



COUNTY OF LOS ANGELES
invites applications for the position of:

RECREATION SERVICES LEADER (REAACH Program / Recurrent)

SALARY: \$12.78 - \$16.74 Hourly

OPENING DATE: 09/07/17

CLOSING DATE: 09/19/17 05:00 PM

POSITION/PROGRAM INFORMATION:



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION

FILING PERIOD: 09/12/2017 at 8:00 a.m. - 09/19/2017 at 5:00 p.m.*

EXAM NUMBER: D8796E

TYPE OF RECRUITMENT: OPEN COMPETITIVE

JOB TYPE: RECURRENT [Hourly / As Needed]

***ON-LINE FILING WILL CLOSE AFTER THE FIRST 400 APPLICATIONS ARE RECEIVED**

-OR-

ON TUESDAY, SEPTEMBER 19, 2017 AT 5:00 PM (PST), *WHICHEVER OCCURS FIRST*

PROGRAM INFORMATION:

R.E.A.A.C.H. (Recreation Employment And Achieving Career Happiness) is a program designed to train and provide work experience. High school juniors through college seniors will follow a plan of consistent career preparation while gaining the opportunity to earn wages.

R.E.A.A.C.H. paid work experience shall include mandatory workshop attendance, field trips, and job shadowing. Upon completion of the program, each participant will receive a certification of achievement.

R.E.A.A.C.H. will consist of one (1) session tentatively scheduled for October - December 2017

DEFINITION:

Under general direction, coordinates or organizes recreation and program activities at an individual or small cluster of parks or facilities.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a Recreation Services Supervisor and are responsible for coordinating or organizing directly, or through contractors or other staff, educational, cultural, athletic, and special event recreation and program activities for one or more parks or facilities.

Employees must have knowledge of parks and recreation programs and activities; knowledge of principles and

processes for providing customer and personal service; the ability to work independently; the ability to plan, organize, and conduct recreation activities; the ability to lead individuals and groups of children, teens, and adults; and effective verbal and written communication skills.

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:

SELECTION REQUIREMENTS:

PROGRAM REQUIREMENTS:

Current enrollment in an accredited university, college, community college, or business college*

-OR-

Current enrollment in high school, in Junior or Senior year (2017-18 Academic Year)*

*Applicants will be **required to provide proof of current enrollment/Official Transcripts** by time of appointment.

CANDIDATES WHO FAIL TO PROVIDE PROOF OF ENROLLMENT WILL NOT BE APPOINTED/ACCEPTED INTO THE PROGRAM.

NOTE: This program is for **NEW** R.E.A.A.C.H. participants ONLY. *Applicants who have already participated in this program will not be accepted.*

PHYSICAL CLASS: 3 - Moderate

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

LICENSE:

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

SPECIAL REQUIREMENT INFORMATION:

AGE REQUIREMENT: Must be at least 16 years of age and no older than 24 years of age at time of appointment.**

****Applicants must meet age requirement at time of application.** Candidates will be required to provide proof of age at time of appointment. **Candidates UNDER 18 YEARS OLD WILL BE REQUIRED TO ACQUIRE A WORK PERMIT.**

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of an evaluation of experience provided in the application and supplemental questions, weighted 100%.*

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

****To ensure receipt of full credit for meeting Program Requirements, please fill Education section of application completely, answer all Supplemental Questions, and submit all required documents.***

ELIGIBILITY LIST INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of six (6) months following the date of promulgation.

SPECIAL INFORMATION:

FINGERPRINTING AND SECURITY CLEARANCE: Employment is subject to security clearance which includes fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights.

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.

VACANCY INFORMATION:

The eligible list from this exam will be used to fill recurrent Recreation Services Leader (R.E.A.A.C.H.) positions located at recreation facilities located in the 5th district, which may include but is not limited to:

Castaic Sports Complex, Castaic
Eaton Canyon Natural Area Park, Pasadena
George Lane Park, Quartz Hill

Hart Regional Park, Newhall
Loma Alta Park , Altadena
Pamela Park, Duarte
Placerita Canyon Nature Center, Newhall
Stephen Sorensen Park, Lake Los Angeles
Val Verde Community Regional Park, Val Verde
Veterans Memorial Community Regional Park, Sylmar

APPLICATION AND FILING INFORMATION:

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 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 fsanchez@parks.lacounty.gov to your e-mail address book/contacts and/or safe list, to ensure receipt of notifications and to check your junk/spam e-mail folder regularly. **Should any of your contact information change, including mailing address, please notify our office.**

Computer and Internet Access at Public Libraries: For candidates who may not have regular access to a computer or the internet, applications can be complete on computers at public libraries throughout Los Angeles County.

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.

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

All information is subject to verification.

We may reject your application at any time during selection process.

Department Contact Name: Exams Unit
Department Contact Number: (213) 381-8130
Department Contact Email: fsanchez@parks.lacounty.gov
ADA Coordinator Phone: (213) 738-2970
Teletype Phone: (213) 427-611
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. 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. 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 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 as indicated on the job posting unless other instructions are provided. 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.

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

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.

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 either workers' compensation fraud or human trafficking 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/CCHQ.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.

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

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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.

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.

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 alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

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

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.

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.

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

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arising out of the use of this system, the Internet generally or on any other basis.

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.

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

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).

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 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.

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 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.

APPLICATIONS MAY BE FILED ONLINE AT: Position #D8796E
<http://hr.lacounty.gov> RECREATION SERVICES LEADER (REAACH PROGRAM / RECURRENT) FS

Los Angeles, CA 90010

RECREATION SERVICES LEADER (REAACH Program / Recurrent) Supplemental Questionnaire

- * 1. The information you provide on the application and this supplemental questionnaire will be evaluated and used to determine your eligibility for this position and will also be used as a scored evaluation of your experience.

To receive credit for answers to the following questions, applicants must fill out corresponding sections on the application and submit any required documentation. All information provided is subject to verification at any time during the examination and hiring process.

Please be as honest and accurate as possible. Falsification of any information may result in disqualification or dismissal.

I understand the above information and I have provided accurate information.

I UNDERSTAND

- * 2. The REAACH Program is designed for youth and young adults, 16 years old or older and no older than 24 years old.

Candidates will be required to provide proof of age at time of appointment and possibly at a selection interview.

Candidates who are under 18 years old and selected for employment will be required to provide a work permit.

I can provide proof of my age, a work permit if I am a minor, and **currently I am . . .**

- 15 years old or younger
- 16 years old
- 17 years old
- 18 years old
- 19 years old
- 20 years old
- 21 years old
- 22 years old
- 23 years old
- 24 years old
- 25 years old or older

- * 3. The REAACH Program is designed for youth and young adults, and requires current enrollment in High School (Junior/Senior) or College.

I am currently. . .

- in Middle School
- a Freshman or Sophomore in High School
- a Junior or Senior in High School
- a College/University student [Freshman though Senior standing]
- Not enrolled in High School or College

- * Required Question