



COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC HEALTH  
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE SPECIAL REQUIREMENT INFORMATION. THIS REBULLETIN SUPERSEDES BULLETIN NUMBER 1149BR POSTED JANUARY 11, 2010 WITH AN ORIGINAL FILING DATE OF JANUARY 12, 2010. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST SIX (6) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND EXAMINATION NUMBER.

Bulletin No. 1149-1BR

Posting Date: February 01, 2010

<b>JOB TITLE</b>	<b><u>ENVIRONMENTAL HEALTH SPECIALIST I (TEMPORARY)</u></b>
<b>EXAM NUMBER</b>	PH5670C
<b>FILING DATES</b>	January 12, 2010 until needs are met
<b>SALARY</b>	\$3,354.27 - \$3,733.27 <b>MONTHLY</b>
<b>POSITION INFORMATION</b>	As a trainee, learns techniques for conducting environmental health inspections and investigations.
<b>ESSENTIAL JOB FUNCTIONS</b>	Attends formal training sessions to receive instruction in environmental management principles, methods, and techniques and orientation to the organization, departmental policies, and procedures of the Environmental Health Program; learns to conduct periodic inspections of food establishments and restaurants for proper sanitary conditions; learns to conduct investigations of complaints concerning the infestation of rodents and insects; learns to conduct investigations of complaints of the improper disposal of garbage, rubbish, sewage, and other unsanitary conditions in buildings, retail food or other establishments, collection trucks, sanitary landfills, recycle sites and refuse transfer stations; routinely drives to various sites throughout the County for on-the-job training in conducting environmental health inspections, investigations, and enforcement of Federal, State and County public health laws.
<b>MINIMUM REQUIREMENTS</b>	<p>A Bachelor's degree* from an accredited** college, university, or educational institution approved by the California State Department of Health Services or an educational institution of collegiate grade approved by the American Council on Education, which shall have included 30 semester or 45 quarter units of basic sciences***, including a one semester course or quarter unit equivalent, including lecture and laboratory, in Chemistry, Physics, Biological Science, and Microbiology as well as a semester or quarter course in calculus or algebra.</p> <p><b>Physical Class:</b> 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.</p> <p><b>Licenses:</b> A valid California Class C Driver License**** is required to carry out job-related essential functions.</p> <p><b>Special Requirement Information:</b> **Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are</p>

Department of Public Health: Address: 5555 Ferguson Drive, Suite 200-01, City of Commerce, CA 90022  
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 974-0911

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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 the United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.

**\*\*\*TRANSCRIPTS:** In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

\*\*\*\*Successful applicants for this examination will be required to obtain a copy of their driving record from the California State Department of Motor Vehicles before being hired. A copy of your driving record must be presented at the time of your appointment. 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.**

An approved letter from the California State Department of Health verifying completion of all necessary academic requirements for appointment as an Environmental Health Specialist I. Applicants must attach a copy of the Approval Letter from the California Department of Health to their application at the time of filing. Applications submitted without attaching a copy of the Approval Letter will be rejected as incomplete.

**SPECIAL  
INFORMATION**

**Shift:** Any Shift

Appointees may be required to work any shift including evenings, nights, weekends and holidays.

\*Candidates who expect to complete the education requirements by the end of the current semester or quarter may compete in the examination process, if he/she provides proof of current enrollment and a letter from the Dean, on school letterhead, indicating that the student is expected to graduate. Successful candidates will be withheld from the certification list until proof of graduation is submitted. Proof of graduation consists of the following documents that identify your name and degree: (1) copy of official transcripts and college degree; or, (2) letter from the Dean, on school letterhead, indicating that all the requirements for graduation have been met and a degree has been conferred.

**VACANCY  
INFORMATION**

The current temporary vacancies are located in the Department of Public Health, Environmental Health Services.

**EXAMINATION  
CONTENT**

This examination will consists of two parts:

**Part 1:** A written test covering Customer Service, Written Expression, Data Analysis & Interpretation (including Mathematical Ability) and Reading Comprehension weighted 35%.

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**ONLY THOSE CANDIDATES WHO ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE WRITTEN TEST WILL BE ELIGIBLE FOR THE INTERVIEW PORTION OF THE EXAMINATION.**

**Part 2:** An Interview covering Interpersonal/Oral Communication/Customer Service Skills, Analytical & Decision-making Ability, Work Skills and Adaptability &

Dependability weighted 65%.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**Applicants with disabilities who require special arrangements must provide the Examination Unit with written notification at the time of filing.**

The names of candidates receiving a passing grade on the examination will be added to the Eligible Register and will appear in the order of their score group for a period of six (6) months following the date of eligibility.

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

**\*\*\* IMPORTANT INFORMATION \*\*\***

**ELIGIBILITY  
INFORMATION**

**APPLICATION  
INFORMATION**

All applicants are required to submit a standard Los Angeles County Employment Application. You have the option of filing your application either Hard Copy submission - OR- Online (via electronic submission). **Please select only one method to file your application.**

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

**Instructions for Filing Online:** The standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE, CLICK ON THE LINK BELOW ON OR AFTER JANUARY 12, 2010.**

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5041&areq=1149BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1149BR)

**Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 838-7445 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.**

**Instructions for Hard Copy Submission:** The Standard County of Los Angeles Employment Application for this examination will be accepted Monday through Friday between 8:00 a.m. and 5:00 p.m. The Standard County of Los Angeles Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements at the time of filing. **COMPLETELY AND CORRECTLY, FILL OUT EVERY PORTION OF YOUR APPLICATION TO RECEIVE CREDIT FOR ALL RELEVANT EXPERIENCE, EDUCATION OR TRAINING.** Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, number of hours worked per week, and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

<p><b>DISABILITY ACCOMMODATIONS</b></p>	<p><b>Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:</b>          Department of Public Health          Recruitment &amp; Examining Office          5555 Ferguson Drive, Suite 220          City of Commerce, CA 90022          (323) 890-8488</p> <p><b>Americans with Disabilities Act of 1990:</b> 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 coordinator at (323) 869-8505.</p> <p>Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 869-8505. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911 . The County will attempt to meet reasonable accommodation requests whenever possible.</p>
<p><b>AN EQUAL OPPORTUNITY EMPLOYER</b></p>	<p><b>Equal Employment Opportunity:</b> 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.</p>
<p><b>CHILD SUPPORT COMPLIANCE</b></p>	<p><b>Los Angeles County Child Support Compliance Program:</b> In an 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.</p>
<p><b>VETERAN'S CREDIT</b></p>	<p><b>VETERANS' PREFERENCE CREDIT</b> of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:</p> <ul style="list-style-type: none"> <li>● During a declared war; or</li> <li>● During the period April 28, 1952 through July 1, 1955; or</li> <li>● 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</li> <li>● In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.</li> </ul> <p>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. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.</p>
<p><b>EMPLOYMENT ELIGIBILITY INFORMATION</b></p>	<p><b>Employment Eligibility Information:</b> Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that <b>all</b> persons hired after November 6, 1986, are required to present original documents to the County, <b>within three (3) business days</b> of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p>

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. 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.**

**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](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.