



COUNTY OF LOS ANGELES
invites applications for the position of:

PROGRAM MANAGER I

SALARY: \$5,756.28 - \$7,757.64 Monthly
\$69,075.36 - \$93,091.68 Annually

OPENING DATE: 01/15/21

CLOSING DATE: 02/01/21 05:00 PM

POSITION/PROGRAM INFORMATION:



LOS ANGELES COUNTY
**CONSUMER &
BUSINESS AFFAIRS**

FILING PERIOD: January 19, 2021 at 8:00 a.m. (PT) to February 1, 2021 at 5:00 p.m. (PT)
TYPE OF RECRUITMENT: Open Competitive

Who We Are:

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 services as diverse as law enforcement, property assessment, public health protection, water conservation, cultural activities and many more.

What We Do:

At the Los Angeles County Department of Consumer and Business Affairs (DCBA), we are committed to fostering a fair and dynamic marketplace for consumers and businesses. Since our establishment in 1975, we have significantly expanded our programs and areas of assistance, serving consumers, businesses, and communities through education, advocacy, and complaint resolution. Our diverse range of services includes: assistance with consumer grievances, help with issues involving real estate fraud, identity theft, elder financial abuse, Small Claims Court, mediation, foreclosure, small business development, rent stabilization, cannabis policy development, and minimum wage enforcement. In addition, we drive initiatives to improve community wealth, economic stability, and access to services for vulnerable communities including low to moderate income families, foster youth, and the immigrant population.

ESSENTIAL JOB FUNCTIONS:

We are seeking qualified candidates to fill Program Manager I vacancies in DCBA's Center for Financial Empowerment and Rent Stabilization Unit.

The Center for Financial Empowerment:

The Center for Financial Empowerment (CFE) works towards creating economic stability and household wealth for low income to moderate income County residents. CFE delivers effective and supportive services by educating consumers to make better financial choices. The mission of CFE is to create a systemic, long term change, and provide support to the financial potential for County residents. The Center of Financial Empowerment works alongside its Founding Corporate Partner, Citi Community Development. Some of the major programs and initiatives include: Bank On L.A. County, Earned Income Tax Credit campaigns, Volunteer Income Tax Assistance Program, Consumer education works for CalWORKs participants, Financial Empowerment Training, Financial Navigators, Campaigns to Combat High Cost Lending, LA Saves, The CFE Training Institute and the Annual CFE Summit.

As a Program Manager I (PM I) in the Center for Financial Empowerment, you will supervise staff and guide CFE goals and priorities. Under the direction of the Chief Consumer and Business Affairs Representative, the PM I will assist in the development of strategic plan objectives and work collaboratively to refine program effectiveness and impact. The PM I will manage the day-to-day aspects of CFE projects and initiatives as well as handle personnel-related administrative tasks. Responsibilities may include, but are not limited to the following:

- Provide supervision to CFE program staff.
- Oversee and implement program activities, monitor progress and prepare reports.
- Lead program evaluation, data collection, research and reporting.
- Serve as a point of contact for key relationships including County departments, non-profit organizations, financial institution partners, contractors and program partners.
- Support the writing and development of grant applications and the development of partner contracts and scope of work documents.

Rent Stabilization Unit:

The Housing & Tenant Protection Division is responsible for enforcing Rent Stabilization, Mobile Home Park Rent Regulations, and Eviction Defense & Prevention for residents in the unincorporated areas of Los Angeles County. The programs ensure the County ordinances are enforced; ensure park owners, mobile homeowners, tenants, and landlords are informed of their rights and responsibilities; accept petitions and facilitate a process to ensure fair outcomes and compliance with the ordinance; and will seek action where violations of the ordinance are found. Programs and Initiatives within the Division include: Los Angeles County Rent Stabilization Ordinance, Los Angeles County Mobile Home Rent Stabilization Ordinance, Eviction Defense and Prevention Program, Temporary Eviction Moratorium Related to the Covid19 Pandemic, and Stay Housed L.A. County.

