



COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 10-002

Posting Date: February 10, 2010

JOB TITLE **DEPARTMENTAL HUMAN RESOURCES MANAGER III**

EXAM NUMBER R1885C

FILING DATES February 11, 2010 until needs are met

SALARY \$8,915.76 - \$13,494.72 **MONTHLY**

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.

BENEFITS **Non-represented Employees**

- Cafeteria Benefit Plan
- Defined Contribution Retirement Plan
- Deferred Compensation & Thrift Plan
- 11 Paid Holidays
- Generous Vacation and Sick Leave Benefits
- Flexible Work Schedules

POSITION INFORMATION Directs the planning, development, implementation and administration of a comprehensive integrated human resources program for a large size County department; and ensures departmental compliance with local, County, State and Federal personnel and employment related laws and regulations.

ESSENTIAL JOB FUNCTIONS Specific duties include the following:

- Plans, organizes, directs and evaluates the human resources program to include areas such as recruitment and selection, classification and salary, discipline/advocacy, employee relations and operations,
- Advises management, supervisors and employees on the appropriate application of personnel policies, standards, regulations, procedures and practices.
- Develops and implements human resources program strategies and initiatives to accomplish short and long goals and objectives to enhance effectiveness and integrity.
- Ensures the operations and services of the units are effectively integrated with the service needs of the department and operations of other divisions.
- Administers a decentralized recruitment and selection program to ensure the department's short range and long range staffing needs are met.
- Examines and directs changes to department-wide personnel policies and practices to comply with local, state and federal personnel/employment laws.
- Manages and directs department employee relations activities including

conferring with employees and employee groups on matters concerning personnel problems, procedures, regulations, and grievances.

- Manages department return-to-work, safety and risk management programs.
- Ensures that positions are properly classified, by addressing immediate classification needs and working with the Chief Administrative Office.

SELECTION REQUIREMENTS

OPTION I: Graduation from an accredited* college or university with a Bachelor's degree in Business Administration, Public Administration, Human Resources Management, Industrial/Organizational Psychology, or a closely related field - AND- Two years of highly responsible experience supervising professional staff performing technical human resources work in areas such as recruitment and selection, discipline/advocacy, classification, and/or employee relations, one year of which must have been at the level of the County of Los Angeles class of Personnel Officer III**, Principal Analyst, Human Resources***, or higher.

OPTION II: Five years of highly responsible administrative experience performing the more difficult technical human resources work; two years of which must have been supervising professional staff performing technical human resources work in areas such as recruitment and selection, discipline/advocacy, classification, and/or employee relations, one year of which must have been at the level of the County of Los Angeles class of Personnel Officer III**, Principal Analyst, Human Resources***, or higher.

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.

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.

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. 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)**.

TRANSCRIPTS: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters 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.

**A Personnel Officer III develops and administers a comprehensive integrated personnel program for one of the larger County departments or hospitals. They are distinguished from Personnel Officer II by a combination of factors including a larger employee population, generally a greater number and variety of departmental classifications, and greater authority in determining overall departmental personnel policies and procedures, and in representing departmental management in personnel matters.

***A Principal Analyst, Human Resources has responsibility for major programs

providing operating departments with professional services in administration of Countywide human resources programs.

DESIRABLE QUALIFICATIONS

- A Master's degree in Business Administration, Public Administration, Human Resources Management, Industrial/Organizational Psychology or a closely related field from accredited* college or university.
- Demonstrated management experience in various human resources areas such as recruitment and selection, classification and salary administration, discipline and advocacy, and employee relations.
- Demonstrated leadership experience in strategic planning and managing change.
- Comprehensive knowledge and ability to interpret Federal, State, and local laws, rules, regulations, and standards pertaining to human resources areas.
- Strong and effective interpersonal, customer service and oral communication skills dealing with Federal and State regulatory agencies; labor unions; attorneys; employees; and the public.
- Experience in the utilization technology to enhance human resources operations and service delivery
- Demonstrated experience in managing budget and utilizing resources.

SPECIAL INFORMATION

Shift: Any Shift

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies at various departments in the County of Los Angeles.

EXAMINATION CONTENT

Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position

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

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 six (6) months following the date of promulgation.

**** IMPORTANT INFORMATION ****

APPLICATION INFORMATION

All applicants are required to submit a standard Los Angeles County Employment Application. You have the option of filing your application either Hard Copy submission **-OR-** Online (via electronic submission). **PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.**

Instructions for Filing Online: A Standard Los Angeles County Employment Application for this examination may be completed online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. This examination will remain open until the needs of the service are met, and is subject to closure without prior notice. Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) days of filing Online. Please include your name, the exam number and exam title on faxed documents.

TO APPLY ONLINE, click on the link below on or after February 11, 2010.

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1224BR

Instructions for Hard Copy Submission: A Standard Los Angeles County Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at <http://dhr.lacounty.info> (**Use this only if you are not filing Online**). A Standard Los Angeles County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., PST. This examination will remain open until the needs of the service are met, and is subject to closure without prior notice.

The acceptance of your application will depend on whether you have clearly shown how your professional qualifications meet the areas indicated in the **SELECTION REQUIREMENTS and DESIRABLE QUALIFICATIONS** 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. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. **FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE DATES OF EMPLOYMENT MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.** 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:

COUNTYWIDE EXAMS ADMINISTRATION DIVISION
EMPLOYMENT INFORMATION SERVICES OFFICE
3333 WILSHIRE BLVD., SUITE 100
LOS ANGELES, CA 90010
(213) 738-2084

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 (213) 738-2057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 or (800) 897-0077. 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

Los Angeles County Child Support Compliance Program: In an effort to

COMPLIANCE

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.

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