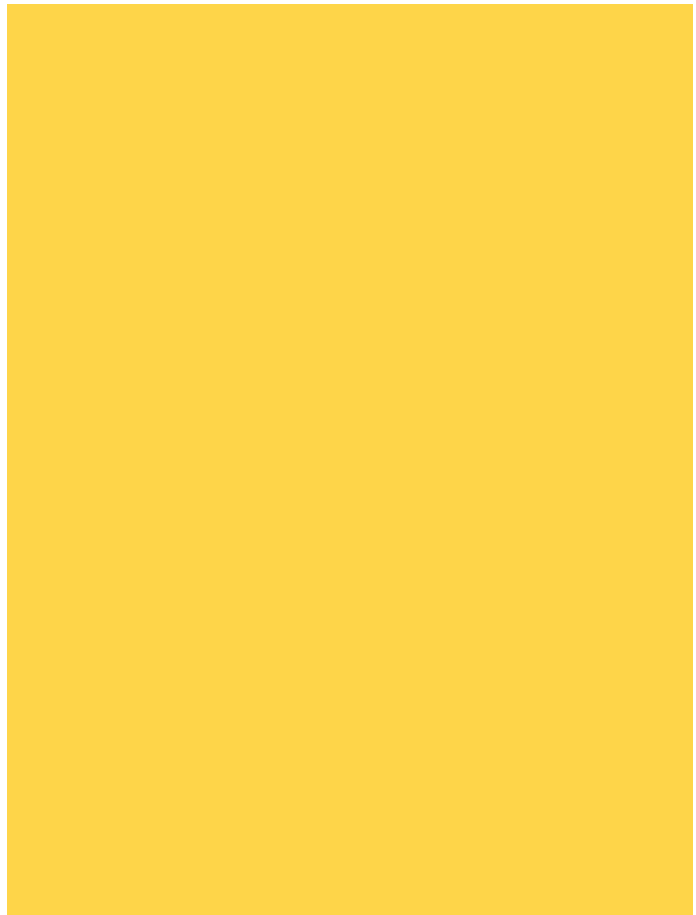




COUNTY OF
LOS ANGELES

JOB SEARCH GUIDE



Everything you need to know about
the Los Angeles County online Job
Application system.

Los Angeles
County
Human Resources
YOUR CAREER STARTS HERE.

CONTENTS

| | |
|--|-----------|
| 1. INTRODUCTION | 3 |
| Purpose of this Guide | 3 |
| How to Access the Online Job Opportunities List | 3 |
| 2. CONDUCTING A JOB SEARCH | 4 |
| Page Information | 4 |
| Keyword Search | 4 |
| Switching Views | 4 |
| Sort Results | 5 |
| Filter Results | 5 |
| Multi-Page Search Results | 6 |
| 3. REVIEWING INFORMATION ABOUT A SPECIFIC JOB OPPORTUNITY | 7 |
| Detailed Job Opportunity Information | 7 |
| Type of Recruitment | 7 |
| Apply | 8 |
| Job Bulletin Description | 8 |
| County Benefits | 8 |
| Job Applicant Questions | 9 |
| 4. CREATING & ACCESSING YOUR USER ACCOUNT..... | 10 |
| Create Your User Account | 10 |
| Access Your User Account | 11 |
| 5. BUILDING YOUR APPLICANT PROFILE | 12 |
| Building Your Applicant Profile | 12 |
| Import Information From Your Resume | 13 |
| Customizing Your Applicant Profile | 14 |
| 6. UTILIZING YOUR APPLICANT PROFILE | 15 |
| Locating Your Job Applications | 15 |
| 7. NAVIGATING OTHER WEBSITE FEATURES | 17 |
| Additional Website Features | 17 |
| 8. CONCLUSION..... | 19 |

1. INTRODUCTION

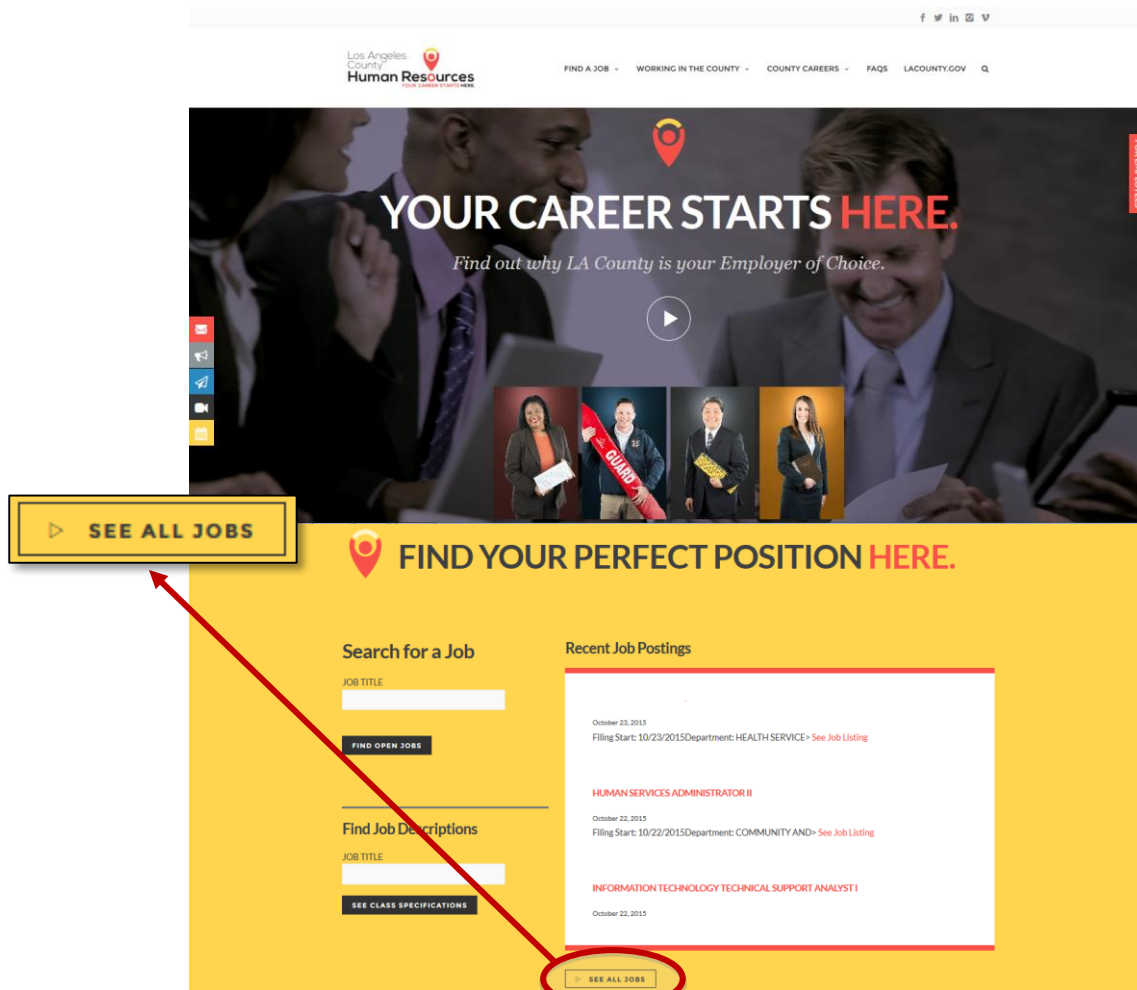
Purpose of this Guide

The Los Angeles County Department of Human Resources (DHR) has prepared this guide to help you search for current jobs and create the applicant profile¹ you will need to apply for opportunities that interest you. This guide is offered as a resource from the Strategic Workforce Planning Program.

