



COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR ANALYST, CEO - RACIAL EQUITY

SALARY: \$8,497.00 - \$11,451.00 Monthly
\$101,964.00 - \$137,412.00 Annually

OPENING DATE: 01/22/21

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



Chief Executive Office

COUNTY OF LOS ANGELES

COUNTY OF LOS ANGELES - CHIEF EXECUTIVE OFFICE

EXAM NUMBER

M0829X-R

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

FILING DATES

Applications will be accepted starting January 25, 2021 at 8:00 a.m. (PT).

The first review of applications will take place on **February 8, 2021**.

The exam will remain open until the needs of the service are met and is subject to closure without prior notice.

DEFINITION:

Under the general direction of the Executive Director, Racial Equity (UC), assists the CEO in overseeing the County's Anti-Racism, Diversity and Inclusion Initiative.

CLASSIFICATION STANDARDS:

Positions in this class provide professional staff support to the CEO in the planning, coordination, direction and control of such specialized County functions as the County budget, finance, operations, capital projects, legislative analysis, organization and management studies, employee relations, compensation policy, risk management, marketing, asset management, and unincorporated area services functions. At this level the employee specializes in one of the

above fields of specialization and knows and proficiently applies a broad knowledge of concepts, practices and procedures to solve difficult problems in that field. Work in the field of specialization is varied and difficult, assignments are broad requiring evaluation, originality or ingenuity, the employee has latitude for unreviewed action or decision and works with minimum supervision, conferring with a supervisor on unusual matters. Some assignments are of such broad scope as to require that the employee lead the work of one or more analysts.

ESSENTIAL JOB FUNCTIONS:

- Assists in the design and implementation of awareness training for County departments in the areas of racism-prevention, anti-racism, equity, diversity and inclusion in support of the Board's vision of eliminating systemic and structural racism.
- Team with County department staff to assist in conducting organization reviews, as directed by the CEO and the Board of Supervisors.
- Assists in conducting evaluations of County policies, practices, and operations that may systemically prevent African Americans and people or communities of color from accessing, receiving, or maintaining generally available County services.
- Acts as a representative of the Chief Executive Officer (CEO).
- Leads a team assigned to Anti-Racism, Inclusion and Diversity Initiative.
- Assists in the preparation and presentation of project progress and reports.
- Assists in the development and implementation of anti-racism initiatives.
- Performs other assignments as required.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Three years of experience at the level of Analyst, CEO* analyzing, developing and implementing awareness training and policy recommendations in the areas of racism-prevention, anti-racism, equity, diversity and inclusion.

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. Involves 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.

SPECIAL REQUIREMENT INFORMATION:

*For this examination, experience at the level of Analyst, CEO in the service of Los Angeles County is gained working in a central agency or corporate headquarter, providing professional staff support to the head of an organization in the planning, coordination, direction and control of Racial Equity-related policies or programs under general supervision.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of three (3) parts:

Part I: A multiple choice test weighted at 50% covering:

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

Applicants must achieve a passing score of 70% or higher on Part I - multiple choice test in order to proceed to Part II - writing assessment.

MULTIPLE CHOICE TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Part II: A writing assessment weighted 25% measuring English Structure and Content, Written Expression, and Prioritizing Information.

Applicants must achieve a passing score of 70% or higher on Part II - writing assessment in order to proceed to Part III - evaluation of training and experience.

Part III: An evaluation of training and experience weighted at 25% covering Professional Technical Knowledge and Work Habits.

Applicants must meet the Selection Requirements and achieve a combined passing score of 70% or higher on the examination in order to be placed on the register.

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. Please add dcousin@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, no-reply@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.

Test scores cannot be given over the telephone.

TRANSFER OF SCORES

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their test 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 may not be allowed to retake any identical written test parts for at least 12 months.

TEST PREPARATION

Test preparation resources are available to help candidates prepare for written employment tests:

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/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html.

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible register for a period of six (6) months following the date of promulgation.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

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.***

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies in the Chief Executive Office as they occur.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Any required documents must be submitted within fifteen (15) calendar days from application submission.

Note: If you are unable to attach documentation to your online application, you may email to dcousin@hr.lacounty.gov. Please ensure to reference your attachment by writing your full name, Neogov Applicant ID, Examination Title, and Examination Number on the subject of your email.

Apply online by clicking on the "Apply" button for this posting. You can also track the status of your application using this website. Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. 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 and/or supplemental questionnaire is incomplete, it will be rejected.

IMPORTANT NOTES:

- **ALL** information included in the application materials 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**.
- Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

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.

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 or friend's user ID and password may erase a candidate's original application record.

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: Damian Cousin

Department Contact Phone: (213) 738-2247

Department Contact Email: dcousin@hr.lacounty.gov

**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.

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

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 individual over age 40.

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

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 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

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 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

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 be listed on the job posting.

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

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, 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

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 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.

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

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 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.

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.

Updated October 2019

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #M0829X-R
SENIOR ANALYST, CEO - RACIAL EQUITY
DC

Los Angeles, CA 90010

SENIOR ANALYST, CEO - RACIAL EQUITY 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 as specific as possible and include all information as requested. **Comments such as "see resume or application" will not be considered as a response.** Check your answers carefully. Careless mistakes in completing these questions will be used to disqualify you. 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. 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. Please add dcousin@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, no-reply@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.

I understand the above information and instructions

- * 3. How many years of experience do you have at the level of Los Angeles County class of **Analyst, CEO**** or higher?

Experience at the level of **Analyst, CEO in the County of Los Angeles is gained working in a central agency or corporate headquarter, providing professional staff support to the head of an organization in the planning, coordination, direction and control of Racial Equity-related policies or programs under general supervision.

- No experience
- Less than 1 year of experience
- At least 1 year but less than 2 years of experience
- At least 2 years but less than 3 years of experience
- 3 or more years of experience

- * 4. If you indicated you have the above experience, indicate the following:

- **Position Title:**
- **Employer:**
- **Name and Contact Information of Supervisor:**
- **Date(s) related to the above experience:** FROM (mm/dd/yr) - TO (mm/dd/yr)
- **Specific duties performed:**

If you have no experience in an area of responsibility, indicate "N/A."

Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.

Failure to provide ALL the requested information above may result in disqualification of your application.

- * Required Question