



County of Los Angeles

## CHILDREN'S SOCIAL WORKER TRAINEE

<b>SALARY</b>	\$4,036.46 - \$5,152.36 Monthly \$48,437.52 - \$61,828.32 Annually	<b>LOCATION</b>	Los Angeles County, CA
<b>JOB TYPE</b>	Full time	<b>JOB NUMBER</b>	T9070L
<b>DEPARTMENT</b>	CHILDREN AND FAMILY SERVICES	<b>OPENING DATE</b>	12/14/2023

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### Position/Program Information



**Los Angeles County  
Department of Children  
and Family Services**

**FIRST DAY OF FILING:** 12/15/2023 AT 8:00 A.M. (PT) -ONLINE FILING ONLY

**REPOSTING INFORMATION:**

**THIS ANNOUNCEMENT IS A REPOSTING TO REOPEN THIS EXAMINATION.**

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE

AT ANY TIME WITHOUT PRIOR NOTICE.

**EXAM NUMBER:**

T9070L

**TYPE OF RECRUITMENT:**

OPEN COMPETITIVE JOB OPPORTUNITY

**WITHHOLD:**

All applicants must meet requirements upon application submission, no withhold will be allowed.

**Out-of-class experience will not be accepted.**

**DEFINITION:**

Under close supervision, performs social casework functions including the investigation, supervision, placement and care of dependent children, children in foster homes or other child welfare cases through routine or emergency referrals.

**CLASSIFICATION STANDARDS:**

Positions allocable to this entry level class receive close supervision and training from higher level Children's Services staff in the performance of less difficult tasks. As trainees, the incumbents are assigned a reduced number of cases and are expected to develop progressively increasing skill in preparation for higher level positions requiring the handling of more complex and sensitive cases.

**Essential Job Functions**

- Investigates referrals alleging child abuse, neglect, and/or exploitation by observing the child's well-being and living environment (e.g., body appearance and hygiene, which may require disrobing a child); interviewing clients\* privately in-person; interviewing various individuals (e.g., reporting parties; suspected perpetrators; other adults with immediate access to the child; collaterals, such as teachers, doctors, counselors, neighbors, and clergy; etc.) through oral and written communication; consulting with other individuals/sources (e.g., peers, supervisors, service providers, medical/mental health professionals, law enforcement personnel, school officials, attorneys including County Counsel, court officials, liaisons involved in specialized programs, etc.); conducting home inspections and assessing prospective caregivers; monitoring visitations; researching existing information in hardcopy filing systems (e.g., case history files; court reports; official personal records, such as birth certificate; etc.) and on various computer databases (e.g., CWS/CMS, LRS, SDM, JAI, DOJ, Livescan, CLETS, etc.); transporting clients, which includes lifting of children or car seats; and/or taking photographs of the child or the living environment (as necessary) in order to determine

appropriate course of action (e.g., initiating preventative measures so that the child remains in the home, developing with the client a plan that resolves the situation, removing a child from the home, if necessary, etc.) and assess a family's strengths and needs in accordance with Federal and California State laws and regulations, the Core Practice Model (CPM), and department policies and procedures, and within established response times or time intervals.

- Determines the validity of an allegation by reviewing and analyzing the relevant information (e.g. case history/court reports: patterns indicators of abuse and recommendations; school reports: absenteeism, attendance history, reporting party; medical/mental health reports: behavior indicators) gathered from numerous sources (e.g., observations of the child and his/her living environment; interviews with various individuals; case history files, plans, and records; monitored visit reports; medical/mental health information; criminal records; school reports; court reports; official personal records, such as birth certificates; computer-generated reports, including SDM and CWS/CMS; FCI etc.); and collaborating with others in analyzing information (e.g., clients, peers, supervisors, law enforcement, care givers, medical/mental health professionals, Regional Center representatives, etc.) in order to establish whether to promote a referral to a case, assess a child's and/or family's strengths and needs, and determine an appropriate service or course of action (e.g., making an emergency placement decision, placing a child into a suitable placement, transporting a child out-of-state or out-of-country with a vehicle, requesting a comprehensive psychological evaluation, obtaining medical information and/or a medical procedure, if necessary; voluntarily hospitalizing a child within a medical or mental health system; administering prescription drugs; etc.) that is in the child's and/or family's best interest, consistent and compliant with Federal and California State laws and regulations, the Core Practice Model, department policies and procedures, and within established response times or time intervals.
- Ensures clients are provided welfare and protective services by driving to client's location and conducting monthly face to face visits with child, family, and caregivers; collaborating with the Child and Family Team (CFT) and others, as appropriate (e.g., clients, supervisors, co-workers, law enforcement personnel, medical/mental health professionals, court officials, school officials, community resources etc.), and following the most appropriate steps as prescribed by Federal and California State laws and regulations, the Core Practice Model, and Department policies and procedures in order to ensure the child is safe and the child and/or family receives the most appropriate and culturally relevant client services that is in the child's and family's best interest, and within established response times or time intervals.
- Enters client-related data into various computerized systems that maintain client information by operating a computer system (e.g., CWS/CMS), reviewing client documents (e.g., personal identifications, medical/dental/psychological information, school information, birth certificates, marriage certificates, photographs, etc.) and/or computer-generated documents and forms, and following Department policy and procedures to ensure that client data is accurate, current and entered within established response times or time intervals.
- Prepares a wide variety of documents (e.g., standardized forms and templates, legal notices and court reports, written reports, numerical log reports, memoranda, correspondence, referrals, mental health screening tool (MHST), cross reports to law enforcement, warrants, etc.) by using a personal computer with appropriate software programs (e.g., word processing); operating a computerized system (e.g., CWS/CMS, Referral Portal, and Structured Decision Making (SDM)); and/or filling out standard forms, consisting of narrative, fill-in blanks, and/or checkmark boxes in order to