How to Access the Online Job Opportunities List

There are several ways to access the online list of LA County's current job opportunities. The two most common ways are shown below:

- 1 Visit the DHR website (<http://hr.lacounty.gov>), scroll to the bottom of the yellow section, and click on **See All Jobs** as shown in the screenshot below:



- 2 Use the direct link: <https://www.governmentjobs.com/careers/lacounty>.

Note: Multiple public sector agencies use the governmentjobs.com website. If you have previously applied for a job at one of those public sector agencies, you already have an applicant profile and may be familiar with searching for jobs using the governmentjobs.com interface. Nevertheless, we recommend that you review this guide for specific aspects of LA County job searches that are useful to know.

¹ Although you can search for jobs without having an applicant profile, we recommend that you create an applicant profile first. This way, if you find an interesting opportunity, you can begin completing your application right away.

2. CONDUCTING A JOB SEARCH


Conducting searches generates a list of current job opportunities that meet your search criteria. The listing will be displayed on the webpage (see screen shot below) and will provide general information (e.g., position title, salary, department, etc.) for each job opportunity. The following section describes key points for reviewing the search results page.

| Job Title | Job Type | Exam Type | Salary | Closing | Posted | Category | Department | Job Number |
|------------------|-----------|-----------|---------------|----------|----------|---|---------------------------|------------|
| ACCOUNT CLERK I | Full time | Transfer | Not Displayed | 07/21/16 | 06/30/16 | Clerical & Data Entry / Accounting and Finance / Customer Service | TREASURER & TAX COLLECTOR | TRTT057701 |
| ACCOUNT CLERK II | Full time | Transfer | Not Displayed | | 01/22/16 | Clerical & Data Entry / Accounting and Finance / Public Health | PUBLIC HEALTH | TRPH0578-1 |

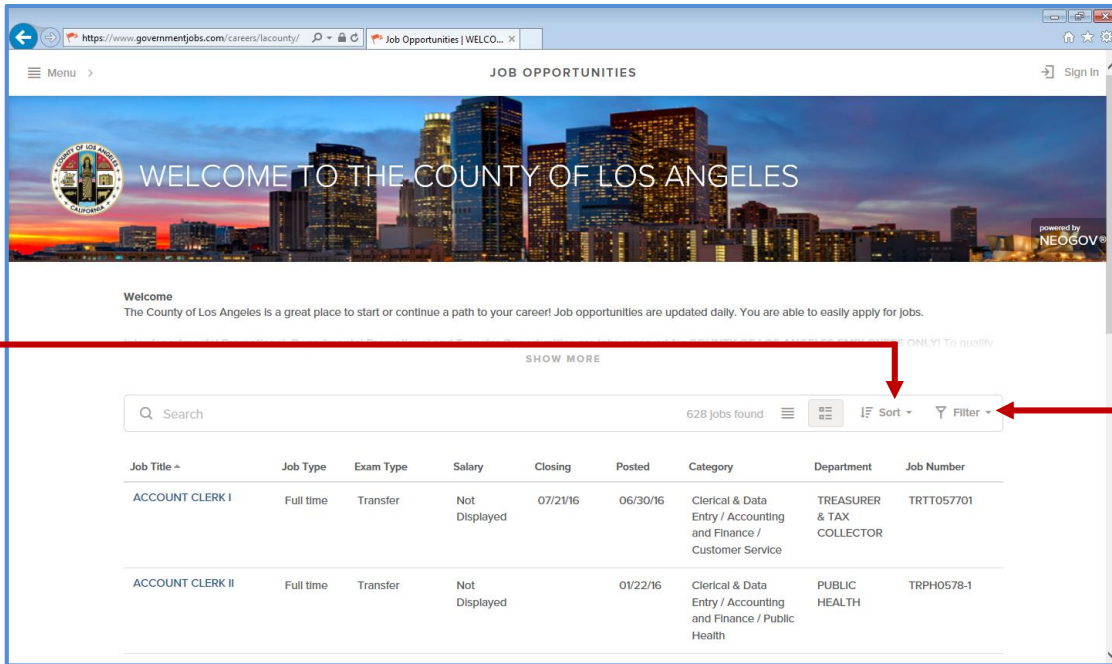
3 Page Information
Some webpages will have a description or explanation about that page located under the Welcome to the County of Los Angeles photo banner. Click **Show More** or **Show Less** to display the full or partial description, respectively.

4 Keyword Search
Search according to keyword(s) related to job opportunities. To conduct a keyword search, type a keyword (e.g., accounting or programming) in the Search box and click Enter. The number of job opportunities displayed will change according to your keyword search.

5 Switching Views
Jobs can be shown in the default **Grid View** or in **List View** by clicking on the respective icon.

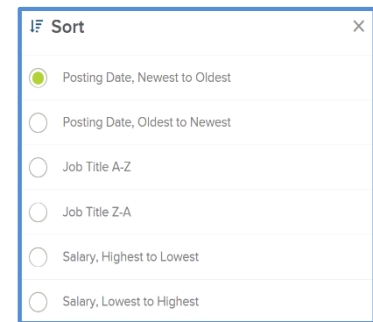
 Grid View - Displays details for each job opportunity in sortable columns (e.g., Job Title, Salary, Closing Date, Posted Date). To sort the jobs, click on a column name. Only one column can be sorted at a time. After you click a column name, use the triangle next to the column name to switch between ascending ▲ or descending ▼ order.

 List View - Displays job opportunities in a scrollable list.



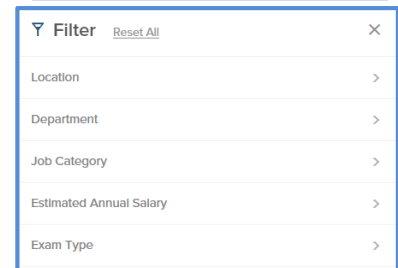
6 Sort Results

By default, all of the County's current job opportunities are listed in alphabetical order by *Job Title*. Clicking **Sort** will activate a window pane to slide in from the right side (see screen shot to the right). You can sort the listing by any of the six Sort options. Only one Sort option can be selected at a time.



7 Filter Results

Rather than view all the current job opportunities, you can filter the job opportunities that are displayed. Clicking on **Filter** will activate a window pane to slide in from the right side (see screen shot to the right). You can filter using any of the five Filter categories.



- The **Exam Type** filter is very useful. It has three choices: Open, Promotional, and Transfer. If you are not a County employee, you can *only* apply for "Open" jobs, also known as Open Competitive jobs. Only County employees can apply for Promotional or Transfer jobs.
- Multiple options can be selected within a single Filter category. For example, under the **Department** category, you can select multiple departments (e.g., Board of Supervisors Executive Office, County Counsel, and Mental Health).
- Multiple filters can be applied simultaneously. For example, jobs can be filtered by both **Job Category** and **Estimated Annual Salary**.
- To remove any filter(s), click **Reset All**.

