



Bulletin Number	2658BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Registrar-Recorder/County Clerk
Position Title	DIVISION MANAGER, REGISTRAR-RECORDER/COUNTY CLERK
Additional Title	ONLINE FILING ONLY - U.S. MAIL, FAX OR IN PERSON SUBMISSION WILL NOT BE ACCEPTED
Exam Number	E1122G
Filing Type	Standard
Filing Start Date	07/28/2011
Filing End Date	08/10/2011
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7715.09
Salary Maximum	11677.42
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the County's Management Appraisal of Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.
Benefits Information	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/Program Information	Has immediate charge of a division of the Department of Registrar-Recorder/County Clerk. Positions allocable to this class are distinguished by their responsibility for assisting in the administration of the Department of Registrar-Recorder/County Clerk with particular responsibility for directing a major organizational segment of the department.
Essential Job Functions	Plans, organizes, directs and evaluates the work of the division through subordinate supervisory positions. Establishes policies and procedures to ensure the effective and efficient operation of the division. Directs the planning, organization, and conduct of studies of departmental policies, programs and procedures including the preparation and publication of policies and procedures manual; directs the conduct of departmental work measurement studies and the

installation of improved methods for accomplishing work. Directs the planning, preparation and execution of a divisional operation relating to election preparation, services and canvass, press and public relations, legislation and/or records management relating to vital records or document recording.

Requirements

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

Four (4) years of paid experience in a highly responsible and complex administrative or staff capacity* analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or accounting, two (2) years of which must have been at the level of Los Angeles County's class of Assistant Division Manager, Programs, Registrar-Recorder/County Clerk**.

Physical Class

Physical Class II – 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.

License(s) Required

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.

Desirable Qualifications

- Graduation from a four year accredited*** college or university with a Bachelor's degree or higher in Business Administration, Public Administration, Business Management or a closely related field.
- Demonstrated experience communicating and interacting with individuals at various levels within and outside of an organization related to election operations, recorder services line operations or administrative management services.
- Demonstrated experience in the development and implementation of complex technical programs or activities.
- Demonstrated experience fostering teamwork and motivating employees.
- Strong writing, analytical, data interpretation, problem solving and presentation skills.

Special Requirement Information

*Highly responsible and complex administrative or staff capacity refers to: Independently performs a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature.

**Experience at the level of the County of Los Angeles classification of Assistant Division Manager, Programs, Registrar-Recorder/County Clerk is defined as: assists in the management within a division of an organization; and assists in planning, organizing, and evaluating

division work through subordinates supervisory staff.

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 at the time of filing.

No verification of experience letter will be accepted for this examination.

Accreditation Information

Accreditation: ***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).

Examination Content

This examination will consist of TWO (2) parts:

PART I: Rating from Record evaluating the scope of your training and experience based on the information submitted on your County of Los Angeles Employment Application and Supplemental Information Form weighted 40%.

PART II: An interview covering training, experience, personal fitness and general ability to perform the duties of the position weighted 60%.

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

Applicants with disabilities who require special arrangements must provide the Examination Unit with advance notice.

ALL NOTIFICATIONS (e.g. Notice of Interview Test Admittance Letter, Notice of Non-Acceptance, etc.) WILL BE MAILED VIA UNITED STATES POSTAL SERVICES (USPS).

Special Information

Appointees must be willing to work any shift, including evenings, nights, weekends and holidays.

FINGERPRINTING AND SECURITY CLEARANCE: Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies in the Department of Registrar-Recorder/County Clerk.

Eligibility Information

The names of candidates receiving a passing score in the examination will be placed on the eligible list in the order of their score group for a

period of twelve (12) months following the date of promulgation.

Available Shift

Day

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.

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.

Application and Filing Information

INSTRUCTIONS FOR FILING ONLINE:

Applicants are required to submit a standard Los Angeles County Employment Application and Supplemental Information Form online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Applicants must submit their Application and **Supplemental Information Form** by 5:00 p.m., PST, on the last day of filing.

Applications and Supplemental Information Forms received after 5:00 p.m., PST, on the last day of filing will not be accepted.

Supplemental Information Form may be found at:

http://file.lacounty.gov/dhr/ehr/cms1_163787.doc

To apply online, click on the tab that says "Apply To Jobs" on the top or bottom of this page.

The acceptance of your application depends on whether or not you

have CLEARLY shown that you meet the SELECTION REQUIREMENTS. Please fill out the application and supplemental information form completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, title of course 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 during the selection process.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

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

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.

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