve operations.

Participates in Fellowship training sessions and conferences.

Serves as a consultant or adviser to management on matters within a specialized area of expertise, as needed.

Analyzes trends and forecasts and makes recommendations to management for long-range planning.

Prepares reports for management which reflect performance and statistical data.

Serves as a project manager or team leader of special projects. Plans, directs and reviews the work of staff assigned to the project, as needed.

## **REQUIREMENTS:**

### **TRAINING AND EXPERIENCE:**

A Master's degree or higher from an accredited college or university.

### **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:**

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:**

PLEASE NOTE THAT APPLICANTS WHO WILL MEET THE REQUIREMENTS BY DECEMBER 31, 2015 MAY ALSO APPLY. APPLICANTS MUST CLEARLY STATE THE DATE THAT DEGREES WILL BE CONFERRED ON THE EMPLOYMENT APPLICATION TO QUALIFY, BUT WILL BE WITHHELD FROM CERTIFICATION UNTIL ALL REQUIREMENTS ARE MET AND A COPY OF DEGREE OR OFFICIAL TRANSCRIPT IS SUBMITTED.

ALL OTHER APPLICANTS MUST SUBMIT PROOF OF DEGREE AT THE TIME OF FILING OR ANYTIME DURING THE EXAMINATION PROCESS. A PHOTOCOPY OF DIPLOMA OR OFFICIAL TRANSCRIPT IS ACCEPTABLE. FAILURE TO SUBMIT A PHOTOCOPY OF DIPLOMA OR A PHOTOCOPY OF OFFICIAL TRANSCRIPT BY THE TIME THE ELIGIBLE LIST IS ESTABLISHED MAY CAUSE A DELAY IN PLACING YOUR NAME ON THE ELIGIBLE LIST OR YOUR APPLICATION BEING REJECTED.

APPLICANTS MUST EITHER UPLOAD THE REQUIRED DOCUMENTS AS ATTACHMENTS DURING APPLICATION SUBMISSION OR SEND AN EMAIL TO [CAREERS@HR.LACOUNTY.GOV](mailto:CAREERS@HR.LACOUNTY.GOV) ANYTIME DURING THE EXAMINATION PROCESS.

Applicants claiming Veteran's credit need to submit a copy of a DD214 form for review and consideration of additional points.

## **ADDITIONAL INFORMATION:**

### **THIS EXAMINATION WILL CONSIST OF FOUR (4) PARTS:**

**PART I:** An online unproctored Work Styles Assessment (WSA) written test weighted 25%. The WSA will measure deductive reasoning, professional potential, achievement, independence, influence, confidence & optimism, and reliability.

Only applicants that achieve a passing score of 70% or higher on the WSA will be invited to the in-person written test (Part II).

Applicants who do not pass the WSA will be notified by US mail. Scores cannot be given over the telephone.

The WSA will be tentatively scheduled the week of **August 24, 2015**.

**PART II:** An in-person proctored written test weighted 25%. The written test will measure written expression, data analysis & decision-making, and reading comprehension.

Only applicants that achieve a passing score of 70% or higher on the combined scores for Parts I and II will be invited to the structured telephone interview (Part IV).

**PART III:** An in-person proctored writing assessment weighted 20%. The writing assessment will consist of English structure and content, written expression, and prioritizing information.

Only applicants who achieve a passing score of 70% or higher on the structured telephone interview (Part IV) will have their writing assessment scored and calculated.

Applicants must achieve a passing score of 70% or higher on the writing assessment in order to be placed on the Eligible List.

Applicants who do not pass the written and writing assessment tests will be notified by US mail. Scores cannot be given over the telephone.

Both Parts II & III will be administered on the same day and these tests will be tentatively scheduled the week of **September 21, 2015**.

**PART IV:** A structured telephone interview weighted 30%. The telephone interview will measure customer service, administration and management, active listening, time management, performance assessment, quality control analysis, oral expression, integrity, assertiveness, and attention to detail.

Applicants must achieve a passing score of 70% or higher on the structured telephone interview in order for their writing assessment to be scored and calculated for inclusion in the final score.

The structured telephone interview will be tentatively scheduled beginning **October 13, 2015**.

NOTE: Invitation letters for each part of the examination may be sent via email. It is important that applicants provide a valid email address. Add [careers@hr.lacounty.gov](mailto:careers@hr.lacounty.gov) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Applicants must meet the Minimum Requirements and achieve a final passing score of 70% or higher in the examination in order to be placed on the Eligible List. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

**WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

#### **TRANSFER OF SCORES**

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written 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. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

#### **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 Job Info Center, then click on Employment Test Preparation. You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](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 successful candidates will be placed on the eligible list for a period of 12 months.

#### **VACANCY INFORMATION**

The eligible list resulting from this examination will be used to fill appropriate vacancies throughout various County of Los Angeles departments.

#### **AVAILABLE SHIFT**

Day

## **APPLICATION AND FILING INFORMATION**

Applications must be filed online only. We must receive your application by 5:00 p.m., PST, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

\*In order to receive credit for any degree, you must attach a legible copy of official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization at the time of filing or anytime during the examination process. If you are unable to attach the required documents, you must either email to [careers@hr.lacounty.gov](mailto:careers@hr.lacounty.gov) or fax to (213) 380-3681. Please include exam number, exam title, and candidate number.

**SOCIAL SECURITY NUMBER:** All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING 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.

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Virna Salomon

**Department Contact Phone:** (213) 351-2953

**Department Contact Email:** [careers@hr.lacounty.gov](mailto:careers@hr.lacounty.gov)

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### **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. Your Social Security Number must be included 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 indicated on the job posting. 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.

**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](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the 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.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHO\\_2014.pdf](http://file.lacounty.gov/dhr/CCHO_2014.pdf)

**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.

#### 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 A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

#### 6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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

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.

**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.

**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.

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.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The County of Los Angeles 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 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.

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.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info> and clicking on Job Information Center, then clicking on Employment Test Preparation. Additional test preparation resources may be listed on the job posting.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with

several public retirement systems in California.

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

Position #A0998C  
MANAGEMENT FELLOW  
VS

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Los Angeles, CA 90010

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### **MANAGEMENT FELLOW 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. Please check one of the following statements that apply to your qualification for this position.
  - I have obtained a master's degree or higher from an accredited college or university.
  - I will have obtained a master's degree or higher from an accredited college or university by December 31, 2015.
  - I do not have nor will I have obtained a master's degree or higher from an accredited college or university by December 31, 2015.
- \* Required Question