



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **STUDENT PROFESSIONAL WORKER II**

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**SALARY:** \$21.10 - \$21.10 Hourly  
**DEPARTMENT:** HUMAN RESOURCES COUNTYWIDE EXAMS  
**OPENING DATE:** 04/22/22  
**POSITION/PROGRAM INFORMATION:**



With more than 10 million residents, Los Angeles County is the most populous county in the nation. As the largest employer in Southern California, over 112,000 employees in more than 36 Departments provide vital public service as diverse as law enforcement, property assessment, public health protection, water conservation, cultural activities and many more.

The Student Worker Program is designed to provide on-the-job training and experience while participants obtain their degree. We will help you to gain experience in building employment skills and establishing a professional network while continuing your education. This is temporary, part-time position, compensated on an hourly as-needed basis for up to 30 hours per week during instructional period.

**The Student Professional Worker II, R8258D-R is open to the public. Don't miss your chance, we are accepting applications from:**

**April 25, 2022 at 8:00 a.m. (PT) - Until the needs of the service are met and is subject to closure without prior notice.**

**REBULLETIN INFORMATION:**

This announcement is being reposted to re-open the filing period and update Application and Filing Information.

### **ESSENTIAL JOB FUNCTIONS:**

**Assists technical and professional staff by:**

- Collecting, tabulating and/or analyzing statistics, conducting research, investigations and special studies in variety of occupational categories or service areas.
- Interviewing and consulting with county employees, officials, and interested persons or groups on matters related to work assignments.
- Preparing reports detailing study findings and developing recommendations.
- Developing presentations and charts detailing analyses of information and data.

**Depending on occupational assignment may assist professional staff by:**

- Preparing press and radio releases.
- Making presentations to large groups and teaching educational classes.
- Interacting with community based organizations to elicit their participation in departmental programs.
- Conducting special studies in a variety of occupational fields.
- Preparing maps, charts, photographs and other graphic presentations to illustrate a function within the department.
- Performing social services assignments such as supervision and training of juvenile wards of the court.
- Identifying and cataloguing birds, mammals and fossils.
- Processing writs and judgments; filing legal documents; documenting and entering results of legal actions.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS:**

Current enrollment in an accredited graduate college or university program leading to a Masters or Doctorate Degree.

### **LICENSE:**

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.

### **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.

### **How do you meet the requirement?**

Please provide the following documents:

#### **1. Proof of academic standing (academic level or class level).** Please provide one of the following four options:

- Official or unofficial transcript from current graduate college or university.
- Official letter of enrollment verification from current graduate college or university (must show the program of study)
- Undergraduate program diploma
- Official undergraduate transcripts (must show that an undergraduate degree was conferred.)

**The document(s) must clearly show the name of school and the student's name.**

#### **2. Proof of current enrollment.** Please provide one of the following two options:

- Class schedule for the current or upcoming semester/quarter.
- Letter or certificate of enrollment verification for the current/upcoming term

**The document(s) must clearly show the name of school, student's name, the dates and or term of current or upcoming semester/quarter schedule. School admittance letter is not acceptable.**

### **What would you do if you cannot attach the document(s) at the time of filing?**

Please email the document(s) to [dhrsw@hr.lacounty.gov](mailto:dhrsw@hr.lacounty.gov) within 15 calendar days from the application submission date. Please include your full name and exam title or exam number.

**If hired, you still need to continue to be enrolled and attend school to maintain status in the position.**

## **ADDITIONAL INFORMATION:**

### **Our Assessment Process:**

Once we have determined that you meet the requirements, we will invite you to take a multiple-choice and/or simulation assessments weighted 100% covering Learning Potential, Responsibility, Customer Focus and Working with Information.

### **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.

### **NOTE:**

- **MULTIPLE-CHOICE AND/OR SIMULATION ASSESSMENTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19**
- All notices will be sent electronically to your e-mail address. Multiple-choice and/or simulation assessments scores cannot be given over the telephone

**APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

### **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/practice-tests/>.

### **What to expect next:**

Applicants who successfully pass the multiple-choice and/or simulation assessments will be placed on the eligible register for one year (12 months).

### **How to Apply:**

Applications must be submitted online only. We will begin receiving application on April 25, 2022 at 8:00 a.m. (PT). All applications must be received before 5:00 p.m. (PT) on the last day of filing. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Plan to submit your online application well in advance of the deadline 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 [governementjobs.com/careers/lacounty](http://governementjobs.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.

**Applicants must either upload required documents as attachments during application submission or email copy of the required documents to [DHRsw@hr.lacounty.gov](mailto:DHRsw@hr.lacounty.gov) within fifteen (15) calendar days of filing online.**

All information 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.

