SALARY: $4,260.74 - $4,749.36 Monthly  
                         $51,128.88 - $56,992.32 Annually

OPENING DATE: 03/22/16
CLOSING DATE: 03/25/16 05:00 PM

POSITION/PROGRAM INFORMATION:

EXAM NUMBER
R0895P

APPLICATION FILING PERIOD
Wednesday, March 23, 2016 @ 8:00 a.m. to Friday, March 25, 2016 @ 5:00 p.m. (PST)

TYPE OF RECRUITMENT
OPEN COMPETITIVE JOB OPPORTUNITY

REBULLETIN INFORMATION
This announcement is a re-bulletin to re-open the filing period and update Part I - unproctored computerized written test schedule. Person who have already reapplied within the last 12 months need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correction examination title and number.

MANAGEMENT ASSISTANT POSITION INFORMATION: Positions allocable to this entry-level analyst class are located in central administrative departments or the central administrative office of a line department, work under the close supervision of a higher-level analyst or supervisor, and are responsible for performing a variety of management staff support functions that require the use of discretion and care in the handling of confidential and sensitive information used to support management decisions.

ADMINISTRATIVE INTERN PROGRAM INFORMATION: The program is designed for individuals interested in pursuing a career in public sector service in County government. The program is a two-year, paid internship during which Administrative Interns, as County employees, work in administrative assignments where they are provided a general overview of County government through practical job assignments and participation in trainings. Through their administrative assignments, Administrative Interns are exposed to the responsibilities of County departments that provide services in such critical areas as public health, child welfare, social services, arts and cultural activities, law enforcement, and community development. Administrative Interns are assigned to the Department of Human Resources, the Chief Executive Office, or a line department where they rotate through divisions performing analytical work and gain experience in areas such as Recruitment and Selection, Organizational Development, Training, Classification, Compensation, Employee Relations, Budget Operations, and/or Legislation.

During the course of the program, Administrative Interns are given periodic appraisals assessing their performance in departmental assignments and participation in trainings. Administrative Interns must successfully complete a 12-month probationary period and all work assignments and training requirements.
Successful completion of this program will enable Administrative Interns to compete for various permanent administrative or technical positions throughout the County.

**NOTE:** Modifications to the Administrative Intern Program may occur during the course of the program to enhance and refine program outcomes.

**ESSENTIAL JOB FUNCTIONS:**

Major job duties of a Management Assistant include but are not limited to the following: Researches information by locating and extracting information (e.g., by reading, downloading, interviewing, etc.) from relevant sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals, etc.) in order to provide valid and reliable data for analysis and decision making purposes; compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files, etc.) in meaningful ways in order to facilitate analysis; analyzes information using qualitative and/or quantitative analytical methods in order to understand and make conclusions based upon large amounts of information; develops and/or recommends the development of programs or policies to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success; prepares a variety of documents (e.g., reports, business correspondence, memoranda, etc.) using appropriate software programs (e.g., word processing, desktop publishing, presentation, etc.) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards, etc.); interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations, etc.) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc. in order to communicate information, share ideas and/or recommend solutions, and coordinate activities; performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents; etc.) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.

Major job duties of an Administrative Intern I include but are not limited to the following: Assists in carrying out routine to complex analysis, studies, projects, and implements program initiatives and directives; prepares and reviews routine to complex reports, forms, correspondence, and presentations; attends and participates in Departmental, Countywide, State, and Federal committees, training sessions, and task forces; as well as consults with, presents information to, and responds to inquiries from various individuals.

**REQUIREMENTS:**

**MINIMUM REQUIREMENTS:** A Bachelor's degree 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:** 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.

**SPECIAL REQUIREMENT INFORMATION:**

PLEASE NOTE THAT APPLICANTS WHO WILL MEET THE REQUIREMENTS BY JUNE 30, 2016 MAY ALSO APPLY, BUT WILL BE WITHHELD FROM CERTIFICATION UNTIL ALL REQUIREMENTS ARE MET AND A COPY OF DEGREE OR OFFICIAL TRANSCRIPT IS SUBMITTED. APPLICANTS MUST CLEARLY STATE THE DATE THAT DEGREES WILL BE CONFERRED ON THE EMPLOYMENT APPLICATION TO QUALIFY.

ALL OTHER APPLICANTS MUST SUBMIT PROOF OF DEGREE AT THE TIME OF FILING OR ANYTIME DURING THE EXAMINATION PROCESS BY EITHER UPLOADING THE REQUIRED DOCUMENTS AS ATTACHMENTS DURING APPLICATION SUBMISSION OR SEND AN EMAIL TO CAREERS@HR.LACOUNTY.GOV 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 WILL RESULT IN YOUR APPLICATION BEING REJECTED. THE ELIGIBLE LIST WILL BE ESTABLISHED FOLLOWING THE COMPLETION OF ALL TEST COMPONENTS.

