



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

## **Youth Development Specialist**

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| <b>SALARY:</b>                       | \$7,221.00 - \$9,731.00 Monthly<br>\$86,652.00 - \$116,772.00 Annually |
| <b>DEPARTMENT:</b>                   | YOUTH DEVELOPMENT  |
| <b>OPENING DATE:</b>                 | 08/03/22   |
| <b>CLOSING DATE:</b>                 | 08/18/22 05:00 PM  |
| <b>POSITION/PROGRAM INFORMATION:</b> |  |



**Exam Number:**

YD8299A-R

**Type of Recruitment:**

This is an Open Competitive Opportunity.

**When to Apply:**

We will be accepting online applications from August 15, 2022, 8:00 AM (PT) until August 18, 2022, **BEFORE** 5:00 PM (PT).

**No withhold will be allowed in this examination.**

The exam will reopen as the needs of the service require.

### **ESSENTIAL JOB FUNCTIONS:**

**What does the Youth Development Specialist do?**

The Specialist provides coordination and collaborative project management for a wide range of youth development services, opportunities and support—from prevention and early intervention to engagement and support for youth and their families involved in the justice system—so that all youth in Los Angeles County have access to youth development. The individual may provide direct services to youth by connecting them with community-based services and other services

as appropriate, supporting youth participating in collaborative programs or policy planning, and by participating as members of multi-disciplinary teams engaging in crisis response.

**Some essential duties include:**

- Develops and coordinates training, capacity-building support, shared learning, and co-designed policy and protocols with community-based organizations (CBOs), individuals with lived experience, and collaborative Youth Empowerment and Support (YES) Teams.
- Facilitates and manages resources and support for CBOs serving as youth development hubs, as well as engaging contractors and partners, in assessing opportunities for improvement and capacity-building in program and policy planning, implementation, and oversight.
- Develops culturally responsive and equity-centered spaces and relationships with youth, community groups, and other stakeholders to receive and communicate information, including collaborative research, planning, and decision-making, as well as coordinate resources or services.
- Partners with young people, their families, and other partners in a young person's network to support equitable rehabilitative engagement and advocacy for youth.
- Works to enhance youth-centered, care-first service delivery and system navigation, accountability, and improvement with youth justice system partners, including the County's Office of Public Defender, Alternate Public Defender, District Attorney, and Probation Department.
- Interacts directly with youth to provide support to those participating in collaborative program or policy planning, youth and community led oversight committees, and other leadership development and engagement activities.
- Engages, supports, and cultivates youth through leadership development, training, shared learning, and partnership opportunities.
- Coordinates multi-disciplinary YES Teams or similar multi-disciplinary groups in order to connect youth to supportive services such as 24-hour crisis response at Youth and Community Centers, Safe and Secure Healing Centers, or as liaisons to the court.
- Engages youth, community, and systems in service delivery, systems navigation, and systems accountability and improvement; coordinates or makes referrals for out-of-home placements and Safe and Secure Healing Centers, ensuring youth have access to step-down possibilities to transition safely away from supervision and confinement.
- Connects youth with arts, culture, recreation, health, education, and other services related to youth development based on a young person's individual strengths and needs.
- Provides relationship-based contract and project management to facilitate capacity-building, shared learning, and cooperation with relevant agencies, institutions, and CBOs.
- Monitors, evaluates, and facilitates learning and capacity-building among service providers to ensure consistency and flexibility, and overall effectiveness of the program.
- Conducts outreach, engagement, and storytelling to increase awareness of DYD programs and priorities and to uplift youth narratives and successes to a wide range of audiences, including County partners, youth, and communities.
- Develops and maintains collaborative and cooperative working relationships with various city, county, social, legal, court, and law enforcement entities, and educational institutions and school officials and staff to facilitate service delivery, information sharing, communication, and collaboration to advance a youth development framework.
- Composes, prepares, and processes a variety of correspondence, reports, data, forms, and other documents; establishes and oversees accurate and efficient program and case management records, including confidential and sensitive files subject to various legal requirements.

- Participates and increases access for youth, families, and other partners to training, workshops, and learning opportunities relevant to youth development, restorative justice, conflict de-escalation, anti-racism, healing-centered practices, creative and cultural practices, and more.
- Engages in reflection and analysis of gaps and opportunities, including receiving feedback from youth and families to inform active and ongoing improvement.

For more information, please review the classification specification: [Youth Development Specialist](#)

## **REQUIREMENTS:**

### **Option 1:**

Two years of experience working directly with youth in service-oriented environments for care coordination, case management, or mentorship, including CBOs, schools, healing centers, public agencies, secure placement facilities or locked institutions, and philanthropic or academic centers with a focus on youth or community investment.

### **Option 2:**

One year of experience in youth development-oriented collaborative project management or coordination of service delivery from community-based providers involving youth development programs, youth diversion programs or other partnerships with justice or education partners.

### **Option 3:**

One year of experience managing youth diversion programs at the level of Assistant Staff Analyst, Health.