### **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, applications can be completed on computers at public libraries throughout Los Angeles County.

### **NO SHARING OF USER ID, EMAIL AND PASSWORD:**

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

### **TESTING ACCOMMODATION:**

If you require an accommodation to fairly compete in any part of assessment process, let us know by contacting the Testing Accommodation Coordinator at [TestingAccommodations@hr.lacounty.gov](mailto:TestingAccommodations@hr.lacounty.gov). You will be required to complete

the [Request for Reasonable Accommodation form](#) as well as supporting documentation from a qualified professional justifying the requested accommodation(s). The sooner you contact us, the sooner we can respond to your request and keep you moving through the process.

**FAIR CHANCE INITIATIVE:**

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.**

**COVID-19 VACCINATION :**

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will 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.

**ANTI-RACISM, DIVERSITY, AND INCLUSION(ARDI):**

The County of Los Angeles recognizes and affirms that all people are created equal and are entitled to all rights afforded by the Constitution of the United States. The Department of Human Resources is committed to promoting Anti-racism, Diversity, and Inclusion efforts to address the inequalities and disparities amongst race. We support the ARDI Strategic Plan and its goals by improving equality, diversity, and inclusion in recruitment, selection, and employment practices.

Do you have any questions? Please contact us using the following information:

**Exam Number: R8258D-R**

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

**Teletype Phone:** (800) 899-4099 (**Alternate :** (800) 897-0077)

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

**Department Contact Name:** Sophie Zhang

**Department Contact Phone:** (213)738-2084

**Department Contact Email:** [DHRsw@hr.lacounty.gov](mailto:DHRsw@hr.lacounty.gov)

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #R8258D-R  
STUDENT PROFESSIONAL WORKER II  
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Los Angeles, CA 90010

[connect@neogov.net](mailto:connect@neogov.net)

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**STUDENT PROFESSIONAL WORKER II Supplemental Questionnaire**

- \* 1. 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. **CHECK YOUR ANSWER CAREFULLY.** Any mistakes you make and/or any incomplete responses you provide in completing these questions will be used to disqualify your application even if you possess the qualifying experience or education. Be specific as possible and include all information requested. Comments such as "see resume or application" will not be considered as a response. 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.

- \* 2. Many important notifications including invitation letters will be sent electronically to the email address provided on the application. DO NOT select "off" under Email Preferences within your profile or click "unsubscribe" on our notices if you would like the County of Los Angeles to notify you regarding your application status, test

schedules, and other important information pertaining to your candidacy for this position. It is important that you provide a valid email address. Moreover, please add szhang@hr.lacounty.gov, DHRsw@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, noreply@proctoru.com, and donot-reply@amcatmail.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. **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.

\* 3. Are you currently enrolled in an accredited **graduate** college or university?

Yes

No

\* 4. Are you at a program leading to a Masters or Doctorate Degree?

Yes

No

\* 5. **SUPPORTING DOCUMENTATION:** In order to qualify, you MUST attach the following two (2) documents at the time of filing, or submit within fifteen (15) calendar days from application submission to dhrsw@hr.lacounty.gov. **All document(s) must clearly show the name of school and the student's name.**

**Failure to submit required documentation will result in your application being rejected.**

Yes, I understand the above information and instructions

\* 6. **Proof of Academic Standing (academic level or class level).**

Acceptable proof includes copy of official or unofficial transcripts from current graduate college or university or a verification letter which must show the program of study or undergraduate program diploma or official or unofficial undergraduate transcripts which must show that an undergraduate degree was conferred.

**The document must clearly show the name of school and student's name**

How will you submit Proof of Academic Standing (academic level or class level).?

I will attach a copy of the official document(s) to my application at the time of filing.

I will send a copy of the official document(s) via email to DHRsw@hr.lacounty.gov within 15 calendar days from the application submission date. Please include your full name and exam title or exam number.

I will not be able to provide the required document(s)

\* 7. **Proof of Current Enrollment.**

Acceptable proof includes Class Schedule confirming applicant has registered for the current or upcoming semester/quarter or letter or certificate of enrollment verification showing the current enrollment status or a copy of official or unofficial graduate program transcripts. School admittance letter is **not** acceptable.

**The document must clearly show the name of school and student's name**

How will you submit Proof of Current Enrollment?

I will attach to my application at the time of filing.

I will send via email to DHRsw@hr.lacounty.gov within 15 calendar days from the application submission date. Please include your full name and exam title or exam number.

I will not be able to provide the required document.

\* 8. What is your major/area of study?

\* Required Question