As a Program Manager I (PM I) in the Rent Stabilization unit, you will report to the Chief Consumer and Business Affairs Representative, and provide supervision for clerical staff responsible for the review of applications and supporting documents submitted by property owners following capital improvements or primary renovations to make eligibility determinations for cost recovery from tenants. In this role, you will provide administrative coordination and management of staff involved in the delivery of RSU services. Responsibilities may include, but are not limited to the following:

- Provide administrative coordination and manage staff involved in the delivery of services related to the RSU Program.
- Develop and implement program procedures according to the provisions of the Rent Stabilization Ordinance.
- Manage the processes involved in cost recovery after capital improvements and primary renovations, including application review, eligibility determination, and staff training.
- Conduct in-depth research and analysis of legislation, Board motions, ordinances, and rules and regulations that will affect rental property owners and tenants.
- Prepare reports containing findings and recommendations for program implementation.
- Responsible for tracking program metrics and reporting findings to management staff.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Graduation from an accredited college and three years of experience in a general administrative staff capacity* analyzing and making recommendations for the solution of problems of consumer protection programs, one year of which must have been at a skilled level**. A Master's degree in Public Administration, Business Administration, Public Health Administration, Hospital Administration, or related field*** from an accredited graduate school will be accepted for one year of the experience.

Special Requirements Information:

*General administrative staff capacity is defined as: Assisting management by performing research, analysis and making recommendations on use of personnel, allocation of funds, workload and workload fluctuations, and programs and procedures for accomplishing departmental objectives.

**Skilled level is defined as working independently and reliably when completing job duties, such as selecting appropriate problem-solving methods and techniques, locating appropriate regulations, or applying proper procedures to carry out work.

***For this exam, related field includes areas such as public policy, sociology, and family and consumer science.

In order to receive credit for a Bachelor's degree or higher, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution with your application at the time of filing or within fifteen (15) calendar days from application submission. Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. (See Accreditation Information under Employment Information).

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 job functions.

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.

OUT-OF-CLASS EXPERIENCE:

Los Angeles County employees attempting to meet the requirements via experience inconsistent with their official payroll title will be considered for this examination. Applicants claiming out-of-class experience to meet the requirements should describe their out-of-class duties in detail in the Work Experience and Supplemental Questions sections of their application. Applicants are also encouraged to submit any supporting documentation such as out of class/additional responsibility bonuses, verification of experience documents, and performance evaluations in order to assist staff's review of applicants' qualifications.

Our Assessment Process:

After meeting the Selection Requirements, we will invite you to a multiple-choice test, weighted 100%, covering the following areas:

- Professional Potential
- Achievement
- Working Relationships
- Analyzing Information
- Learning Quickly
- Generating New Ideas
- Using Time Efficiently
- Working to High Quality Standards
- Adapting to Change
- Coping with Uncertainty
- Willingness to Learn
- Responsibility
- Verbal Ability

The multiple-choice test is not reviewable by candidates per Civil Service Rule 7.19. Candidates must meet the requirements and receive a passing score of 70% or higher in order to be placed on the Eligible List. Candidates receiving a passing score will be placed on the eligible list in the

order of their score group for a period of 12 months following the date of promulgation.

Please note: Test Invitation Letters and other correspondence will be sent electronically to the e-mail address provided on the application. It is important that applicants provide a valid e-mail address. Please add arochoa@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, no-reply@proctoru.com, and donot-reply@amcatmail.com to your e-mail address book and to the list of approved senders to prevent e-mail notifications from being filtered as SPAM/JUNK 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.

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

ADDITIONAL INFORMATION:

Transfer of Scores:

Applicants that have taken identical test part(s) for other exams within the last 12 months will have their responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

Test Preparation:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While the guides will help in 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 practice tests are available at http://www.shldirect.com/practice_tests.html.

We've Got Outstanding Benefits!

[Click here](#) to see a list of employee benefits.

Other Information:

We are an equal employment opportunity employer and value diversity. We are also a fair chance employer.

