



COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 060-423

Posting Date: November 13, 2007

JOB TITLE	<u>PROGRAM SPECIALIST III, CAO (LOSS CONTROL SPECIALIST)</u>
EXAM NUMBER	M0817AA
FILING DATES	November 14, 2007 until needs are met
SALARY	\$5,372.36 - \$6,673.64 MONTHLY \$5,533.45 - \$6,874.18 (Effective 01/01/08) \$5,699.55 - \$7,080.64 (Effective 01/01/09)
POSITION INFORMATION	This position reports to the Chief Program Specialist, CAO of the Loss Control and Prevention Section within the Risk Management Branch and provides technical expertise regarding loss control and prevention services relating to safety and environmental health within the workplace.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none">• Serves as a technical expert to County departments on loss control and prevention issues related to compliance with local, State, and Federal occupational safety and health laws and regulations.• Reviews and analyzes workers' compensation and liability claims data and makes recommendations to County departments to control the frequency and cost of such claims.• Reviews accident causes to determine if work environment changes are necessary.• Assists operating departments to develop and implement programs to meet Cal/OSHA regulatory requirements and prevent or control losses from workers' compensation and liability claims.• Conducts training and education on occupational health and safety, loss control and loss prevention subjects to all levels of staff and management in line departments.• Communicates orally, and in writing, with departments about their need to assess and manage their risks of losses from accidents to employees and the general public, and from vehicle accidents.• Represents the Risk Management Branch as the expert on loss control, loss prevention and occupational health and safety at meetings with County departments, County Third Party Administrators (TPA), and other public agencies.

Chief Executive Office: Address: 500 West Temple Street, Room 785, Los Angeles, CA 90012
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 613-4796

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

SELECTION REQUIREMENTS

- Carries out loss control, loss prevention, and occupational health and safety assignments under general supervision, as needed.

Four year's experience in a staff capacity* assisting in the administration and coordination of relevant loss control and prevention. Two year's of the required experience must have been at the level of the County of Los Angeles classification of Program Specialist II, CAO or higher** in the area of loss control and prevention.

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: *Experience in a staff capacity consistent with the County of Los Angeles classification of Program Specialist II, CAO or higher refers to experience in providing professional staff services to operating departments, under general supervision, for the solution of problems in the administration of specialized programs such as loss control and prevention issues related to compliance with local, State, and Federal occupational safety and health laws and regulations. Incumbents must demonstrate a knowledge of a specialized program sufficient to perform the duties of the position.

**Experience at the level of Program Specialist II, CAO or higher in the County of Los Angeles is defined as experience in providing professional services to operating departments regarding problems in the administration of specialized Countywide programs.

***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 transcripts that have been evaluated and deemed to be equivalent to transcripts from United States accredited institutions by an academic credential evaluation agency recognized by the **National Association of Credential Evaluation Services**.

Degrees must indicate the specialized field of study in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university's letterhead. A copy of your degree or written statement from the Registrar's Office and required license must be submitted **AT THE TIME OF FILING**. All information and records are subject to verification. Falsification of records may result in disqualification from the examination or termination of employment.

Applications received without a photocopy of the degree will not receive credit for the degree.

**DESIRABLE
QUALIFICATIONS**

- Bachelor's Degree or higher from an accredited*** college or university in Public Administration, Business Administration, Risk Management, Industrial Relations, or a closely related field and possession of at least one of the following designations: (1) Associate in Loss Control Management (ALCM), (2) Associate in Risk Management (ARM), (3) Associate Safety Professional (ASP), (4) Certified Safety Professional (CSP);
- Knowledge of, and experience with hospitals or public safety (law enforcement or fire) agencies dealing with workers' compensation, general liability, automobile liability, and/or medical malpractice claims;
- Ability to promote organizational vision, mission and core values;
- Outstanding communicator with excellent verbal, written, and listening skills;
- Excellent facilitator with skills that build consensus among a variety of divergent interests and opinions;
- Ability to establish and maintain effective relationships with diverse individuals and groups;
- Ability to grasp information quickly and be able to effectively manage highly complex issues;
- Ability to work effectively with executive management, elected officials, and other entities; and
- Ability to exercise sound judgment and initiative within established guidelines.

**SPECIAL
INFORMATION**

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

**VACANCY
INFORMATION**

The vacancy is located at the Chief Executive Office, Risk Management Branch, located at 3333 Wilshire Blvd., Los Angeles, CA 90010.

**EXAMINATION
CONTENT**

This exam will consist of a screening process and an interview. The candidates with the highest qualifications as determined by the screening process will be invited to the interview. Interviews will be designed to assess education, experience, personal fitness, and general abilities to perform the duties of the position weighted 100%. Candidates must achieve a passing score of 70% or higher in the interview in order to be placed on the eligible register.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their group for a period of six (6) months following the date of promulgation. No person may compete for this examination more than once every six (6) months.

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

**APPLICATION
INFORMATION**

Applicants are required to submit a standard County of Los Angeles Employment Application. Resumes providing additional information must be submitted along with the standard employment application and will not be accepted in lieu of the employment application.

This examination will remain open until the needs of the

services 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 of Los Angeles Employment Application for this examination can be completed online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE GO TO:** <https://easier.co.la.ca.us>.

Applicants who apply online must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 613-0744 show within five (5) business days of filing online. Please indicate your Name, the Exam Number and the Exam Title on the faxed documents.

Instructions for Hard Copy Submission: The Standard County of Los Angeles Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Wednesday, November 14, 2007. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>. You may also request the standard employment application by calling Personnel Services at (213) 893-2489 or obtain copies at the filing location listed below.

Questions regarding this bulletin may be directed to Mary Owens, Exam Analyst, at (213) 893-2489.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application indicates 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/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study.

For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part time) and salary earned. Attach an additional page to your application, if necessary, to describe fully your related education and experience.

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

Personnel Services
Chief Executive Office
500 West Temple Street, Room 785
Los Angeles, CA 90012
(213) 893-2489

**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) 974-1380.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 974-1380. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 613-4796 . 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.