accomplish a variety of activities (e.g., document information; communicate pertinent information to others; notice parents, relatives, lawyers, etc.; initiate a process or course of action, such as a resource family home search; send information to community providers, Medical Hubs, etc.) in accordance with Federal and California State laws and regulations and Department policies and procedures, and within established response times or time intervals.

- Maintains a variety of confidential information (e.g., completed standards forms; records of communication; contact information; certificates; determinations, referrals, and requests made; agreements reached; court documents; caseload logs; photographs; protected passwords; etc.) by organizing hardcopy data using a Departmental case management format and electronic data using a computerized system (e.g., CWS/CMS, the SITE, tablets and smart phone) in order document information and ensure the security and confidentiality of the documents in accordance with Federal and California State laws and regulations and Department policies and procedures.
- Communicates information to a variety of individuals (e.g., the client(s), law enforcement personnel, attorneys, representatives from County and outside agencies, and the caregivers or service providers; etc.) on numerous issues (e.g., reasons for placement, availability of relinquishment, trans-racial adoptions, legal rights and responsibilities, court processes, non-case related general information, etc.) by explaining information in a patient and clear manner, both over the phone and in-person (i.e., driving to client's location); providing written information (e.g., instructions and pamphlets in their primary language, as necessary); defusing a hostile or high stress situation (as appropriate); using active listening skills with the person; and/or applying motivational techniques in order to promote the emotional well-being of the child; encourage clients to utilize services that promote and cultivate a safe and stable environment for the child; ensure individuals are properly informed about any requests, processes, or actions taken; and ensure that any information provided is understood, complete, accurate, and in accordance with California State laws and regulations, the Core Practice Model, and Department policies and procedures related to confidentiality.
- Provides client(s) with various services from the Department of Children and Family Services and/or other community resources (e.g., Upfront Assessment, CSAT, Independent Living Program, Adoption Assistance Program, Family Preservation Program, Alternative Response Services (ARS), Prevention and aftercare services, AB12, drug testing and rehabilitation programs, Department of Mental Health immediate and ongoing assessments and referrals, etc.) by identifying the client's need for other services and by either providing the client pertinent information to obtain the assistance or coordinating with a County department or other agency/community resource to arrange for service delivery (e.g., scheduling appointments for the client, directing the client for drug testing, transporting a child in a vehicle to a counseling session, etc.) in order to address the client's or the family's immediate or long-term basic needs (e.g., in physical/mental health, emancipation, substance abuse, housing, food, employment, child care, transportation, and education); monitor compliance with DCFS's case plan and/or court-ordered activities; or report and respond to incidents of suspected child abuse.
- Resolves day-to-day issues and challenges (e.g. unable to find placement, scheduling visitation, monitors for visitation, tracking and adapting case plans and/or action plans, crisis management, etc.) presented by a variety of individuals (e.g., clients, the courts, co-workers, supervisors, administrators, etc.) by gathering and analyzing relevant information (e.g., placement search results, drug test results, criminal background checks, progress letters from service providers, minute orders, incident reports, medical needs and diagnosis, police reports, new referrals etc.);

temporarily caring for children, which may require physical lifting and transportation; collaborating with other public and private agencies, social services programs, and community agencies (including law enforcement, juvenile justice, probation, group and resource family homes, medical personnel, school personnel, public health nurses, the courts, other emergency services, etc.); handling and mediating conflict among relevant parties; and communicating, consulting, and interacting with the appropriate individuals in order to ensure prompt and efficient delivery of client services in accordance with Federal and California State laws and regulations, the Core Practice Model, and Department policies and procedures.

