

Job posting preview

Supplemental	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.
Bulletin Number	1934BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Internal Services
Position Title	CONTRACT MONITOR
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.
Exam Number	W4227L
Filing Type	Open Continuous
Filing Start Date	11/20/2014
Salary Type	Monthly
Salary Minimum	3095.18
Salary Maximum	4046.36
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Monitors, on a daily basis, contract services provided by custodial services contractors at County sites. Positions allocable to this class are found only in the Internal Services Department (ISD) and report to a supervisor in the Monitoring/Training Section of the Custodial 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 if needed.

Ensures that required paperwork 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 includes 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.

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.

**License(s)
Required**

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

**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.

**Special
Requirement
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

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.

Special Information

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.

Vacancy Information

The resulting eligible Register for this examination will be used to fill vacancies in the Internal Service 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 compete for this examination more than once every six (6) months.

Available Shift

Any

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY

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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.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair

Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

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.

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 make reasonable accommodations.

Department Contact Name	Internal Services Department, Staffing Services
Department Contact Phone	(323) 881-4687
Department Contact Email	vroman@isd.lacounty.gov
ADA Coordinator Phone	(323) 267-2432
Teletype Phone	(213) 974-0911
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 899-4099
Job Field	General Government Services/Other
Job Type	Professional