## **ENDORSEMENT OF COUNTY QUALIFICATIONS:**

County employees who wish to meet the requirements using out-of-class experience must provide official documentation such as additional responsibility bonus, out-of-class bonus, temporary assignment bonus, or reclassification study from CEO Classification with your application at the time of filing or within seven (7) calendar days from application submission. Employees do not need to submit such verification if they hold or have held a position deemed to be at equivalent level to Assistant Staff Analyst, Health. Out-of-class duties should be accurately described in the application work history, and questionable experience will be verified through the departmental HR Manager when necessary.

## **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. This class includes administrative and clerical positions requiring light physical effort that may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT**

This examination will consist of **TWO (2)** parts:

**PART I:** An evaluation of Training and Experience, weighted 80%, assessing:

- Professional/Technical Knowledge: Youth Development; Restorative and Transformative Justice; Care Coordination and Systems Navigation; Systems Navigation; Youth and Community Organizing; Trauma-Informed/Healing-Centered Practice; Social Justice and Equity; Anti-Racism and Anti-Racist Practices; Collaboration and Network Building; Youth, Family, And Community Engagement; Commitment to Nonviolence; Intersectionality.
- Community Focus
- Self-Awareness/Conflict Resolution
- Cultural Sensitivity
- Interpersonal/Relationship Building Skills
- Innovation/Creativity

**Candidates must achieve a passing score of 70% or higher in Part I in order to advance to Part II.**

**PART II:** A Writing Project, weighted 20%, assessing English Structure and Content, Written Expression, and Prioritizing Information.

**Applicants must meet the requirements and achieve a passing score of 70% or higher on each weighted part in order to be placed on the eligible list.**

All 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. **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. Please add [KTy@hr.lacounty.gov](mailto:KTy@hr.lacounty.gov), [noreply@governmentjobs.com](mailto:noreply@governmentjobs.com) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of six (6) months from the date the list is created.

Notice of Non-Acceptance and Final Result letters will be sent electronically to your e-mail address. Scores cannot be given over the telephone.

**VACANCY INFORMATION:**

The resulting eligible list will be used to fill the vacancy at Department of Youth Development.

**AVAILABLE SHIFT:** Any

**APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. We must receive your application 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. Apply online by clicking on the "Apply" green button at the top right of this posting. You can also track the status of your application using this website.

Plan to submit your online application well in advance of the August 18, 2022 before 5:00 p.m. PT, 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 [governmentjobs.com/careers/lacounty](http://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.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the listed Requirements as listed on this job posting. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and

ending dates, number of hours worked per week, and description of work performed. If your application is incomplete, it will be rejected.

**Important:** Please note that all information included in the application materials is subject to verification at any point during the examination and hiring process, including after an appointment has been made per Civil Service Rule 6.04. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and requirements serving as your description of duties will not be sufficient to demonstrate that you meet the requirements. Doing so may result in an incomplete application and you may be disqualified.

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**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 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.**

**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.

**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.

**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 AND PASSWORD:**

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.

**TESTING ACCOMMODATION:**

If you require an accommodation to fairly compete in any part of the assessment process, let us know by contacting the Testing Accommodations Coordinator at [TestingAccommodations@hr.lacounty.gov](mailto:TestingAccommodations@hr.lacounty.gov). You will be required to complete the [Request for Reasonable Accommodation form \(Download PDF reader\)](#) as well as provide 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.

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

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

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

**Alternate Teletype Phone:** (800) 897-0077  
**Department Contact Name:** Kelly Ty  
**Department Contact Phone:** (213) 351-2929  
**Department Contact Email:** KTy@hr.lacounty.gov

**Exam Number:** YD8299A-R

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**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.

**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



## COUNTY OF LOS ANGELES Employment Information

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### 3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time 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.

**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,

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.

**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 <http://career-pathfinder.hr.lacounty.gov>.

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting 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,

supersedes any language contained below  
**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.

**Employment Eligibility Information:** Final appointment is contingent upon



## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting 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) 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)

**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 <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

supersedes any language contained below 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:** 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.

**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below Social Security office.

Updated November 2021

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #YD8299A-R  
YOUTH DEVELOPMENT SPECIALIST  
KT

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Los Angeles, CA 90010

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

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**Youth Development Specialist 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 ANSWERS 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.
  - 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. It is important that you provide a valid email address. 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. Please add **KTy@hr.lacounty.gov** and **info@governmentjobs.com**, to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. 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.
  - I understand the above information and instructions.
- \* 3. How many months of experience do/did you have working directly with youth in service-oriented environments for care coordination, case management, or mentorship, including CBOs, schools, healing centers, public agencies, secure placement facilities or locked institutions, and philanthropic or academic centers with a focus on youth or community investment?
  - I do not have experience in youth development.
  - 1 - 11 months
  - 12 - 17 months
  - 18 - 23 months
  - 24 or more months
- \* 4. How many months of experience do/did you have in youth development-oriented collaborative project management or coordination of service delivery from

community-based providers involving youth development programs, youth diversion programs or other partnerships with justice or education partners?