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/careers/facounty>. The page title is "JOB OPPORTUNITIES" and it shows 627 jobs found. The main content is a table of job listings:

| Job Title | Full time | Transfer | Salary | Start Date | End Date | Department | Division | Job ID |
|--|-----------|----------|--------------------------------|------------|----------|-------------------------------------|------------------------------|-------------|
| ACCOUNTING TECHNICIAN II | Full time | Transfer | Not Displayed | 07/16/15 | | Accounting and Finance | PUBLIC HEALTH | TRPH06432 |
| ADMINISTRATIVE ASSISTANT II | Full time | Transfer | \$50,501.52 - \$66,236.88 yr | 03/25/16 | | Administrative Assistant | HEALTH SERVICES | 0888-01 |
| ADMINISTRATIVE MANAGER 13, ISD (DIVISION MANAGER, ENVIRONMENTAL INITIATIVES) | Full time | Open | \$116,946.96 - \$177,008.64 yr | 03/07/16 | | Environmental Services / Management | INTERNAL SERVICES | WI082U |
| ADMINISTRATIVE SERVICES DIVISION MANAGER | Full time | Open | \$116,946.96 - \$146,977.81 yr | 07/25/16 | 07/01/16 | Administration / Mental Health | MENTAL HEALTH | b1007B |
| ADMINISTRATIVE SERVICES MANAGER I | Full time | Transfer | \$68,735.04 - \$90,152.88 yr | 09/08/15 | | Administration / Management | CHILDREN AND FAMILY SERVICES | TRCH1002-38 |

At the bottom of the table, there is a pagination control showing "Showing Items 1 - 10" and a set of page numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and a "Next" button. A red circle with the number 8 and an arrow points to this pagination control.

8

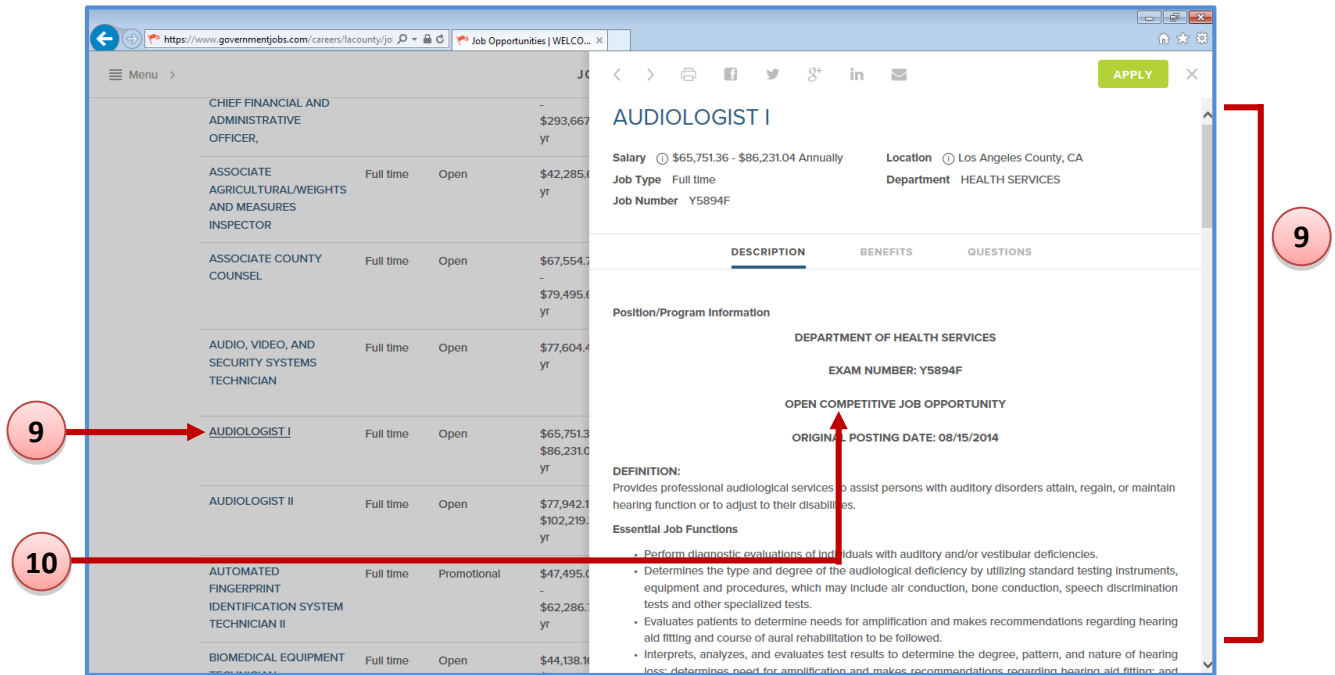
Multi-Page Search Results

To view search results that are shown across multiple webpages, click on a page number shown at the bottom of the search results page. To advance to the next page of jobs (if any), click the

 icon.

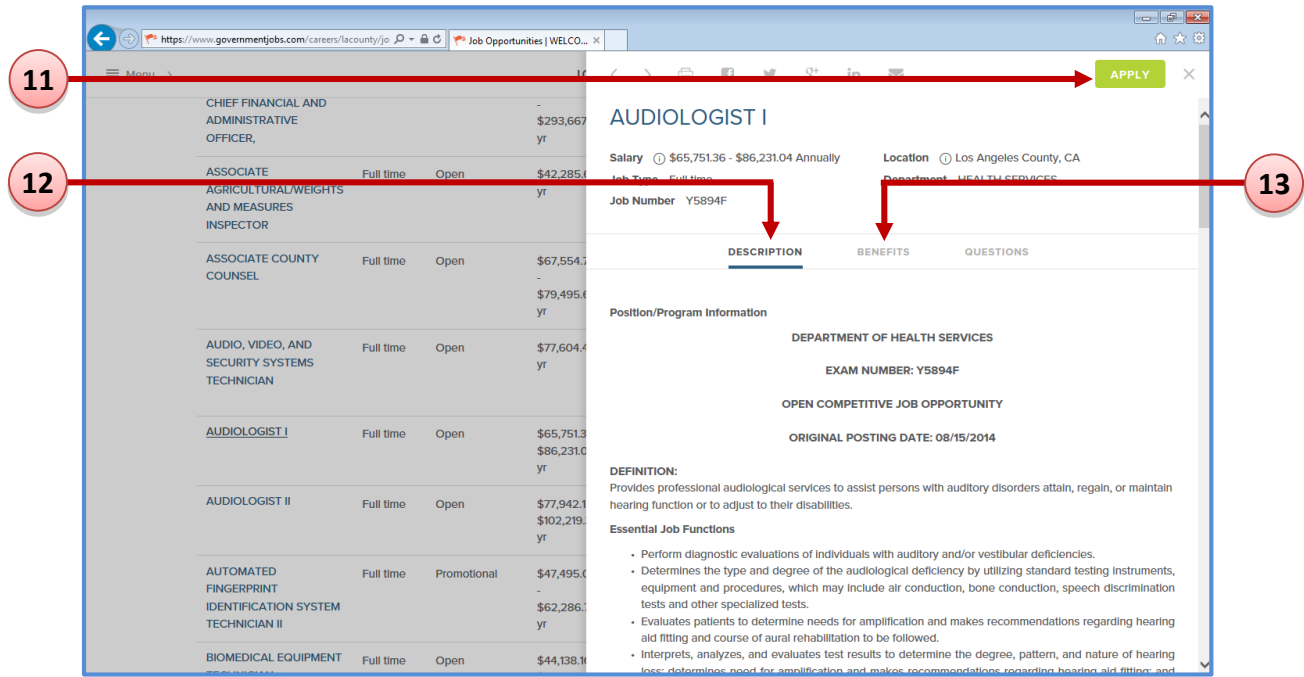
3. REVIEWING INFORMATION ABOUT A SPECIFIC JOB OPPORTUNITY

The official job bulletin for a specific opportunity provides very important information. The following section highlights *selected* portions of the job bulletin that relate to the purpose of this guide. We strongly recommend that you review the job bulletin in its entirety for other purposes (e.g., to understand the duties and requirements) before submitting an application.²