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 a written test weighted 100% which will be administered in two (2) parts:

Part I: Computerized written test: This is an online unproctored written test that will assess deductive reasoning, professional potential, achievement, independence, influence, confidence and optimism, and reliability. The computerized written test is tentatively scheduled the week of April 4, 2016. Originally, it was tentatively scheduled the week of March 28, 2016.

Applicants must achieve a passing score of 70% or higher on the computerized written test (Part I) in order to be invited to take the paper-and-pencil written test (Part II).

Part II: Paper-and-pencil written test: This is a proctored written test which measures written expression, data analysis & decision-making/mathematics, and reading comprehension. The paper-and-pencil written test is tentatively scheduled the week of April 25, 2016.

Applicants must meet the Minimum Requirements and achieve a final passing score of 70% or higher on the combined score of Part I and Part II of the written test in order to be placed on the eligible list.

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

NOTE: Invitation notices for Parts I and II will be sent via email. It is important that applicants provide a valid email address. Add careers@hr.lacounty.gov to your email address book and list of approved senders to prevent our email notifications from being filtered as spam/junk mail.

Applicants will be notified of their final test results by U.S. mail. Scores cannot be given over the telephone.

Applicants who are not successful on the written test will be notified by U.S. mail. Scores cannot be given over the telephone.

TRANSFER OF SCORES: Applicants that have taken identical written 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

The following test preparation resources are available to assist applicants prepare for written 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. Click on “Find A Job” then click on “Job Search Toolkit”.
- You can also access practice tests for the computerized portion of the test by going to the following website: http://www.shldirect.com/practice.tests.html.

While these study 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 in order of their score group for a period of 12 months.

VACANCY INFORMATION

The eligible list resulting from this examination will be used to fill Management Assistant and Administrative Intern I vacancies in various County of Los Angeles departments, as they occur.

NOTE: The eligible list from this examination may also be used by various County departments for filling other appropriate temporary and permanent positions.

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 website.
*In order to receive credit for any degree, except for those who have not been conferred by June 30, 2016, must attach a legible copy of official diploma, original 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 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.

California Relay Services Phone: (800) 735-2922  
ADA Coordinator Email: adarequests@hr.lacounty.gov  
Teletype Phone: (800) 899-4099  
Alternate Teletype Phone: (800) 897-0077  
Department Contact Name: Employment Information Services Office  
Department Contact Phone: (213) 738-2084  
Department Contact Email: careers@hr.lacounty.gov

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**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**  
1. **Completing Your Application:**
   - **Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, requires State and local
   a. Before submission of the application, it is your responsibility to government employers to disclose the effect of the Windfall Elimination ensure that all information provided is correct and complete on Provision and the Government Pension Offset Provision to employees the application. Incomplete applications cannot be accepted. hired on or after January 1, 2005, in jobs not covered by Social b. Please list separately the PAYROLL TITLE for each job. Do not Security. The County of Los Angeles does not participate in the Social group your experience. Specify the beginning and ending dates for Security System. All newly hired County of Los Angeles employees each job. If you are a County employee and have been promoted, must sign a statement (Form SSA-1945) prior to the start of do NOT list all of your time with the County under your present employment indicating that they are aware of a possible reduction in payroll title. their future Social Security benefit entitlement. For more information on c. Your Social Security Number must be included for record control Social Security and about each provision, you may visit the website purposes. Federal law requires that all employed persons have a www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who Social Security Number: are deaf or hard of hearing may call the TTY number 1-800-325-0778  
   b. To receive APPROPRIATE CREDIT, include a copy of your or contact a local Social Security office.  
   c. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY 
   d. To receive APPROPRIATE CREDIT, include a copy of your or contact a local Social Security office. 
   
2. **Minimum or Selection Requirements are listed in the job posting.**
   - **APPLICATION:** unless instructed to do so. A full disclosure of all a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY 
   - **convictions is required, when requested. Failure to disclose convictions SHOWS YOU MEET THESE REQUIREMENTS.** The information you will result in disqualification. Not all convictions constitute an automatic give will determine your eligibility and is subject to verification at bar to employment. Factors such as your age at the time of the any time. offense(s), and the recency of offense(s) will be taken into account, as 
   
3. **Application Deadline:**
   - **Americans with Disabilities Act of 1990:** All positions are open to posting. Job postings with an open continuous filing period are qualified men and women. Pursuant to the Americans with Disabilities subject to closure without prior notice. It is to your advantage to Act of 1990, persons with disabilities who believe they need reasonable file your application early and not wait until the last allowable date accommodation, or help in order to apply for a position, may contact and time as you will not be able to apply once the filing period has the ADA/Personnel Services for Disabled Persons Coordinator. Hearing closed. impaired applicants with telephone teletype equipment may leave
b. Applications for positions designated "Apply in Person" must be messages by calling the teletype phone number on the job posting. The filed in person at the address provided on the job posting. 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 Veteran's Credit: In all open competitive examinations, a veteran’s into your profile and make the necessary change. This can be credit of 10 percent of the total credits specified for such examinations done at any time. 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

