

Job posting preview

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Bulletin Number	48890BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Children and Family Services
Position Title	YOUTH WORKER, CHILDREN's SERVICES
Exam Number	T8246A
Filing Type	Open Continuous
Filing Start Date	02-Mar-2015
Salary Type	Monthly
Salary Minimum	1567.68
Salary Maximum	1567.68
Position/Program Information	Participates in an on-the-job training program or a training assignment in one of a variety of entry level jobs, including those in the crafts, institutional support services, clerical, paramedical or paratechnical occupational series, in various County departments. Incumbents of the temporary positions allocable to this class, participate in on-the-job training programs or training assignments individually structured and monitored by the departments to which they are assigned. Successful completion of the programs or assignments prepare the incumbents to compete for entry level jobs in the area in which they have received training. Incumbents may receive formal or informal instructions in the basic principles, which identify the responsibilities, and govern the satisfactory performance of the duties of the job. Additionally, under the direct supervision of a working or first level supervisor, incumbents receive practical guided work experience which prepares them for entry level assignments, or to continue educational pursuits in the particular field. Assignments may be on all shifts in departments that have 24-hour responsibility.
Essential Job Functions	<ul style="list-style-type: none"> • Performs copying and printing of various documents such as flyers, banners, brochures, reports, training manuals and assembles printed copies into folders and binders. • Sends proof of copying and printing work to requestors at different DCFS offices for finalization and notifies them when request is completed, tracks and files each request for future reference, and packs completed work for the offices for mailing or pick up. Ensures packed boxes are delivered by the moving company to the new work site and placed in the correct staff workstations. • Checks furniture, chairs, cabinets, drawers, key locks and keyboard trays to ensure they are functioning properly and gathers all desk/cabinet keys, sorts and provides them to the manager. • Generates cubicle labels with numbers and directional signs within the work area and pathways to various work areas. • Assists in the walkthrough of the building, including checking ceiling, tiles, lighting fixtures, carpets (pre and post installation), walls, wiring and assists in the raising and lowering of furniture in workstation and noting for specific deficiencies.

- Processes 1060s and EMS requests for changes and modifications and follows up on pending issues such as collateral calls to ISD and furniture vendors.
- Counts vacant workstations and offices at the various DCFS buildings and verifies items at all buildings with item control.
- Assists in completing a portion of the Monthly Management Report (MMR), Building Encumbrance and Vacancy Report and enters data into the Property Management Database.
- Assists in taking inventory of disaster preparedness items at DCFS offices annually, issues sign-in and sign-out sheet and materials to participants attending EDSS trainings and participates in EDSS presentations.
- Assists with the coordination of acquiring Red Cross First Aid Facility Training and cross check rosters to ensure they reflect correct information for trainee participants.
- Assists in drawing functional diagrams using Visio, password resets, gathering requirements (note takers) and updates tables in Excel.
- Conducts physical inventory of stock items, performs data entries related to stock items in Procurement Section, assists in shipping and receiving goods, verifies goods received for Procurement stockroom and records obsolete cellular devices and other returned items for disposition and recycling.
- Completes and maintains necessary forms to document salvaged items, assists in the disposition of furniture, office supplies and surplus items, helps pack boxes, prepares labels as required for storage, files stockroom documents, and relocates staff and their respective office supplies and equipment.

Requirements**ONLINE FILING ONLY****SELECTION REQUIREMENTS:**

A youth who is currently enrolled in or has completed the Los Angeles County Department of Children and Family Services "**Independent Living Program**"* (ILP) within 24 months of submission of examination application.

*Youth, between ages 16 and 22, who completed "**Life Skills Classes**"*** within 24 months of submission of the application **OR** currently enrolled in the "**Individualized Transition Skills Program**"*** (ITSP) may apply for this examination.

Physical Class

Physical Class II – 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.

**Desirable
Qualifications**

- Currently enrolled*** in High School/GED Program **OR** High School/GED Graduate*** **OR** completion*** of the State Proficiency Exam.

- Currently enrolled***in an accredited**** college or university, with 2.0 GPA or higher.

***In order to receive extra credits, applicants **MUST** attach a legible a copy of a diploma **OR** an official transcript (YOU may open the sealed envelope of the official transcript and provide us a copy) **OR** an original copy of an OFFICIAL LETTER from the Registrar's office which shows your current enrollment status **OR** a legible copy of certification that shows completion of the State Proficiency Exam with the application at the time of filing or within 15 calendar days of filing.

Special Requirement Information

****Applicant's participation in the "Independent Living Program" (ILP) will be verified by Youth Development Services Division of the Department of Children and Family Services in Los Angeles County.**

Accreditation Information

******Accreditation:** 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).

Examination Content

This examination will consist of an evaluation of training and education based on application information and Desirable Qualifications **weighted 100%**.

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

Special Information

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions defined by the County policy (PPG 514) of a "sensitive position" may be withheld from appointment or may be discharged.

Vacancy Information

The eligible register resulting from this examination will be used for TEMPORARY EMPLOYMENT to fill vacancies in various locations throughout the Department of Children and Family Services.

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 from the date of promulgation.

Applications will be processed on an "as-received" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift

Any

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program,

Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

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.

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 make reasonable accommodations.

Application and Filing Information

Online Filing Only:

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online application .

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will be not accepted by mail, fax, or in person.

This examination is subject to closure at any time without prior notice.

Applicants must submit their applications and required documents at the time of filing. Applicants who submit the application and all required documents after the filing period will be rejected and will not be able to compete in the examination process.

Note: If you are unable to upload required documents to your online application, you may fax them to (213) 738-6470 within fifteen(15) calendar days from the date of filing . Please include exam title, exam number and your name on the documents.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

SOCIAL SECURITY NUMBER:

All applicants 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 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 USER ID AND PASSWORD:

All applicants must file their application online 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.

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