- 9** Detailed Job Opportunity Information
Click the job title to view the official job bulletin that details important information such as duties and requirements. The job bulletin will slide in through a window pane on the right side of the screen (see screen shot above). When you are finished viewing the job bulletin, close the window pane and you will return to the Jobs search page.
- 10** Type of Recruitment
It is very important to note the type of recruitment when reviewing the job bulletin. Non-County employees can *only* apply for “Open Competitive” jobs. If a job bulletin indicates any other recruitment type (e.g., “Departmental Promotional,” “Transfer Opportunity”), ensure you are eligible to apply for this job.

² Most executive recruitments do not require applicants to create an applicant profile or submit a County employment application (i.e., a resume and statement of interest may suffice). If you are interested in an executive recruitment, carefully review its specific job brochure for instructions.



11

Apply

You must have access to e-mail and a user account to apply online. If you have not created or signed in to your user account, you will be prompted to do so when you click on the **APPLY** icon. If you are already signed-in, you will be taken directly to your applicant profile.

Note: If the **APPLY** icon is not visible, you cannot apply for this job opportunity online. Follow the instructions in the job bulletin for details on how to apply.

12

Job Bulletin Description

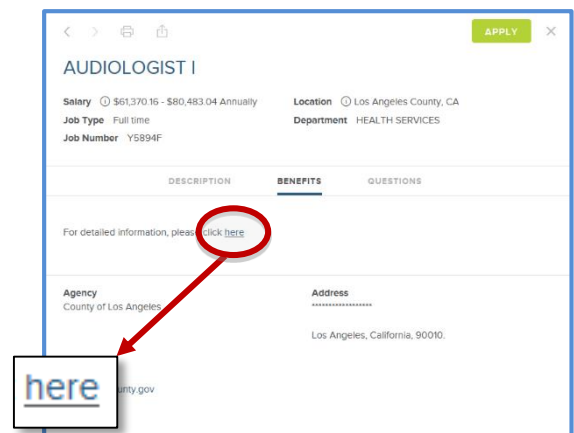
The **Description** provides all of the information specific to the job opportunity. Typically, the job bulletin includes information such as:

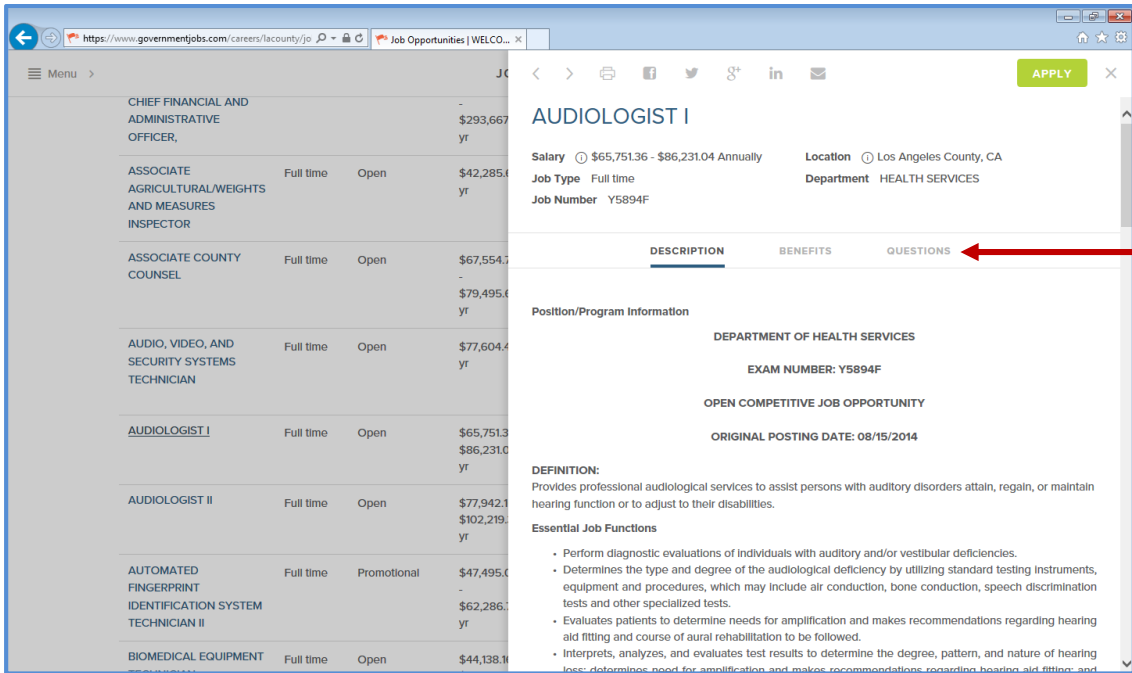
- department
- exam number
- position information
- minimum requirements
- desirable qualifications
- examination content
- contact information

13

County Benefits

The **Benefits** tab provides information on all the benefits the County offers. Clicking on the [here](#) link (see screenshot to the right) will take you to the LA County Employee Benefits page.