- Performs various court-related activities related to client services by examining case history and preparing court reports for hearings; filing petitions; obtaining/reviewing/following court orders; referencing the California Welfare & Institutions Code; preparing and serving warrants; obtaining information from attorneys and County Counsel; reviewing and requesting changes in court orders; coordinating transportation; transporting clients, including lifting children and car seats; providing notice to appropriate parties; completing and obtaining appropriate court-related paperwork (e.g., family law orders, medical reports, toxicology reports, pictures, historical documents, progress letters and certificates of completions of court-ordered programs, etc.); obtaining authorizations for various purposes; and testifying in court, etc. in order to ensure the protection of a child and the rights of the family; initiate a process related to client services (e.g., termination of parental rights, protective custody warrants, dependency hearings, in-and out/removal of incarcerated parents, delinquency hearings, legal guardianships, etc.); make recommendations to the court; and ensure that all court documents are legally sufficient in accordance with Federal and California State laws and regulations and are completed within established response times or time intervals.
- Stays current with knowledge related to children and family social services (e.g., Core Practice Model; changes in Federal and California State laws and regulations; changes in Department policies and procedures; developments in best practices; etc.) by attending professional conferences, training sessions, workshops, and facilitator certification; reviewing information obtained from Department memoranda, policy updates, staff meetings, the Internet, magazines, journals, newspapers, professional publications, etc. in order to determine its impact on providing effective client services and adapt to changes in federal and state laws.
- Represents the Department/program/unit at various meetings (e.g., CFTs, staff meetings; training sessions; conferences; community events; court hearings, meetings with specific groups, such as IEP, MCPC, Regional Center; etc.) by consulting with supervisor and other appropriate parties, driving to various locations, facilitating Child Family Team meetings, and collaborating with community resources/partners in order to orally communicate information to others; educate others and oneself on various topics; address concerns raised by relevant groups; and/or advocate for the child/family during the meeting to identify and address their underlying needs.
- Drives a motor vehicle to perform most of the essential job functions listed above.

\*Clients include any individual who receives, uses, or is eligible for the services or offerings produced by the work unit, including a child, custodial and non-custodial parent(s), relative(s), significant other(s), legal guardian(s), caregiver(s), and prospective adoptive parent(s).

## Requirements

### SELECTION REQUIREMENTS:

#### OPTION I:

Bachelor's degree\* from an accredited college with a major in Psychology, Sociology, Social Work, Child Development, or a related Human Services Field\*\*.

#### OPTION II:

Bachelor's degree\* from an accredited college, and one year of experience in a social service agency providing protective/placement casework\*\*\* services to children or families with children.

### **PHYSICAL CLASS III – MODERATE:**

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

**LICENSE:** A valid California Class "C" Driver License is required. Candidates must show proof of a driver's license before appointment and will be required to obtain a copy of their driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. Also, a personal vehicle will be required at the time of appointment in order to perform the essential job functions.

**AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR (4) OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO (2) YEARS WILL NOT BE APPOINTED.**

### **SPECIAL REQUIREMENTS INFORMATION:**

\* In order to receive credit for a bachelor's degree, you **MUST** submit a legible copy of the official transcripts or diploma from an accredited institution, which shows the area of specialization, at the time of filing or within 15 calendar days from the date of filing.

\*\* Human Services Related fields are Psychology, Sociology, Child Development, Social Work, Behavioral Science, Human Development, Human Services, Child and Adolescent Development, Early Childhood Development, Clinical Psychology, Counseling, Family and Child Development, Family Studies, Marriage and Family Therapy, Marriage, and Family and Child Counseling.

\*\*\* **Protective casework** is defined as social work services to children who are abused or neglected (as determined by the court system); or services to families (as required by the court) due to the neglect or abuse of the child, OR prior to court intervention, it is the social worker who makes the decision to remove a child from the home for the child's protection. **Placement Casework Services** are adoptive type services. Custodial services (group supervision types) are not qualifying experience.

## Additional Information

### **EXAMINATION CONTENT:**

#### **The examination will consist of Two (2) parts:**

**PART I:** Multiple-choice and/or simulation assessments **weighted 40%** that will assess Deductive Reasoning, Deciding and Initiating Action, Working with People, Persuading and Influencing, Planning and Organizing, and Delivering Results and Meeting Customer Expectations.

