



**Bulletin Number** 1966BR

**Type of Recruitment** Open Competitive Job Opportunity

**Department** Human Resources Countywide Exams

**Position Title** LIGHT VEHICLE DRIVER

**Exam Number** 119

**Filing Type** Open Continuous

**Salary Type** Monthly

**Salary Minimum** 2078.82

**Salary Maximum** 2728.36

**Position/Program Information** Drives County-owned automobiles, station wagons, vans, and light trucks with a Gross Vehicle Weight Rating (GVWR) of less than 10,000 pounds in picking up and delivering supplies and other items for a County department.

**Essential Job Functions** Delivers items which may include U.S. and County mail, governmental records and legal documents, microfilm, medical files, hospital supplies, laboratory specimens, drugs, equipment parts, payroll warrants, cash, personal property, maps, and various other documents, forms, materials, and supplies for a County department. Loads and unloads the vehicles with items to be delivered. Transports passengers for County departments. Performs clerical work such as sorting and filing documents or mail in preparation of delivery and related driver functions. Maintains records and makes reports of pick up and delivery schedules and items delivered. Schedules and transports vehicle for preventive maintenance, services, and repairs and may perform routine, non-mechanical vehicle inspections. Reviews and maintains vehicle records of usage, mileage, services, maintenance, repairs, and other related information; makes regular rounds or special trips to County or other governmental or private facilities and drives single unit trucks with a GVWR of 10,000 pounds or over, as needed.

**Requirements** **Minimum Requirements:** Six months of paid driving experience in the performance of pick up, transportation, and delivery of items.

**Physical Class** **Physical Class III – Moderate:** Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects

<b>License(s) Required</b>	weighting over 25 pounds, and frequent lifting of 10-25 pounds. A valid California Class C Driver License is required to perform job-related essential functions. Some positions may require a valid California Class B Driver License or a special endorsement to drive assigned vehicles.
<b>Special Requirement Information</b>	Successful 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 being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked. <b>AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.</b>
<b>Examination Content</b>	<p>Study guides and other test preparation resources are available to help candidates prepare for written employment tests and interviews. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <a href="http://dhr.lacounty.info">http://dhr.lacounty.info</a>.</p> <p>Please click on Career Opportunities, then on Employment Test Preparation to take practice tests or view materials.</p> <p>Part 1: Job Specific Questionnaire (JSQ) to pre-screen applicant's related work experience in meeting the Minimum Requirements. Those applicants who show they meet the Minimum Requirements based on the JSQ responses will be eligible to proceed to Part 2 of the examination process. Applicants who fail to meet the Minimum Requirements based on the JSQ responses will be notified by mail.</p> <p>Part 2 : This examination will consist of a written test covering map reading, interpretation of data, knowledge of motor vehicle maintenance, operations, safety, and vehicle code weighted 100%.</p> <p>Candidates must achieve a passing score of 70% or higher on the written in order to be placed on the eligible register.</p> <p><b>THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</b></p>
<b>Special Information</b>	Candidates for this position will be required to take and pass a urine drug screen. In addition, positions in this class may be subject to Federal Department of Transportation requirements for commercial drivers which include pre-employment, post accident, reasonable suspicion, return to work, follow up, and random urine drug and/or alcohol testing.
<b>Vacancy Information</b>	The eligible registers resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.
<b>Job Opportunity Information</b>	<b>Employment Eligibility Information:</b> 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](http://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.

**Application and Filing**

Applicants are required to submit a standard Los Angeles County Employment Application and Job Specific Questionnaire Online to be

## Information

considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

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

Applicants can access the Job Specific Questionnaire (JSQ) after submitting their on-line job application by clicking the "Continue" button, which is located at the bottom of the job application confirmation page.

Applicants must submit their applications and Job Specific Questionnaire by 5:00 pm, PST, on the last day of filing.

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.

**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.**

**APPLICANTS MAY UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (i.e.official transcripts, typing certificate, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING OR ANY TIME DURING THE EXAMINATION PROCESS.**

**TO APPLY ONLINE, CLICK ON THE LINK BELOW ON OR AFTER NOVEMBER 17, 2010:**

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.

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

**PLEASE DISREGARD THE ABOVE STATEMENT. ONLINE FILING ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON. , (213) 738-2084**

**Department  
Contact Name** Exam Analyst  
**Department  
Contact Phone** (213) 738-2080  
**Department  
Contact Email** rlowery@hr.lacounty.gov or edeguia@hr.lacounty.gov  
**ADA Coordinator  
Phone** (213) 738-2057  
**Teletype Phone** (800)899-4099  
**California Relay  
Services Phone** (800)325-0778

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