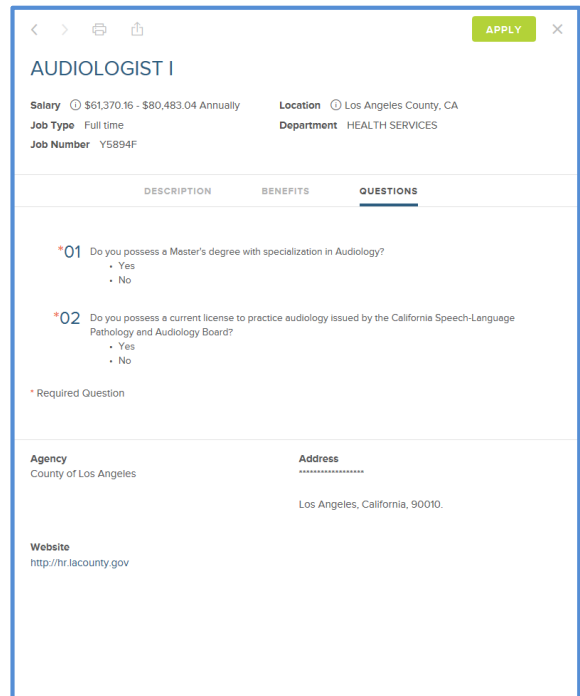


14

Job Applicant Questions

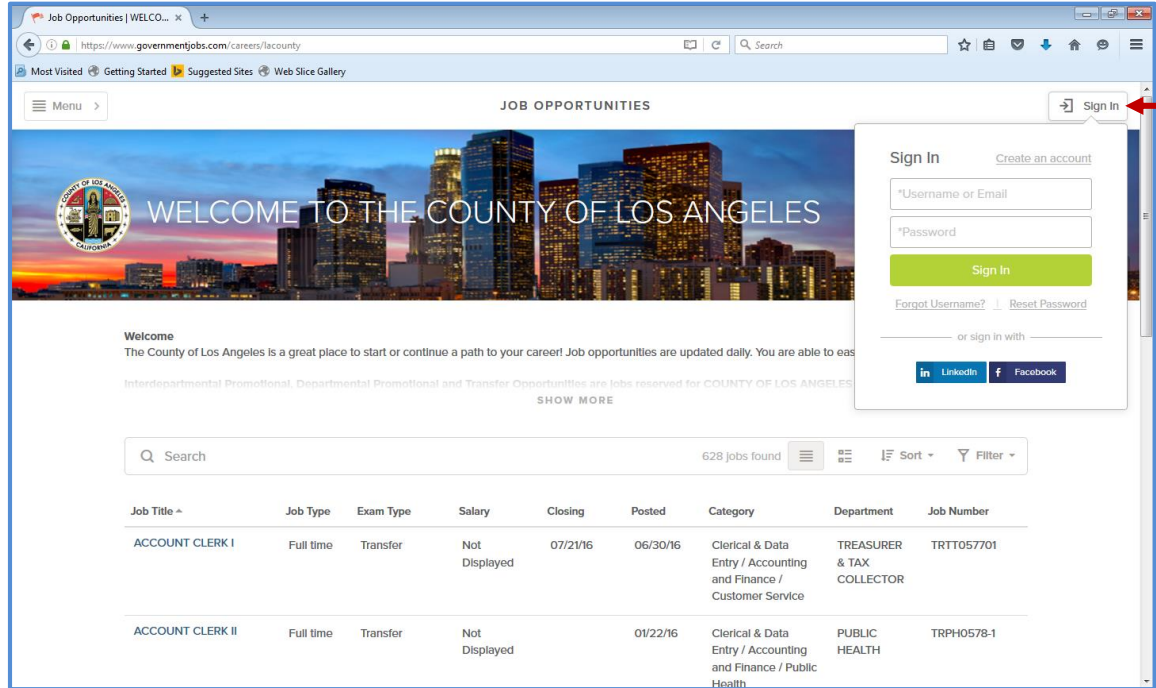
Job bulletins may or may not have a **Questions** tab. If this tab is visible, click on it to view the questions you are required to answer when applying for the job opportunity. The screenshot to the right displays example questions.

If the Questions tab is not displayed, you will not be required to answer these additional questions when you apply for the job opportunity.





4. CREATING & ACCESSING YOUR USER ACCOUNT

The following section describes how to create and access a user account.³

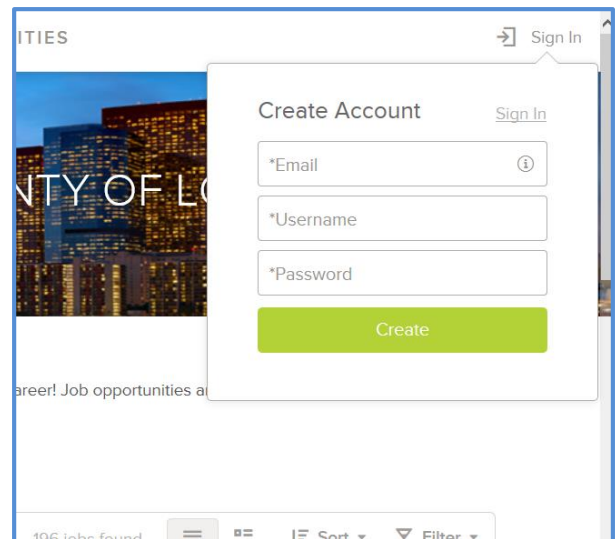


15

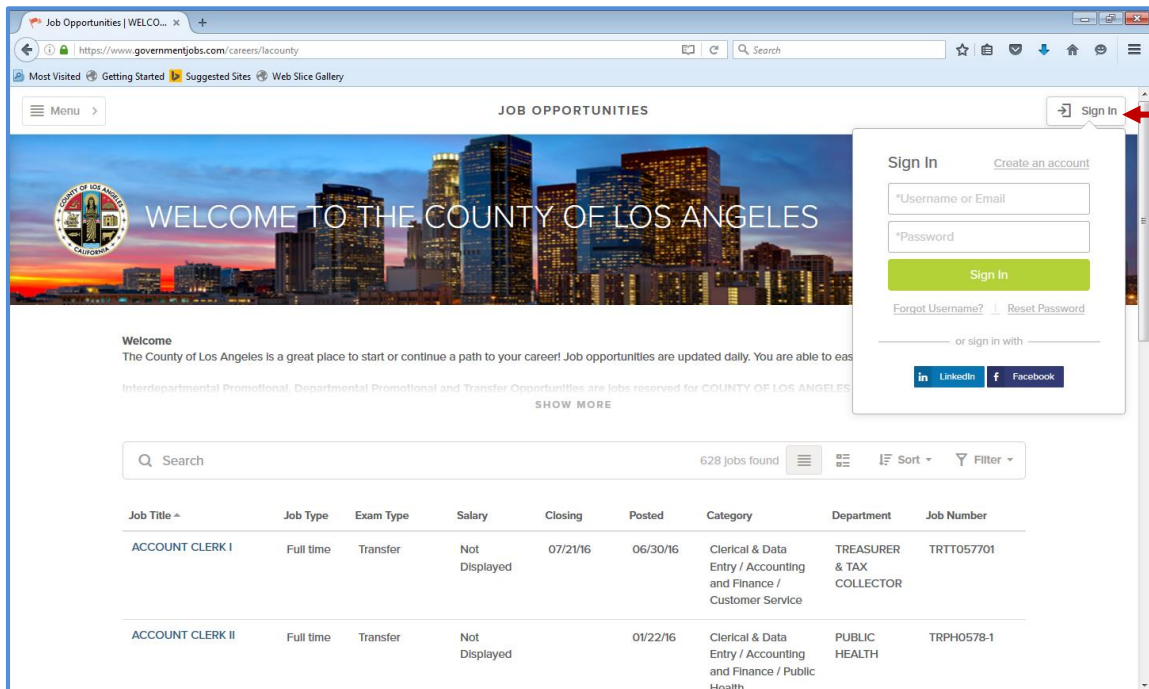
Create Your User Account

- To create a user account, click the  icon on the top right-hand of the webpage. A small window will appear on the top right-hand corner (see screen shot above).
- Click on **Create an account**.
- Provide your **Email** address, and create a **Username** and **Password** as shown in the screen shot to the right.
- When you are finished, click on the  icon.

Note: If you receive messages (e.g., that a username or email address has already been used), follow the instructions provided in the message to resolve these issues.





³ If you previously created an account and/or applied for a job with LA County using the previous online application system (i.e., any system other than governmentjobs.com), your previous information has not been migrated over; you will be required to create a governmentjobs.com account and re-enter your information to apply for current job opportunities.

