



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



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION AND SUPERSEDES BULLETIN NUMBER 06-052 POSTED ON MARCH 1, 2006 WITH AN ORIGINAL FILING DATE OF MARCH 2, 2006. PERSONS WHO HAVE PREVIOUSLY APPLIED NEED NOT REAPPLY.

Bulletin No. 07-029	Posting Date: January 26, 2007 Salary Updated: December 31, 2008
JOB TITLE	<u>DEPARTMENTAL PERSONNEL TECHNICIAN</u> <u>WORKERS' COMPENSATION/RETURN-TO-WORK COORDINATOR</u>
EXAM NUMBER	R1848D
FILING DATES	March 02, 2006 until needs are met
SALARY	\$4,345.45 - \$5,699.55 MONTHLY
ESSENTIAL JOB FUNCTIONS	Establishes and manages return-to-work cases; reviews, analyzes, and makes recommendations regarding workers' compensation cases; locates suitable position for return-to-work employees and follows-up to determine success; prepares a variety of documents (e.g., injury and employee interview notes, case status reports, work hardening transitional assignments, etc.); provides assistance in interpreting various laws, rules, policies and procedures affecting return-to-work program; responds orally or in writing to a range of return-to-work related issues and problems presented by variety of individuals (employees, supervisors, medical personnel, representatives of third-party administrators, defense and applicant attorneys, etc.); and maintains various documents and records.
SELECTION REQUIREMENTS	<p>Option I: Graduation from an accredited college* AND two years of experience analyzing and making recommendations for the solution of problems of organization, procedures or personnel. One year of which must have been in the coordination of workers' compensation and return-to-work programs including assessing and evaluating cases for action and/or follow up, identifying modified duty positions, and ensuring compliance with applicable State and Federal laws.</p> <p>Option II: One year of experience in a Los Angeles County departmental personnel office at the level of Senior Departmental Personnel Assistant** performing duties in the return-to-work program including assessing and evaluating cases for action and/or follow up, identifying modified duty positions, and ensuring compliance with applicable State and Federal laws.</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 Human Resources: Address: 500 W. Temple St., Rm 588, Los Angeles, CA 90012
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 899-4099

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SPECIAL
INFORMATION**

**VACANCY
INFORMATION**

**EXAMINATION
CONTENT**

**ELIGIBILITY
INFORMATION**

Special Requirement Information: Applicants must attach a photocopy of official college transcripts or diploma at the time of filing. 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 the exam number and exam title.

*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.

**Experience at the level of Senior Departmental Personnel Assistant in the County of Los Angeles assists technical human resources staff in carrying out the personnel program of a County department.

Shift: Day: 8:00a.m. - 5:00p.m.

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

This examination will consist of a written test covering data analysis and interpretations/decision-making/basic mathematics; reading comprehension; and written expression weighted 45%, and an interview covering job preparation; oral and interpersonal communication effectiveness; work habits and decision making; and adaptability and dependability weighted 55%.

The written test is not reviewable by candidates per Civil Service Rule 7.19.

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

Study guides and other test preparation resources are available to help candidates 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://dhr.lacounty.info>. Please click on Job Information, then click on Employment Test Preparation.

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 for this examination more than once every twelve (12) months.

***** 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: The Standard 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. TO APPLY ONLINE: click on the link below.

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=792BR

Instructions for Hard Copy Submission: A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Thursday, March 2, 2006. This examination will remain open until the needs of the service are met. Application filing may be suspended at any time without advance notice. Applications must be received, either in person or by mail, by 5:00 p.m., on the last day of filing, at the location below.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. 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:

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) 738-8057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-8057. 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
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.