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Job details

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Bulletin Number 2725BR
Type of Recruitment Open Competitive Job Opportunity
Department Probation
Position Title PROGRAM ANALYST, PROBATION
Exam Number F8638G
Filing Type Open Continuous
Filing Start Date 08/02/2011
Filing End Time 5:00 pm PST
Salary Type Monthly
Salary Minimum 4832.00
Salary Maximum 6337.45

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 Analyzes and makes recommendations for the solution of highly complex problems related to the planning, monitoring, or auditing of Probation Department programs and participates in the implementation of their solutions. Positions allocable to this class report to higher level supervisors or managers and are responsible for programs such as budgets, contracts, grants, and internal audits. The Program Analyst, Probation provides highly specialized staff and consultative services to management on technical, procedural, and conceptual problems or concerns within their specialized areas of expertise. Incumbents of the position must possess a thorough knowledge of Probation Department functions and programs and have the ability to effectively gather and synthesize data.

Essential Job Functions Utilizes extensive knowledge of departmental programs, goals, objectives, and services delivered to assess the legal issues of contracting, seek new sources of revenue, conceptualize innovative new programs, initiate and draft new legislation, formulate revisions of current programs to improve service levels and efficiency, and to prepare, present and justify the department's annual budget request. Provides main mission contract analysis to determine the legality,

potential cost effectiveness and operational feasibility of contracting with the private sector for services. Evaluates feasibility of proposed contracting for special programs or services and drafts contractual language; coordinates the development and monitoring of the contract. Analyzes and makes recommendations for the solution of problems related to budget planning, implementation and monitoring for the major budgets assigned; participates with departmental managers in budgetary planning; prepares necessary budget documents regarding new and renewed programs for presentation to the Chief Administrative Officer and Board of Supervisors. Provides control of appropriations within approved budgets, develops and justifies budget adjustments and periodic allocation changes. Serves as departmental liaison with the Chief Administrative Office analysts and with other County departments in the preparation of departmental budgets, fiscal agreements, and interdepartmental budget negotiations. Performs management audits and organizational studies to promote the optimum use of departmental resources. Reviews and monitors ongoing special programs for compliance with contractual agreements. Analyzes trends and forecasts, and makes recommendations to management for long-range planning. Analyzes existing and new legislation; recommends departmental position and legislative priorities to management. Represents departmental management on County and State-wide committees regarding justice system programs, grants, budget, and contracting. Coordinates program planning activities between the Probation Department and other criminal justice system agencies. Analyzes financial aspects of Probation programs including the impact on workload, employee relations, and legislation. Prepares management reports, which reflect program performance activities and statistical data. Develops and implements data collection and program evaluation systems. Serves as the department's legal consultant and County Counsel liaison; advises management staff regarding legal matters affecting the department; responds to subpoenas for records and information. Supervises and coordinate the work of lower level staff involved in gathering research data and preparing reports as needed.

Requirements

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

SELECTION REQUIREMENTS:

Bachelor's degree from an accredited* college -AND- One year's experience in a highly responsible staff capacity** at the level of the County of Los Angeles class of Administrative Assistant III*** analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel.

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.

**Special
Requirement
Information**

**Highly responsible staff capacity is defined as, staff experience at the senior level with extensive knowledge of program related area, processes and procedures, and experience in a specific subject matter.

***In the service of Los Angeles County, an Administrative Assistant III defines, analyzes, and makes recommendation for the solution of highly complex operating, budgetary and financing and other management problems of a County department, and participates in

the implementation of their solution.

In order to receive credit for any type of college degree such as a Bachelor degree, you must include a legible copy of the official transcripts, official letter from the accredited institution which shows the are of specialization, or official certificates with you application.

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 an interview weighted at 100%. The interview will assess education, experience, personal fitness and the general knowlege and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher on the intevie register.

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies located in the Los Angeles County Probation Department.

Eligibility Information

The names of successful 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.

No person may compete in this examination more than once every twelve (12) 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.

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

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 application.

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 who apply online **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. 000-00-0000, 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 **SELECTION 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 THE COMPLETE INFORMATION INCLUDING THE 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.

**Department
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