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Bulletin Number 2058BR

Type of Recruitment Interdepartmental Promotional Opportunity

Department Human Resources Countywide Exams

Position Title STAFF ASSISTANT II

Exam Number R0913F

Filing Type Open Continuous

Salary Type Monthly

Salary Minimum 3705.73

Salary Maximum 4856.00

Position/Program Information

Essential Job Functions Assists the manager of a major division or bureau in a County department in analyzing and making recommendations for the solution of a variety of administrative problems involving organization, budget, procedures, systems, program, general management and personnel; prepares justification for salaries and employee benefits, fixed assets, and services and supplies budgets; assists in the recruitment, selection, and placement of qualified employees; provides interpretation, advice and guidance on all aspects of personnel administration; and supervises a small clerical staff to prepare and maintain administrative reports and records, as needed.

Requirements **SELECTION REQUIREMENTS:**
Option I: Two years' experience in a **general administrative staff*** or **specialized staff capacity**** analyzing and making recommendations for the solution of problems of organization, systems and procedure, program, facility planning, budget or personnel

Option II: One year's experience **as an** Administrative Assistant I or Staff Assistant I in the service of the County of Los Angeles.

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.

Special Requirement Information

OPTION I: *General Administrative Staff positions are those in which the primary purpose is to assist management by performing research and making recommendations on use of personnel, allocation of funds, workload and workload fluctuations, and programs and procedures for accomplishing departmental objectives. Staff positions may be regarded as general administrative staff only if such services are performed in the central administrative services unit of an organization or in the central personnel or management staff departments which are the Department of Human Resources and the Chief Executive Office.

****Specialized Staff Capacity:** staff experience requiring specialized knowledge of rules, regulations, and other guidelines relating to completing assignments in the program area assigned. Knowledge is usually attained through extensive, increasingly difficult, and practical experience and training in the subject matter field.

Applicants claiming out of class experience in County service must present, at the time of filing, written proof of this experience with a Verification of Experience Letter.

OPTION II: Applicants who expect to qualify for Staff Assistant II through experience as an Administrative Assistant I or Staff Assistant I, must have held that County payroll title for the required period of time. **NO VERIFICATION OF EXPERIENCE LETTER WILL BE ACCEPTED UNDER THIS OPTION.**

Examination Content

This examination will consist of two (2) parts:

Part 1: A written test covering Data Collection Principles and Methodology; Office Practices and Procedures; Written Expression; Data Analysis and Interpretation (including Mathematical Ability); and Reading Comprehension **weighted 50%**.

Candidates who have taken the written test for Staff Assistant I (Exam No. R0907D) and/or Staff Assistant II (Exam No. R0913E) more than twelve (12) months ago must retake the test.

PLEASE NOTE THAT THE STAFF ASSISTANT II EXAMINATION HAS A HIGHER PASS RATE THAN THE STAFF ASSISTANT I EXAMINATION.

Successful candidates will be placed on the eligible register for a period of twelve (12) months and may NOT reapply during this period.

Candidates that have taken the written test and did not achieve a passing score must wait for twelve (12) months from the date of the written test and may reapply if the examination filing period is still open.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Part 2: An Appraisal of Promotability (AP) to evaluate Job Preparation; Interpersonal/Oral Communication Skills; Analytical and Decision-Making Abilities; Work Skills; and Adaptability and Dependability **weighted 50%**.

ONLY THOSE CANDIDATES WHO ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE WRITTEN TEST WILL BE

ELIGIBLE FOR THE AP PORTION OF THIS EXAMINATION. CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Study guides and other test preparation resources are available to help candidates prepare for written employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://dhr.lacounty.info> and clicking Job Information and then on Employment Test Preparation.

Special Information

Appointees may be required to work any shift including evenings, nights, weekends, and holidays.

Vacancy Information

The interdepartmental promotional eligible register resulting from this examination will be used to fill vacancies throughout the County of Los Angeles. Departmental promotional registers may be established for departments that have this class.

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

Available Shift

Any

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. If you are solely using an approved appropriate VOEL to qualify you MUST meet the FULL experience requirement mentioned above. No withhold rights will be given to applicants solely qualifying with a VOEL.

Application and Filing Information

APPLICATION INSTRUCTIONS:

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: Apply online by clicking on the link 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 email.

We must receive your application by 5:00 pm, PST, on the last day of filing. 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, number of hours worked per week, 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.

Applicants must upload required documents during application submission.

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

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 Department

Exam Analyst

Contact Phone 213-738-2084
Department Contact Email rlowery@hr.lacounty.gov; edegua@hr.lacounty.gov
ADA Coordinator Phone 213-738-2057
Teletype Phone 800-899-4099
California Relay Services Phone 800-735-2922
Alternate TTY Phone 800-897-0077
Job Field Administration
Job Type Administrative Support

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