I do not have experience in youth development-oriented collaborative project management or coordination of service delivery.

1 - 3 months

4 - 6 months

7 - 11 months

12 or more months

- \* 5. How many months of experience do/did you have in managing youth programs **at the level of Assistant Staff Analyst, Health?**

I do not have experience managing youth diversion programs at the level of Assistant Staff Analyst, Health.

1 - 3 months

4 - 6 months

7 - 11 months

12 or more months

- \* 6. **EVALUATION OF TRAINING AND EXPERIENCE (T&E)**

**General Information** This T&E Questionnaire is a self-assessment. You will respond to questions about your training and experience related to having acquired the necessary knowledge, skills, and abilities to successfully perform the **Youth Development Specialist** position. All information that you provide is subject to verification. The assessment will evaluate the following competencies:

1. **Professional/Technical Knowledge** – Youth Development; Restorative and Transformative Justice; Care Coordination and Systems Navigation; Systems Navigation; Youth and Community Organizing; Trauma-Informed/Healing-Centered Practice; Social Justice and Equity; Anti-Racism and Anti-Racist Practices; Collaboration and Network Building; Youth, Family, And Community Engagement; Commitment to Nonviolence; Intersectionality.
2. **Community Focus** – Attends to the needs and expectations of individual participants and the communities they live in.
3. **Self-Awareness/Conflict Resolution** – Demonstrates self-reflection and understanding by setting appropriate boundaries and acknowledging the impact on others.
4. **Cultural Sensitivity** – Understands, appreciates, and works with individuals from cultures or backgrounds other than their own.
5. **Interpersonal/Relationship Building Skills** – Develops and maintains strong, supportive, and generative relationships.
6. **Innovation/Creativity** – Imagines and devises new and better ways of doing things.

### **Exam Weight**

This assessment is weighted 80%. Candidates must pass with a score of 70% or above in order to be placed on the eligible list. All completed questionnaires will be scored according to standardized criteria.

### **Instructions for Completion**

Carefully read the official County job posting for this examination.

You will receive points for each question based on the response(s) you provide. You will receive zero points for any question on which you: a) do not provide a response, or b) do not provide a brief description from your training and/or experience, when prompted, that supports the response(s) you have indicated. If you do not have experience related to a question, please type "NA" in the comment box.

### **Certification Statement**

By completing the following, I hereby attest that all information I have provided in

this T&E Questionnaire is true and complete to the best of my knowledge. I acknowledge that Human Resources staff may contact my employers to verify the information that I have provided. I understand that any misrepresentations, falsifications, or omissions of material facts violates Civil Service Rules and may subject me to actions including removal from this examination.

Furthermore, I certify that I will not disclose the questions used in this examination to any candidate nor will I provide any information to anyone concerning anything related to the questions posed to me other than concerned parties in an official protest or appeal. I understand that violation of this agreement can result in my disqualification from this examination as provided by Civil Service Rules.

I have read and understood the above instructions.

- \* 7. Do you have experience **interacting with and developing relationships** with youth and young adults (10-25 years old) in a work or volunteer capacity?

Yes

No

- \* 8. Please describe your experience that supports your response to **Question #7**. If you do not have the above experience, then indicate "N/A".

- \* 9. Have you **participated in** program development for youth and/or communities?

Yes

No

- \* 10. If you answered yes to **Question #9**, was the program development for youth or communities who have been traditionally discriminated against or underrepresented (e.g., LGBTQIA+, Houseless, Mental Health Condition, Physical Disability/Health Condition, Victim of Abuse) or impacted by systems (e.g., foster, immigration, justice)?

Yes

No

Not Applicable

- \* 11. Please describe your experience that supports your responses to **Questions #9 & #10**. If you do not have the above experience, then indicate "N/A".

- \* 12. Have you been **responsible for an aspect\*** of community building and/or engagement activities (e.g., sports programs, arts programs, social justice organizing, community events, training/learning opportunities)? Responsible for an aspect\* is defined as having responsibility for at least one (1) aspect of an event (e.g., coordination, logistics, facilitation, outreach).

Yes

No

- \* 13. Please describe (e.g., event, activity, role) your experience that supports your response to **Question #12**. If you do not have the above experience, then indicate "N/A".

- \* 14. Have you ever been a part of resolving tension or violence amongst youth and young adults?

Yes

No

- \* 15. Please describe (e.g., incident, approach, outcome) your experience that supports your response to **Question #14**. If you do not have the above experience, then indicate "N/A".
  
- \* 16. Do you have close community **connections**\* to neighborhoods within Los Angeles County? \*Connections is defined as having personal or familial ties, working with and/or volunteering, and affiliating with community organizations and institutions (e.g., faith-based, cultural centers).
  - Yes
  - No
  
- \* 17. For **Question #16**, please list no more than three (3) communities that you are closely connected to and describe your connections.

\* Required Question