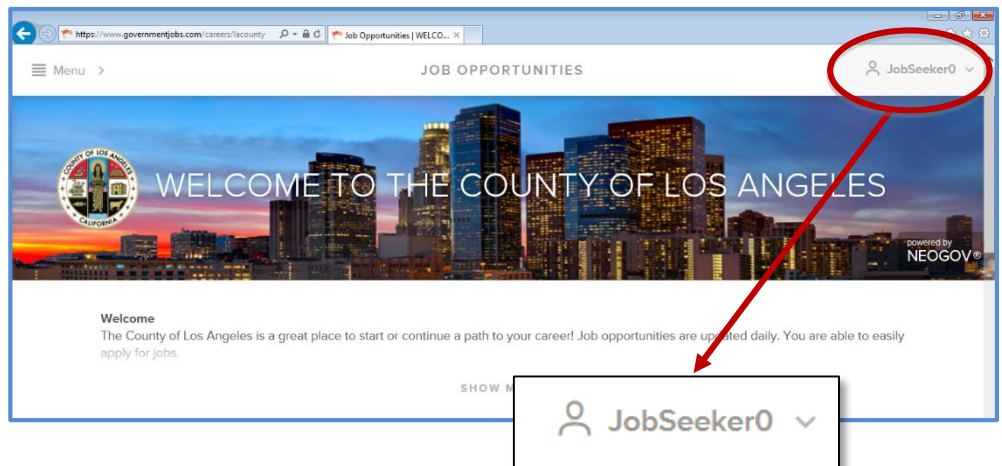


16

16

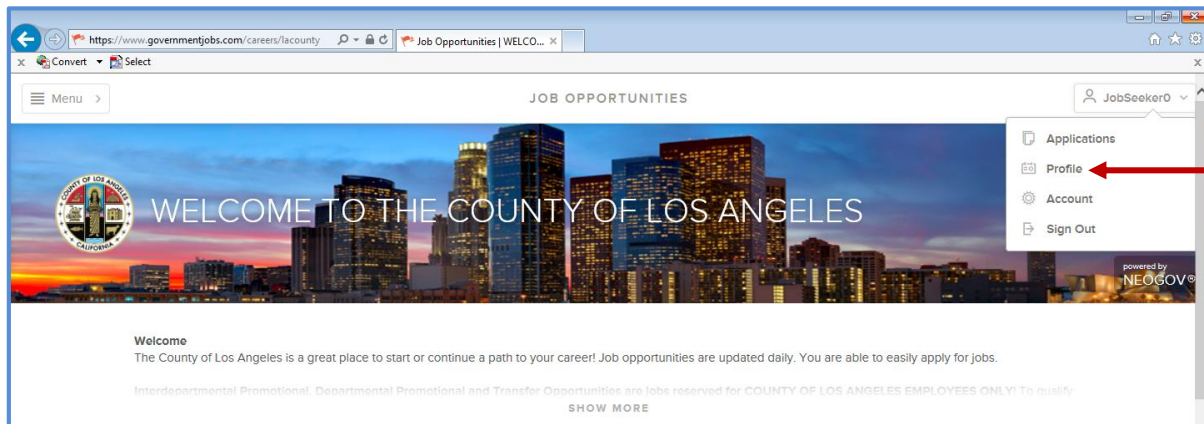
Access Your User Account

- Click on the  **Sign In** icon from the Job Opportunities page as shown in the screen shot above. A small window will appear on the top right-hand corner.
- Enter your username or email address and password in the log-in area. If you do not remember your username or password, click **Forgot Username?** Or **Reset Password** and follow the instructions.
- Click on the  **Sign In** icon.
- You will now see your username displayed at the top right-hand corner of the webpage as shown in the screen shot to the right.



5. BUILDING YOUR APPLICANT PROFILE

Once you have created a user account, you can build your applicant profile, which includes basic information about you such as your contact information, education, job preferences, references, etc. The following section describes how to build your applicant profile and use some of the features.



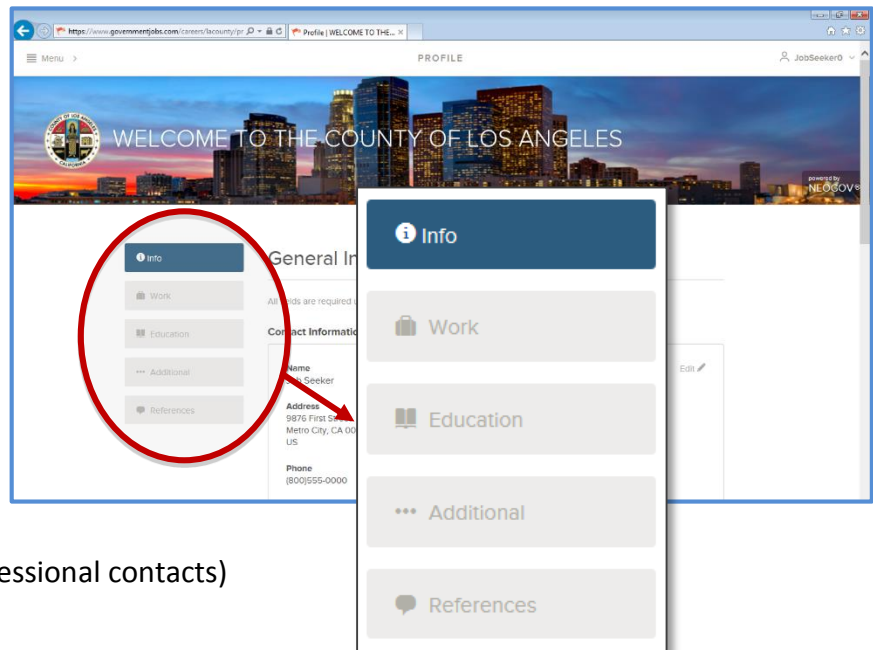
17

Building Your Applicant Profile

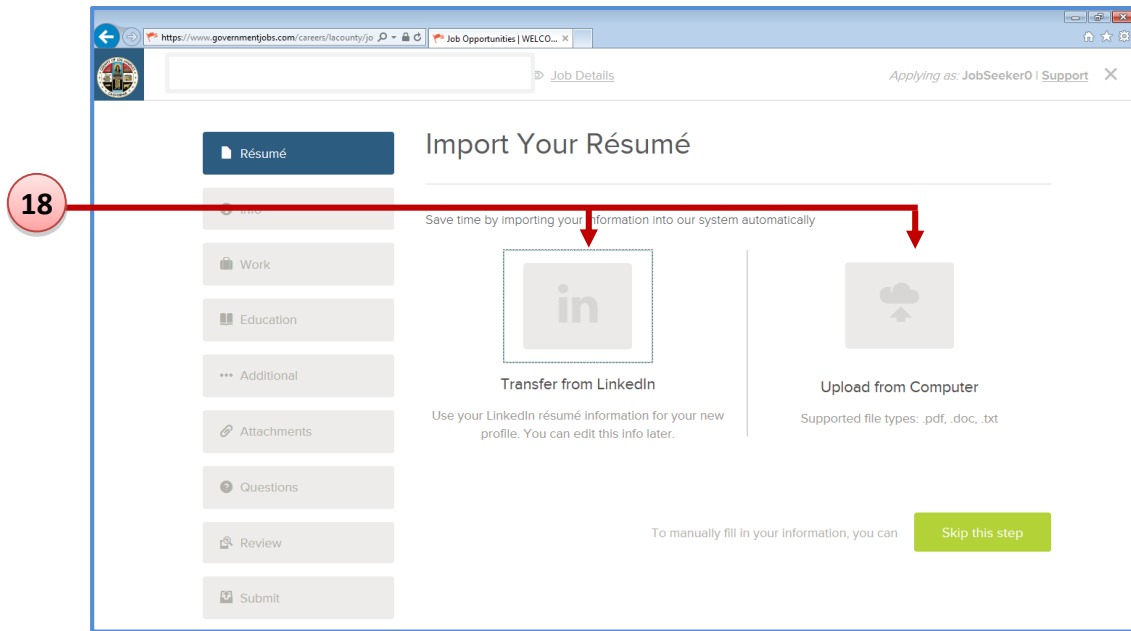
→ Click on **Profile** from the Username menu as shown in the screen shot above. A new webpage will appear as shown in the screen shot below.

