



COUNTY OF LOS ANGELES
invites applications for the position of:

CONTRACT MONITOR

SALARY: \$3,155.92 - \$4,126.74 Monthly
\$37,871.04 - \$49,520.88 Annually

OPENING DATE: 08/11/15

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

DEPARTMENT: Internal Services

FILING START DATE: 08/11/2015

EXAM NUMBER: W4227L

REBULLETIN INFORMATION:

THIS ANNOUNCEMENT IS A REBULLETIN TO REVISE THE SALARY, APPLICATION AND FILING INFORMATION. PERSONS WHO HAVE PREVIOUSLY APPLIED WITHIN THE LAST SIX (6) MONTHS NEED NOT REAPPLY BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND EXAMINATION NUMBER.

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

DEFINITION:

Monitors, on a daily basis, contract services provided by custodial and security services contractors at County sites.

CLASSIFICATION STANDARDS:

Positions allocable to this class are found only in the Internal Services Department (ISD) and report to the Watch Commander, Safety Police Division, or a supervisor in the Monitoring/Training Section of the Custodial/Parking Services Division and are responsible for making daily inspections of County sites to ensure contractors are providing services in accordance with contract terms. Incumbents must have the ability to communicate effectively in writing, to prepare inspection reports, and document deficiencies.

ESSENTIAL JOB FUNCTIONS:

Monitors, audits and evaluates services provided by the contractors.

Conducts on-site inspections of services provided by contractors.

Ensures that contractors' staff are properly supervised; are in possession of mandated certifications, and are performing required duties.

Investigates any potential problem areas and ensures that corrective measures are taken in needed.

Ensures that required paperworks is completed correctly and in a timely manner.

Ensures that contractors are responsive in providing the appropriate kind and level of service specified in the contract agreement.

Prepares and submits reports on contractor performance which include detailed descriptions of instances in which contract terms are violated and corrective action taken.

Contacts contractor representatives to correct violations of contract terms.

Drives an automotive vehicle to and from worksites.

REQUIREMENTS:

SELECTION REQUIREMENTS :

Two years' full time paid experience within the last three years providing custodial services at the level of Los Angeles County's class of Custodian Supervisor.* -OR- Two years' experience monitoring, auditing and evaluating services provided by contractors to governmental agencies.

LICENSE:

A California Class C Driver License is required to perform job-related essential functions.

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.

SPECIAL REQUIREMENTS INFORMATION:

Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles. A copy of your driving record must be presented at the time of filing. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

*Experience at the level of Los Angeles County's class of Custodian Supervisor is defined as supervises a crew of custodians or other workers maintaining the cleanliness and appearance of County Offices, hospitals, health and correctional facilities, institutions, and buildings

A thorough background investigation (including fingerprint search and reference verification) will be required of candidates. Candidates who are found to be unsuitable for employment, as a Contract Monitor will be removed from the certification list pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS INCLUDE, BUT ARE NOT LIMITED TO:

- Felony convictions
- Certain job-related misdemeanor convictions Certain serious traffic convictions or patterns of traffic violations (e.g. 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents and driving under the influence).
- Illegal use of certain controlled substances.
- Poor employment history.

DESIRABLE QUALIFICATIONS:

- Knowledge of Living Wage Ordinance, State, Federal and County regulations, policies and procedures related to contracting.
- Experience working with the public and maintaining a significant commitment to customer service.
- Experience interacting effectively with staff of all levels, customers and contractors to resolve or prevent problems and complaints.
- Experience operating Microsoft Office software such as Word for preparing and updating reports or Excel for developing spreadsheet documents, and/or other work-related programs.
- Excellent oral communication skills to effectively give detail instruction to others.
- Excellent written skills to prepare inspection reports and to document violation of contract terms.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of two parts:

PART I: A written examination test covering forms, logic and reasoning, reading comprehension and English usage weighted 50%. You must achieve a passing score of 70% or higher to advance to Part II of the examination.

NOTE: THE WRITTEN TEST IS A STANDARDIZED TEST AND NOT SUBJECT TO REVIEW BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

PART II: An interview evaluating the applicant's personal fitness, attitude and interest in the position, customer focus and general ability to perform the duties of the position weighted 50%.

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.

VACANCY INFORMATION:

The resulting eligible Register for this examination will be used to fill vacancies in the Internal Services Department, Custodial Services Division, at various locations throughout Los Angeles County.

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 six (6) months following the date of promulgation. **PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

No person may complete for this examination more than once every six (6) months.

APPLICATIONS MUST BE FILED ONLINE ONLY

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

All applicants for this examination are required to submit a standard Online Los Angeles County Employment application. **ALTHOUGH A RESUME MAY BE ATTACHED, IT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR THE STANDARD LOS ANGELES COUNTY EMPLOYMENT APPLICATION.**

Fill out your application and supplemental questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. The acceptance of your standard Online Los Angeles Employment Application depends on whether you have clearly shown that you meet all of the Selection Requirements. **Completely and correctly fill out every portion of your application to receive credit for all relevant experience, education, or training according to the Selection Requirements.** Fully address any desirable qualifications that you meet, if applicable. In the space provided for education, include the names and addresses of schools attended, title 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 end dates, description of work performed, total number of hours worked, and salary earned.

ALL INFORMATION IS SUBJECT TO VERIFICATION

WE MAY REJECT YOUR APPLICATION AT ANY STAGE OF THE SELECTION PROCESS

INSTRUCTIONS FOR ONLINE FILING

Click on the tab above or below this bulletin that reads **APPLY TO JOB**

We must receive your application by 5:30 p.m., Pacific Standard Time (PST), on the last day of filing.

NOTE: NO ATTACHMENTS MAY BE APPENDED TO YOUR ON-LINE APPLICATION ONCE YOU PRESS "SUBMIT." To avoid your application rejected as incomplete, have ALL required documents (i.e., copy of degree, supplemental questionnaire, etc.) uploaded as attachments **BEFORE** submitting your online application.

If you are unable to attach the required documents, you may fax them to (323) 780-9006 within fifteen (15) calendar days of 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 number (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computer at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORDS:

All applicants must file their application online using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

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 six (6) months following the date of promulgation. **PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

No person may compete for this examination more than once every six (6) months.

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

- 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.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- 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.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. 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.
- Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- 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.
- If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-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

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: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. 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.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

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.

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.

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.

Los Angeles County Child Support Compliance Program: In an

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, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov/>

Los Angeles, CA 90010

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.

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.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info/> and clicking on Job Information Center, then clicking on Employment Test Preparation. Additional test preparation resources may be listed on the job posting.

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).

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