5. Promotional Examinations: of the following conditions: During a declared war; -or- During the a. Some of your experience may have been in a position in which period April 28, 1952 through July 1, 1955; -or- For more than 180 such work is not typically performed. If such experience is consecutive days, other than for training, any part of which occurred permitted as indicated on your job posting, a signed Verification of U.S. Citizenship or the right to work in the United States under any

6. Equal Employment Opportunity/Non-Discrimination Policy:

A campaign medal holder or Gulf War veteran who originally enlisted a. It is the policy of the County of Los Angeles to provide equal after September 7, 1980 (or began active duty on or after October 14, employment opportunity for all qualified persons, regardless of 1982, and has not previously completed 24 months of continuous active race, color, religion, sex, national origin, age, sexual orientation or duty) must have served continuously for 24 months or the full period disability, called or ordered to active duty.

b. All material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the This also applies to the spouse of such person who, while engaged in examination process for a physical or mental disability, please such service was wounded, disabled or crippled and thereby CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) permanently prevented from engaging in any remunerative occupation, COORDINATOR LISTED ON THE JOB POSTING. The provision of and also to the widow or widower of any such person who died or was reasonable accommodation may be subject to verification of killed while in such service. A DD214, Certificate of Discharge or disability as allowable with State and Federal law. All disability- Separation from Active Duty, or other official documents issued by the related information will remain confidential. branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open

Disclaimer: The County of Los Angeles is not responsible or in competitive exam to qualify for veteran's credit. any way liable for any computer hardware or software malfunction which may affect the employment application or the application Employment Eligibility Information: Final appointment is contingent selection process. upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November You assume all responsibility and risk for the use of this system 6, 1986, are required to present original documents to the County, and the Internet generally. This system and the information within three (3) business days of hiring, which show satisfactory proof provided on it are provided on an "as is" and "as available" basis of: 1) identity and 2) U.S. employment eligibility. without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its Los Angeles County Child Support Compliance Program: In an respective employees shall modify the foregoing or create any effort to improve compliance with court-ordered child, family and warranty. spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of birth). The County of Los Angeles expressly disclaims any warranty that hire) is regularly reported to the State Directory of New Hires which the information on this system or on the Internet generally will be may assist in locating persons who owe these obligations. Family Code unenforceable and an order of relief for that information, software Section 17512 permits under certain circumstances for additional material accessible from the system is free of viruses or employment and identifying information to be requested. Applicants will other harmful components. You shall have no recourse against the notice may be disqualified from employment based on this information. County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in The California Fair Employment and Housing Act (Part 2.8 anything posted or retrieved on our system, commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and The County of Los Angeles shall not be liable for any direct, Housing Commission (California Code of Regulations, Title 2, Division 4, indirect, punitive, incidental, special or consequential damages Sections 728.0 through 8504) prohibits employment discrimination arising out of or in any way connected with the use of this system based on color or race; religion; national origin or ancestry, physical or with the delay or inability to use it (or any linked sites), or for disability; mental disability or medical condition; marital status; sex or any information obtained through this system, or otherwise arising sexual orientation; age, with respect to persons over the age of 40; out of the use of this system, the Internet generally or on any and pregnancy, childbirth, or related medical conditions. other basis.

Test Preparation: Study guides and other test preparation resources

NOTE: Your application is submitted using Secure Encryption to may be accessed through the Department of Human Resources website ensure the privacy of all information you transmit over the at: http://hr.lacounty.gov. Additional test preparation resources may be Internet.

By accepting the Use Disclaimer set forth here, you agree to all of Accreditation Information: Accredited institutions are those listed in the above terms and further agree to use this Online Job the publications of regional, national or international accrediting Employment Application System only for the submission of bona fide employment applications only the County of Los Angeles. Any which are accepted by the Department of Human Resources. fide employment applications to the County of Los Angeles. Any Publications such as American Universities and Colleges and other use of this Online Job Employment Application System, International Handbook of Universities are acceptable references. Also including without limitation any copying, downloading, translation, acceptable, if appropriate, are degrees that have been evaluated and decompiling, or reverse engineering of the system, data, or deemed to be equivalent to degrees from United States accredited related software, shall be a violation of the Use Disclaimer. institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Be...
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: Position #R0895P http://hr.lacounty.gov

Los Angeles, CA 90010

MANAGEMENT ASSISTANT/ADMINISTRATIVE INTERN I 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 bachelor's degree or higher from an accredited college or university.

☐ I will have obtained a bachelor's degree or higher from an accredited college or university by June 30, 2016.

☐ I do not have nor will I have a bachelor's degree or higher from an accredited college or university by June 30, 2016. * Required Question