



Bulletin Number	2899BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Probation
Position Title	CREW INSTRUCTOR, AS NEEDED
Additional Title	ONLINE FILING ONLY - U.S. MAIL, FAX OR IN PERSON SUBMISSION WILL NOT BE ACCEPTED
Exam Number	F8595R
Filing Type	Standard
Filing Start Date	11/16/2011
Filing End Date	12/16/2011
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	3241.64
Salary Maximum	4239.82
Position/Program Information	<p>Supervises and instructs a crew of detained minors, adult probationers, or participants of a work release program on a variety of construction, maintenance, and repair work projects. Positions allocated to this class are located in the Probation Department. Incumbents have responsibility for instructing, supervising, and evaluating the work of (1) a crew of minors detained in a juvenile hall or probation camp, ranging from 16 to 18 years of age; or (2) an adult crew sentenced to serve a specified number of days on a work crew in lieu of a jail sentence. The crew performs a variety of construction, repair, and maintenance work projects on County, public, or private agency grounds and facilities. Incumbents are required to demonstrate methods of proper and safe use of equipment and tools for training purposes. Incumbents work independently under the general direction of a Supervising Deputy Probation Officer, a Deputy Probation Officer II, or a Supervising Crew Instructor and are required to communicate, motivate, and maintain discipline among crew participants.</p>
Essential Job Functions	<p>Reviews project requests to determine the kind and scope of project, the most expeditious methods to employ to complete project, and the kind and amount of tools, equipment, and materials needed; discusses and explains work project to crew, motivates interest in the project, and explains methods and procedures to be followed in completing projects; discusses and coordinates work instructions with employees</p>

of other County departments, outside agencies, and the public as need; operates a two-way radio to seek assistance from program staff or police when necessary; trains crew in the proper and safe use of handling tools, equipment, and materials, and in the proper and safe work procedures and habits; supervises all work-related activities such as taking roll at assembly area, transporting crew to work sites, and conducting daily work and tool orientation; supervises a crew performing a variety of unskilled labors, such as weed eradication an grounds clean-up, interior/exterior painting of County buildings, raking and leveling slopes; provides detailed instruction and training to crews in such work as construction of outdoor toilets, drinking fountains, rock walls, chain link and split rail fencing; makes and installs cast concrete benches, golf course tees and distance markers; installs and repairs water pipes, faucets, and irrigation systems; paints and stains buildings, fences, and picnic tables, plants, fertilizes, pots, and transplants trees, plants and maintains bushes, shrubs, and a variety of ground covers, performs clean-up work at parks, golf courses, beaches, and recreation areas or sandbagging and debris removal in flood areas; maintains discipline among crew, makes sure each crew member is working to maximum capacity in accordance with individual abilities; evaluates and maintains records of individual crew members, including work performance, behavior and attitudes; consults with and makes recommendations to referring staff regarding individual's rating of performance, need for further training, suitability for work crew or disciplinary action; drives a truck, bus, or van to transport crew to and from work sites.

Requirements

APPLICATIONS MUST BE FILED ON-LINE ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON.

MINIMUM REQUIREMENTS:

Three years' experience in one or a combination of the following activities: construction or repair work involving a variety of carpentry, masonry, painting, and plumbing; grounds landscaping or maintenance work; plant or tree nursery work; or tree trimming work. One year of the required experience must have been in leading or supervising a crew in such work.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, climbing, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**License(s)
Required**

A valid California Class C Driver License is required at the time of appointment. Employees appointed to this class will be required to obtain a California Class B Driver License within 90 days after appointment to perform job-related essential functions.*

**Certificate(s)
Required**

No

**Special
Requirement
Information**

*All applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before appointed. A copy of the driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked.

AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR

**MORE MOVING VIOLATIONS WITHIN THE LAST FIVE YEARS
WILL NOT BE APPOINTED.**

**Examination
Content**

This examination will consist of two (2) parts; **Part I:** A qualifying written test covering Job Knowledge, Analytical & Decision Making Abilities (including mathematics), Written Expression, and Reading Comprehension weighted 35% and **Part II:** A structured oral interview covering Job Preparation, Supervision, Work Skills, Adaptability & Dependability, and Interpersonal/Oral Communications Skills weighted 65%.

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

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

**Special
Information**

A thorough background investigation, including live scan and drug screening will be conducted prior to appointment.

You need not list an arrest and/or conviction when the record of such an incident has been sealed in accordance with Penal Code Section 1203.45, 851.8; nor do you need to list an arrest and/or conviction if your record has been expunged or is eligible for expungement pursuant to Health and Safety Code Section 11361.5. However, you must list the arrest and/or conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code Section 1179 or 1172), or a pardon per Section 4852.16 of the Penal Code.

**Vacancy
Information**

The resulting eligible register will be used to fill as needed vacancies in the Probation Department Management Services Bureau.

**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 twelve (12) months following the date of promulgation and may not reapply during this period.

No person may compete in this examination more than once every six (6) months.

Available Shift

Any

**Job Opportunity
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.

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: 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.**

Veterans Preference 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 it is provided.

**Application and
Filing
Information**

All applicants are required to submit a Standard County of Los Angeles Employment application **ONLINE** (via electronic submission) **ONLY**. Resumes cannot be accepted in lieu of applications although resumes and supporting documents may be uploaded as attachments to the online applications.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

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

INSTRUCTIONS FOR FILING ONLINE:

To apply for this exam click on the button above or below this bulletin

that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by mail. We must receive your application by 5:00 pm, PST, on the last day of filing.

NOTE: Candidates must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (562) 401-2885 within five (5) days of filing online, or by the last day of filing, **WHICHEVER COMES FIRST**. Please include your name, the Exam Number, and the Exam Title on the faxed documents.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e; 000-00-000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have clearly shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. 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. Applicants may be rejected at any stage of the selection process.

FAILURE TO PROVIDE COMPLETE INFORMATION AT THE TIME OF APPLICATION INCLUDING NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S) BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

County of Los
Angeles
Information

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.

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.

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 at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name	Raul Mendez
Department Contact Phone	(562) 658-1809
Department Contact Email	raul.mendez@probation.lacounty.gov
ADA Coordinator Phone	(562) 940-3552
Teletype Phone	(877) 988-7800
California Relay Services Phone	(562) 940-2711
Job Field	Building Crafts/Facilities Maintenance
Job Type	Skilled Craft Workers