→ Click on the respective tabs and enter or review your applicant profile information.

- **Info** (e.g., mailing address)
- **Work Experience** (e.g., job history)
- **Education** (e.g., degrees)
- **Additional Information** (e.g., Certificates and Licenses)
- **References** (e.g., professional contacts)



Note: When applying for a job, you will have the opportunity to review and update the information in each tab of your profile before you submit your job application.



18

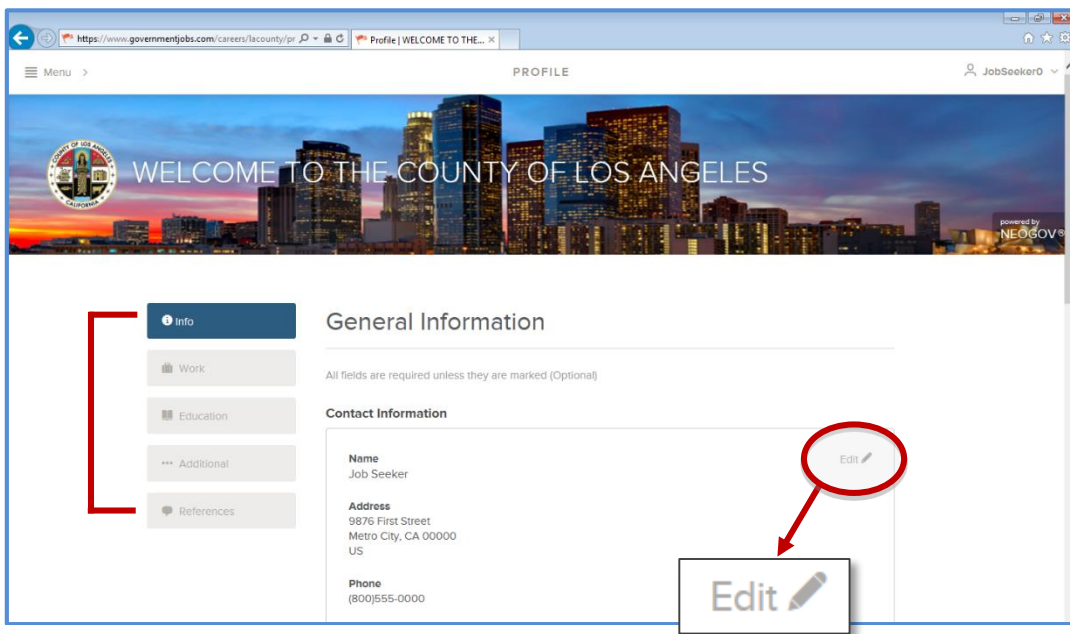
Import Information From Your Resume

When you first begin to build your applicant profile, you will be presented with two options for importing information from your resume. You can import information either from your LinkedIn account or from your uploaded resume. Click on the appropriate image (see screen shot above) to select one of these options.

Alternatively, if you do not want to use one of these import options, you can click on the [Skip this step](#) icon to manually type your resume information onto your applicant profile.




Note: This screen appears only during your initial user account setup. If you click the [Skip this step](#) icon, you will not have a future opportunity to import your resume information.

19



19

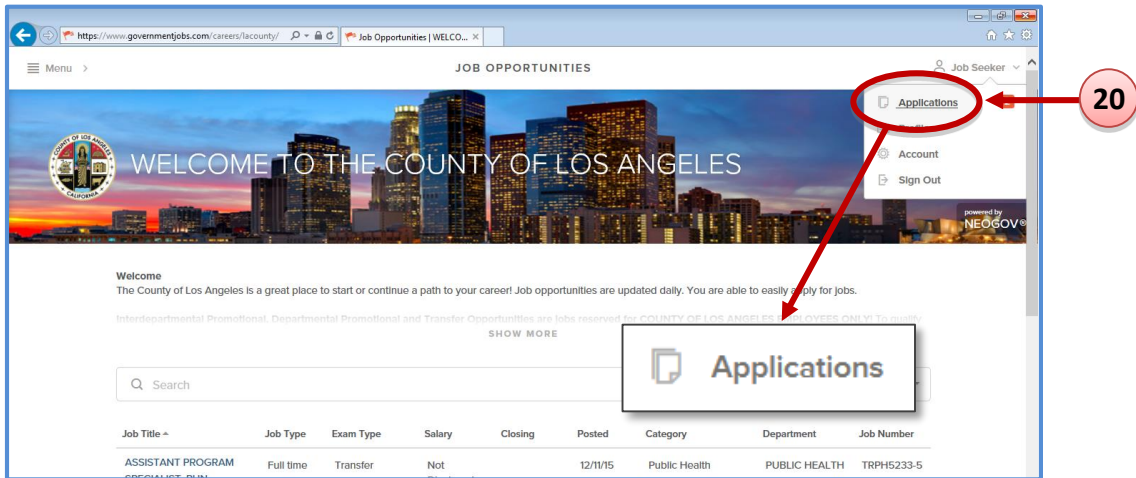
Customizing Your Applicant Profile

- Click on the tabs to enter your information in the fields.
- At the bottom of each box or page displayed, click on the  or  icon to save your information. The system will save all of your information to your user account.
- To make any changes (e.g., email account change, mailing address, references, etc.), click on the corresponding tab.
- Click on the  icon on the right-hand corner of the window. You can make changes or update your profile at any time.

Note: If you make any updates to your profile information after applying for a job opportunity, those changes will not be reflected on your previously submitted job applications.

6. UTILIZING YOUR APPLICANT PROFILE

Once you have created and customized your applicant profile, all of your information will be saved to your user account. You do not need to re-enter your information for each job application you submit. When you apply for a job opportunity, the system will extract and copy your basic information (e.g., contact and personal information, education, job preferences, and references) from your saved applicant profile. The system will also extract and copy your *work experience* from your *most recently submitted* job application. If you applied for multiple jobs, information from your *most recently submitted* job application will be used. You can modify your experience to tailor it for the specific job opportunity. This section describes how to use features of your applicant profile.

