



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 06-053 POSTED ON MARCH 1, 2006 WITH AN ORIGINAL FILING DATE OF MARCH 2, 2006. PERSONS WHO HAVE PREVIOUSLY APPLIED NEED NOT REAPPLY.

Bulletin No. 07-030

Posting Date: January 29, 2007
Salary Updated: December 31, 2008

JOB TITLE SENIOR DEPARTMENTAL PERSONNEL TECHNICIAN
WORKERS' COMPENSATION/RETURN-TO-WORK COORDINATOR

EXAM NUMBER R1849E

FILING DATES March 02, 2006 until needs are met

SALARY \$4,844.00 - \$6,353.18 **MONTHLY**

ESSENTIAL JOB FUNCTIONS Incumbents in this class perform the more difficult personnel work in a County department or supervise the day-to-day work of personnel technicians and personnel office clerical staff in a return-to-work program; 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 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 Option I: Graduation from an accredited college* AND three years experience analyzing and making recommendations for the solution of problems of organization, procedure or personnel. Two years of which must have been in the coordination of workers' compensation and return-to-work programs including assessing and evaluating cases for actions and/or follow up, identifying modified duty positions, and ensuring compliance with applicable State and Federal laws.

Option II: One year experience in a Los Angeles County office as a Departmental Personnel Technician, Principal Departmental Personnel Assistant, or Personnel Analyst I, 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.

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.

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 attach a photocopy 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 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.

NOTE: If credit is given for course work, transcripts must indicate completion of required course work. If degree, copy of degree/diploma.

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

SPECIAL INFORMATION

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

VACANCY INFORMATION

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

EXAMINATION CONTENT

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 Career Opportunities, then click on Employment Test Preparation.

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

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

APPLICATION INFORMATION

Applicants are required to submit a standard Los Angeles County employment application. **You have the option of filing your application either by Hard Copy submission - OR - Online (via electronic submission). Please select only one method to file your application.** This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

Instructions for Filing Online: The Standard County Employment Application for this examination may be completed online and submitted electronically. Applications electronically received after 5:30 p.m., PST on the last day of filing will not be accepted. **TO APPLY ONLINE**, click on the link shown below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=796BR

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) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

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. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have clearly shown that you meet the minimum requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits 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.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Human Resources
Employment Information Services Office
3333 Wilshire Boulevard, 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 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.