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 follow all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

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.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Alfredo Rocha

Department Contact Phone: (213) 351-2922

Department Contact Email: arocha@hr.lacounty.gov

Exam Number: R0977A-R

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 County employee and have been promoted, 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 a copy of your diploma, transcript, certificate, or license as directed on the job posting. The document should be in English; if it is in a foreign language, it must be translated and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements are listed in the 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

7. 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 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 respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information

COUNTY OF LOS ANGELES Employment Information

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c. 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 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 and make the necessary change. This can be done at any time.

5. Promotional Examinations:

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. Out of Class:

Some of your experience may have been in a position in which such work is not typically performed. If indicated on the job posting that such experience is permitted, a signed Verification of Experience Letter (VOEL) or a document showing you received an additional responsibility bonus, out-of-class bonus, or temporary assignment bonus from your department's Human Resources Office may be required to be attached to your application.

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

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.

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. 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/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may

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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. More information available at:

<https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

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.

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.

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

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Any language contained in the job posting **supersedes** any language contained below 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.

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).

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>.

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

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 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

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below 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.

Updated October 2019

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #R0977A-R
PROGRAM MANAGER I
AR

Los Angeles, CA 90010

PROGRAM MANAGER I 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. Please be advised that failure to provide the correct information in the supplemental questionnaire may result in disqualification of your application even if you possess the qualifying experience. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that 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. Of the following, what is the highest level of education that you have completed?

Note: College degrees need to be obtained from an accredited college or university.

- Did not complete high school diploma or equivalent
 High school diploma or equivalent
 Associate's degree or at least 60 semester/90 quarter units
 Bachelor's degree
 Master's degree or higher

- * 3. If you have obtained a Master's degree or higher, was it in any of the following fields of study?

Check all that apply.

- Public Administration
 Business Administration
 Public Health Administration
 Hospital Administration
 Public Policy
 Sociology

- Family and Consumer Science
- Other closely related field (please specify field in next question)
- I do not have a Master's degree or higher in any of the fields listed above.

- * 4. If you have a Bachelor's degree or higher from an accredited college or university, please write the major/field of study as it appears on your degree AND the educational institution that you have received it from. For example:
Bachelor of Arts in Psychology, Cal State University Pomona.
Masters in Business Administration, Cal State University Long Beach.

If you do not have a Bachelor's degree or higher, please type "NA".

Note: It is your responsibility to ensure that you have attached a copy of your degree or official transcripts to your application or submit the documents to the exam analyst (Alfredo Rocha; arocha@hr.lacounty.gov) within fifteen (15) calendar days of submitting an application.

- * 5. How many years of general administrative staff capacity* experience do you have analyzing and making recommendations for the solution of problems of consumer protection programs?

**General administrative staff capacity is defined as: Assisting management by performing research, analysis and making recommendations on use of personnel, allocation of funds, workload and workload fluctuations, and programs and procedures for accomplishing departmental objectives.*

- I do not have the experience listed above
- Less than 1 year
- At least 1 year but less than 2 years
- At least 2 years but less than 3 years
- At least 3 years or more

- * 6. Of the experience you indicated in **Question 5**, how many years were at a skilled level**?

***Skilled level is defined as working independently and reliably when completing job duties, such as selecting appropriate problem-solving methods and techniques, locating appropriate regulations, or applying proper procedures to carry out work.*

- I do not have the experience listed in Question 5
- I have the experience listed in Question 5, but it was not at a skilled level as defined
- Less than 1 year
- At least 1 year or more

- * 7. For the experience you indicated in **Questions 5 and 6**, please provide your job title, start and end dates (month/year), supervisor name and contact information, and a description of the consumer protection program(s) you have worked with.

If you indicated that you do not have experience in this area, please type "NA".

- * 8. For the experience you indicated in **Questions 5 and 6**, please describe the information you analyzed and the recommendations you made for the solution of problems of consumer protection programs. Please also include the level of involvement your supervisor had when you performed these functions.

If you indicated that you do not have experience in this area, please type "NA".

* Required Question