



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
INTERDEPARTMENTAL PROMOTIONAL OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF THE COUNTY OF LOS ANGELES WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND MEET THE QUALIFYING REQUIREMENTS LISTED BELOW. APPLICANTS MUST INDICATE THEIR DEPARTMENT NAME AND NUMBER ON SECTION 10 OF THE EMPLOYMENT APPLICATION. THE DEPARTMENT NUMBER IS IDENTIFIED ON APPLICANT'S PAYROLL WARRANT.

Bulletin No. 1951BR

Posting Date: January 19, 2011

JOB TITLE	DEPARTMENTAL FINANCE MANAGER II **APPLICATIONS MUST BE SUBMITTED ON-LINE - APPLICATIONS SENT BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED**
EXAM NUMBER	D1053A
FILING DATES	January 20, 2011 - February 17, 2011
SALARY	\$7,715.09 - \$11,677.42 MONTHLY Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
POSITION INFORMATION	Directs a division or section responsible for the management of the financial resources of a County department with a medium size budget.
ESSENTIAL JOB FUNCTIONS	<p>Plans, assigns, directs, and evaluates the work of sections or units involved in departmental financial management activities in the areas of budget, accounting, fiscal, financial analysis, financial reporting, and other financial management functions.</p> <p>Directs the planning, organization, and implementation of the department's annual budget to ensure compliance with Chief Executive Office budget directives and coordinates the preparation of department budget requests to the Chief Executive Office.</p> <p>Responsible for directing or monitoring the departmental accounting system including cost, fiscal, billing, revenue and trust accounts; analyzes and interprets accounting provisions and regulations and provides recommendations for their implementation and impact on department programs.</p> <p>Advises and consults with management concerning the department's budgetary status during the year and the impact on existing and proposed department operations and programs; develops plans for internal reallocation of budget funds to meet changing department priorities.</p> <p>Functions as the financial advisor to department management concerning the accounting and financial implications of existing and projected departmental operations.</p>

Department of Parks and Recreation: Address: 433 South Vermont Ave. Room 200, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 427-6118

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

Directs the preparation and submission of a wide variety of internal financial reports for department management and any required financial reports for outside departments or agencies.

Develops short and long term financial plans and assists in the development of department strategic financial planning.

Administers department internal controls through ongoing monitoring activities and conducts periodic audits to ensure compliance with department and County internal control policies and procedures.

Analyzes Federal and State legislation affecting department revenue, collections, and budgets.

Initiates and directs the preparation of cost, revenue, and accounting system procedure studies and recommends and implements policies and procedures to improve operational efficiency and reduce costs.

Manages departmental support services such as central procurement, warehouse, space and facilities or other support services.

SELECTION REQUIREMENTS

OPTION 1

Graduation from an accredited college or university* with a Bachelor's degree** or higher in Business or Public Administration, Management, Finance, Accounting, Economics or a closely related field **-AND-** Two years of experience supervising a section of administrative or management analysts responsible for the analysis, preparation and ongoing administration of a departmental or organizational budget, accounting, purchasing, fiscal or auditing program **-AND-** two years experience analyzing and making recommendations for an operating budget.

OPTION 2

Four years of experience supervising a section of administrative or management analysts responsible for the analysis, preparation and ongoing administration of a departmental or organizational budget, accounting, purchasing, fiscal or auditing program **-AND-** two years experience analyzing and making recommendations for an operating budget.

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: *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).

****To receive credit for listed education, candidates must submit a copy of their transcript(s), certificate(s), or diploma(s) confirming completion of the required education. If you are unable to attach required documents, you may fax them to (213) 386-6620 within five (5) days of filing online or by 5:00pm, PST, on the last day of filing, whichever comes first.**

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 minimum requirements/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.

Shift: Any Shift

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.

**SPECIAL
INFORMATION**

**VACANCY
INFORMATION**

The Main Office of the Department of Parks and Recreation is located at 433 S. Vermont Ave. Los Angeles, CA 90020 and is on the "4/40" work schedule. At times, the needs of the department will require variations in schedule and/or additional hours of work.

**EXAMINATION
CONTENT**

This examination will consist of two (2) parts:

PART I: A proctored online written test weighted 50% which will assess overall critical thinking and problem solving skills. Only candidates with the highest scores on the written test will be invited to participate in part II of the examination.

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

PART II: An appraisal of promotability weighted 50%. The appraisal of promotability will evaluate knowledge and skills, written and oral communication, management and administrative ability, problem solving, personal and public relations, work habits and productivity.

Candidates must achieve a passing score of 70% or higher on both assessments (i.e., the written test and the appraisal of promotability) in order to be placed on the eligible list.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade 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.

**SUPPLEMENTAL
INFORMATION**

Additional Information may be found at:
<http://easier.co.la.ca.us/jobs/Supplemental/D1053A.doc>

**APPLICATION
INFORMATION**

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

All applicants are required to submit a Standard County of Los Angeles Employment Application and Supplemental Information Form. **Applications MUST be filed Online (via electronic submission). APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination must 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, click on the link below on or after January 20, 2011.

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=1951BR

Applicants must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 386-6620 within five (5) business days of filing Online or by 5:00pm on the last day of filing, whichever comes first. Please include your Name, the Exam Number and the Exam Title on faxed documents.

The acceptance of your application will depend on whether you have clearly shown that you meet the selection requirements as stated in this bulletin. Please fill out the application and supplemental 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, titles of courses completed, and dates completed. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of independence, size of organization, and level of accountability surrounding your experience, and salary earned.

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 INDEPENDENCE, AND INFORMATION ABOUT THE SIZE, AND LEVEL OF ACCOUNTABILITY SURROUNDING YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position as it relates to meeting the Minimum Requirements.

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
APPLICATIONS SENT BY U.S. MAIL, FAX OR IN PERSON
WILL NOT BE ACCEPTED.

If you have any questions, please call,
(213) 738-2995

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.

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.

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) 738-2970.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2970. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 427-6118 . The County will attempt to meet reasonable accommodation requests whenever possible.