**MULTIPLE CHOICE AND/OR SIMULATION ASSESSMENTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7:19**

**ONLY APPLICANTS WHO ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON PART I WILL BE INVITED TO THE STRUCTURED ORAL INTERVIEW (PART II).**

**PART II:** A Structured Interview **weighted 60%** that will assess Professional/Technical Knowledge in Child Welfare Practices, Case Management; Client Focus; Handling Conflict; Oral Communication; Integrity and Ethics; Stress Tolerance; Adaptability; and Cultural Sensitivity.

Applicants 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.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.**

### **TRANSFER OF TEST COMPONENTS:**

- Applicants who have taken identical components recently for other exams may have their scores automatically transferred to this examination.
- This examination contains test components that may be used in the future for new examinations and your test scores may be transferred.

### **TEST PREPARATION:**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While the guides will help you preparing for the test, we advise you to review all related materials that you deem necessary.

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find A Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section.
- Additional online practice tests are available at <https://www.shldirect.com/en-us/practicetests/>

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of (12) months following the date of promulgation. Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

All notifications (e.g. Notices of Non-Acceptance, Notice of Results, etc.) will be emailed.

Scores cannot be given over the telephone.

**SPECIAL INFORMATION:****COVID-19 VACCINATION:**

County workforce members working in health care facilities must be fully vaccinated against COVID-19 as a condition of employment. Impacted workforce members include County Social Workers and Supervising County Social Workers who are assigned to work in health care facilities. Successful candidates for these positions must submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

**FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:**

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) or the requirements of a "sensitive position" may be withheld from appointment or may be discharged.

**APPOINTMENT INFORMATION:**

Candidates who are selected for employment must successfully complete the pre-employment requirements, which include fingerprint clearance and background investigation, medical examination and psychological evaluation.

**Appointees must be willing to work after hours, weekend shifts and holidays.**

**VACANCY INFORMATION:**



The eligible register resulting from this examination will be used to fill vacancies throughout the Department of Children and Family Services.

**AVAILABLE SHIFT: ANY**

**APPLICATION AND FILING INFORMATION:**

**APPLICATIONS MUST BE FILED ONLINE ONLY.**

Applicants are required to submit a standard Los Angeles County Employment Application online and complete the **Supplemental Questionnaire** to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online application.

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

Note: If you are unable to attach the required documents, you may email them to [DCFSexams@dcfs.lacounty.gov](mailto:DCFSexams@dcfs.lacounty.gov) within 15 calendar days of filing. Make sure to reference your full name (Last name, First name), examination title and number on the subject line of your email or in your fax.

Apply online by clicking on the green "**APPLY**" button at the top right of this posting. You can also track the status of your application by using this website: [hr.lacounty.gov](http://hr.lacounty.gov).

Plan to submit your online application well in advance as you may be required to verify your email address. This only needs to be done once per email address, and if you already have a job seeker account on [www.governmentjobs.com/careers/lacounty](http://www.governmentjobs.com/careers/lacounty), you can verify at any time by logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

**IMPORTANT NOTES:**

- **ALL** information included in the application materials is subject to **VERIFICATION**. We may reject your application at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

**SOCIAL SECURITY NUMBER:**

Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, laptop computers and portable WIFI are available for loan from various 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 a friend's user ID and password may erase a candidate's original application record.

**California Relay Services Phone:** (800) 735-2922

**ADA Coordinator:** Department of Human Resources (DHR)

**ADA Coordinator Email:** [TestingAccommodations@hr.lacounty.gov](mailto:TestingAccommodations@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**Department Contact Name:** Veronik Geragoosian

**Department Contact Phone:** (213) 351-5898

**Department Contact Email:** [DCFSexams@dcfs.lacounty.gov](mailto:DCFSexams@dcfs.lacounty.gov)

**COUNTY OF LOS ANGELES****Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:****1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a Los Angeles County employee and have held multiple positions, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive credit, include required documents (e.g., copy of your diploma, transcript, certificate, or license) as directed on the job posting. International degrees in a foreign language must be translated to English and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements on Job Posting:

- a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Experience is evaluated on the basis of a verifiable 40- hour week, unless specified otherwise. Prorated part-time experience may be acceptable.

3. Application Deadline: All job applications must be completed and submitted before the closing time on the last day of the filing period as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

4. Change of Name or Address: To change personal information such as your name or address, log into your profile on [www.governmentjobs.com](http://www.governmentjobs.com) and make the necessary change. This can be done at any time.

5. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you are an individual requesting reasonable accommodation(s) in the examination process, please contact the testing accommodation coordinator listed on the job posting. The provision of accommodation may be subject to verification as allowable with State and Federal law. All accommodation-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translating, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Test Preparation:** Study Guides and other resources are available to help candidates prepare for employment tests. An interactive system for taking practice tests may be accessed on the Department of Human Resources website at <https://hr.lacounty.gov/>. Additional resources may be listed on the job posting. COUNTY OF LOS ANGELES Employment Information Any language contained in the job posting supersedes any language contained below.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: 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- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

**Accreditation 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). More information available at:

[http://file.lacounty.gov/SDSInter/dhr/070812\\_PPG123.pdf](http://file.lacounty.gov/SDSInter/dhr/070812_PPG123.pdf) (Download PDF reader) and [http://file.lacounty.gov/SDSInter/dhr/205105\\_PPG\\_123\\_AC E\\_Resource\\_Guide.pdf](http://file.lacounty.gov/SDSInter/dhr/205105_PPG_123_AC E_Resource_Guide.pdf)

**Background Check:** The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). **If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.**

**Career Planning:** Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <https://career-pathfinder.hr.lacounty.gov/#/>.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public

retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**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. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**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 or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants. COUNTY OF LOS ANGELES Employment Information Any language contained in the job posting supersedes any language contained below.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with courtordered 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.

**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 SSA1945) 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.

**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.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**COVID-19 VACCINATION:** Some County workforce members may be required to be fully vaccinated against COVID-19. Successful candidates for those positions/classifications may be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

*Updated April 2023*

**Agency**

County of Los Angeles

**Address**

\*\*\*\*\*

Los Angeles, California, 90010

**Website**

<http://hr.lacounty.gov>

**CHILDREN'S SOCIAL WORKER TRAINEE Supplemental Questionnaire**

**\*QUESTION 1**

Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add [Badoyy@dcfs.lacounty.gov](mailto:Badoyy@dcfs.lacounty.gov) and [yrodriguez@hr.lacounty.gov](mailto:yrodriguez@hr.lacounty.gov) as well as [noreply@governmentjobs.com](mailto:noreply@governmentjobs.com), and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. Applicants have the ability to opt out of emails from LA County. If you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County. Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into [governmentjobs.com](http://governmentjobs.com) and viewing your profile inbox, which saves a copy of all emailed notices. It is your responsibility to take the above steps to view correspondence. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

Yes, I understand the above information and instructions.

#### \*QUESTION 2

The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information and upload required document as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

Yes, I understand the above information and instructions.

#### \*QUESTION 3

Please select from the following options which best describe your education and experience.

Option I: A Bachelor's degree from an accredited college with a major in Psychology, Sociology, Social Work, Child Development, or a related Human Services Field.

Option II: A Bachelor's degree from an accredited college, and one year of experience in a social service agency providing protective/placement casework services to children or families with children.

Not Applicable

#### \*QUESTION 4



**If you chose option I or II in Question #3, have you attached a legible copy of your diploma or official transcripts from an accredited institution to your online application?**

- Yes
- No

**\*QUESTION 5**

**Will transcripts and/or degree showing field of study be submitted within 15 calendar days of filing?**

- Yes
- No
- Not Applicable

**\*QUESTION 6**

**If you chose option II in Question #3, please provide type of work performed (1) Detailed information of your experience in a social service agency providing protective/placement casework services, (2) Dates of experience from (MM/DD/YY) to (MM/DD/YY), (3) Employer's name, (4) Employer's address, and (5) Employer's phone number. If you do not have experience in this specific description, please type "Not Applicable".**

**\*QUESTION 7**

**If there is a need to make appointments for special bilingual language skills to serve the County population, a Selective Certification List will be instituted. In order to be placed on this Selective Certification List/Bilingual Skills, you must either attach a legible copy of your Language Proficiency Certificate or pass a qualifying bilingual test. Would you be interested in being placed on the Selective Certification List/Bilingual Skills?**

- Yes, I am interested and have attached a legible copy of my Bilingual Proficiency Certificate.
- Yes, I am interested but do not possess a Bilingual Proficiency Certificate. Please contact me at your earliest convenience to schedule a Bilingual Proficiency Test.
- No, I am not interested in being placed on the Selective Certification List/Bilingual Skills.

**\*QUESTION 8**

**If you answered "Yes" to the bilingual proficiency question above, please indicate in which language(s) you proficiently speak, read and write.**

- ARMENIAN
- DUTCH
- GERMAN
- KOREAN
- MANDARIN
- RUSSIAN
- SPANISH
- VIETNAMESE
- OTHER
- Not Applicable

**\*QUESTION 9**

**If you answered "OTHER" to question above, please specify the language below. If this does not apply to you, please type "Not Applicable".**

\* Required Question