



COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 2009-195-035

Posting Date: April 20, 2009

JOB TITLE	<u>PROGRAM MANAGER II (FAMILY PLANNING PROGRAM COORDINATOR)</u>
EXAM NUMBER	Y0978Q
FILING DATES	April 21, 2009 until needs are met
SALARY	\$5,076.00 - \$6,657.00 MONTHLY
POSITION INFORMATION	Provides administrative coordination and management services involved in the provision of family planning services to the public through a complex, specialized departmental program, under the direction of the central administrative staff director of the department.
ESSENTIAL JOB FUNCTIONS	Assists the Director or Program Unit Supervisor in formulating and developing plans, policies and projects for the family planning program; directs and supervises the work of the non-professional staff and coordinates the activation of the professional and technical staff in implementing the policies and goals under State and Federal guidelines of the family planning program; develops new methods and procedures for the implementation of statement of work program goals and objectives; interprets Federal, State, and County family planning regulations and makes recommendations to enhance performance and build program capacity and ensure application of best practice for reproductive health services delivery; maintains liaison with various agencies and organizations including County departments, local State and federal agencies, community agencies and other concerned parties, both public and private; prepares annual Federal applications and other funding requests, program budgets and required program reports and Board documents; and assists with development of allocation and methodology processes and oversight of expenditure requisites.
SELECTION REQUIREMENTS	<p>Option 1. Graduation from an accredited* college and four years experience in a general administrative staff** capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, facilities planning, budget or personnel, two years of experience which must have been assisting in the development of policies and projects for a State or Federal Family Planning Program.</p> <p>Option 2. Two years assisting in the development of policies and projects for a State or Federal Family Planning Program experience at the level of Administrative Assistant II*** in the County of Los Angeles.</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>

Department of Health Services: Address: 5555 Ferguson Drive, Suite 200-01, City of Commerce, CA 90022
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 974-0911

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

Special Requirement 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 (DHR). 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 Association of International Credential Evaluators, Inc.

In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

**General administrative staff capacity experience at Los Angeles is defined as: The overall management of a function or an organizational unit, including responsibility for the development of procedures, budget preparation, the direction of supervisory employees, and participation in policy formulation.

***Experience at the level of Administrative Assistant II in the County of Los Angeles is defined as: Analyzes and makes recommendations for the solution of a variety of problems of organization, budget, systems and procedures, program, facilities planning, general management, and personnel.

**DESIRABLE
QUALIFICATIONS**

- Experience providing program management oversight and consultation for all phases of health programs for a multiple services agency.
- Experience working with culturally diverse populations.
- Experience working with Local and State health agencies.

**SPECIAL
INFORMATION**

Shift: Any Shift

**VACANCY
INFORMATION**

The current vacancy is located in the Mid-Valley Comprehensive Health Center in the Department of Health Services.

**EXAMINATION
CONTENT**

This examination will consist of an interview designed to assess education, experience, personal fitness and general abilities to perform the duties of the position weighted 100%.

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

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade on the examination will be placed on the Eligible Register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

Applicants with disabilities who require special arrangements must provide the Examination Unit with written notification at the time of filing.

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

**APPLICATION
INFORMATION**

You have the option of filing a Standard County of Los Angeles Employment Application Form either by Hard Copy Submission -OR- Online. Please select only **one** method to file your application.

Instructions for Hard Copy Submission: A standard **County of Los Angeles Employment Application and Application Information Form** are available at the filing location indicated -OR- download an application form at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>. (use this only if not filing online). **All required documents MUST be attached to the application at the time of filing.** Employment applications will be accepted on business days only, between 8:00 a.m. and 5:00 p.m.

Instructions for Filing Online: A standard **County of Los Angeles Employment Application Form** for this examination can be completed Online and submitted electronically. To apply online, **click on the link below the filing address.**

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 869-0942 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements at the time of filing. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. It is to your advantage to fill out your application completely and correctly so that you will receive full credit for your related education and experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of 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 Health Services
Recruitment and Examining office
5555 Ferguson Drive, Room 200-01
City of Commerce, CA 90022
(323) 890-7924

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1730.

**DISABILITY
ACCOMMODATIONS**

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 (323) 869-7112.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 869-7112. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911 . The County will attempt to meet reasonable accommodation requests whenever possible.

AN EQUAL OPPORTUNITY EMPLOYER

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.

CHILD SUPPORT COMPLIANCE

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.

VETERAN'S CREDIT

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:

- 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.

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.

EMPLOYMENT ELIGIBILITY INFORMATION

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.

RECORD OF CONVICTIONS

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.**

**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.