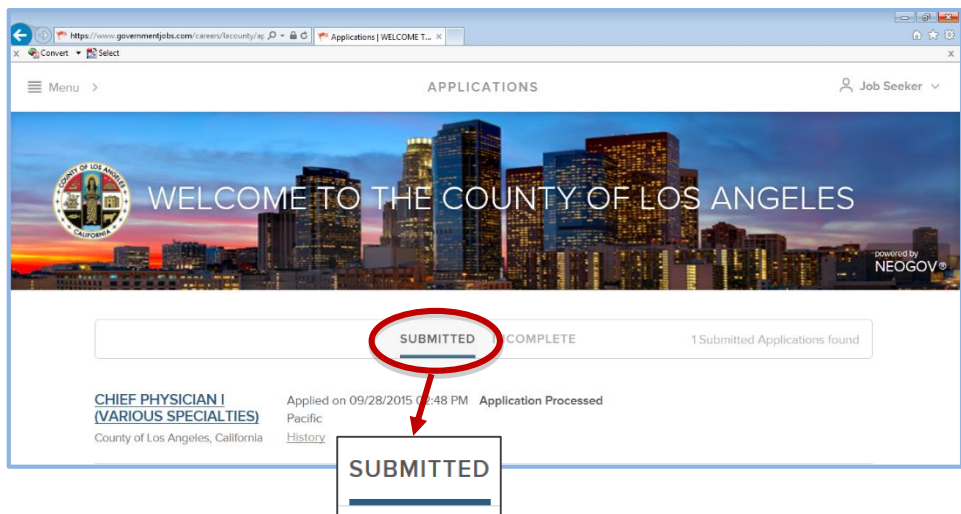


20

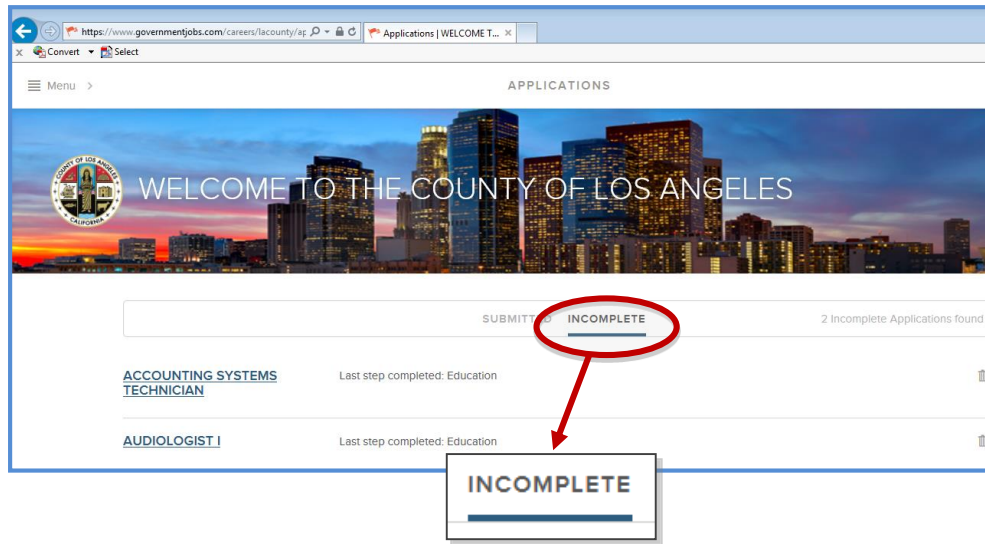
Locating Your Job Applications

To access your submitted and incomplete job applications, click on **Applications** from the Username menu as shown in the screen shot above.

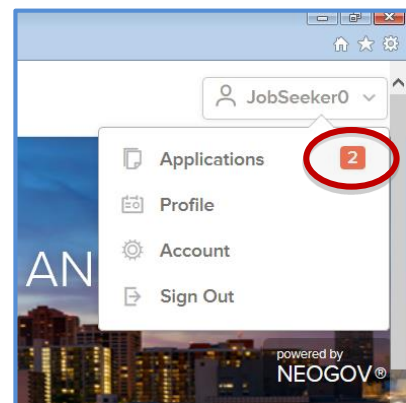
- After you have applied for a job, the system will automatically save a copy of your job application. Click on the **Submitted** tab to access your job application and application history (e.g., date and time submitted) as shown in the screen shot to the right.



- If you begin a job application, but you do not submit it; the system will automatically save your incomplete job application. Click on the **Incomplete** tab (see screen shot below) to view your saved applications.

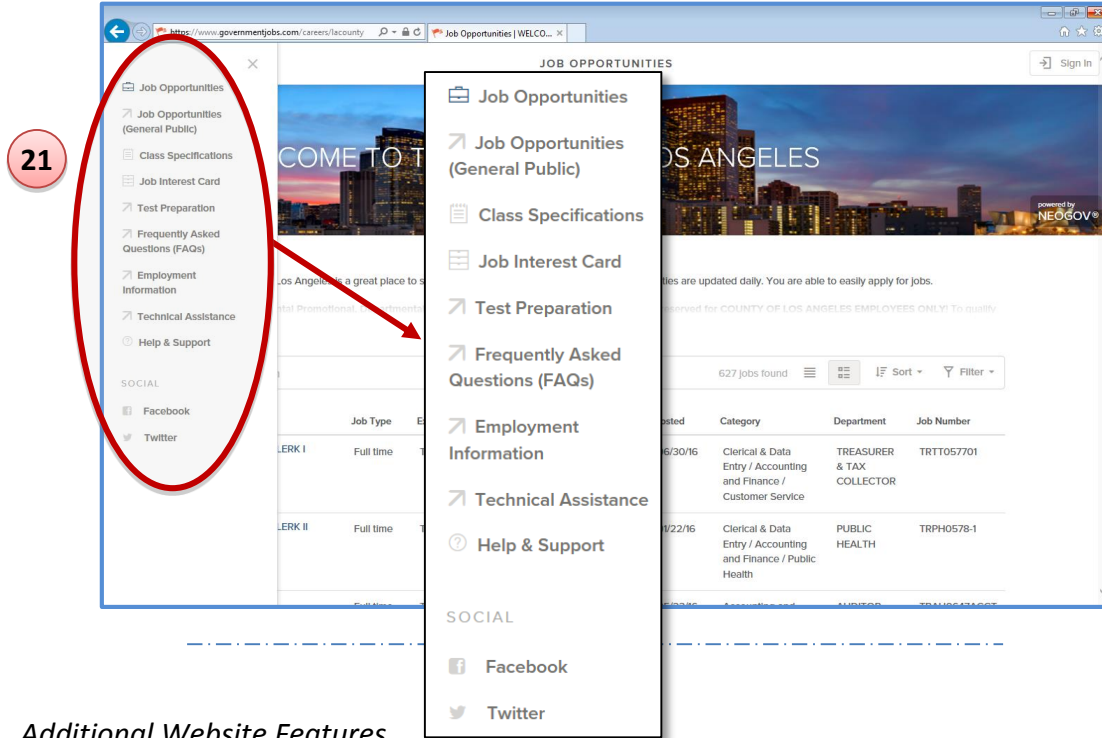


Note: Your total number of saved applications will be shown in the Applications tab from the Username menu. You can save an unlimited number of job applications. However, when the filing date ends for a job opportunity, your incomplete job application for that job opportunity will be removed from the system.




7. NAVIGATING OTHER WEBSITE FEATURES


Additional useful links and information can be found on this webpage.





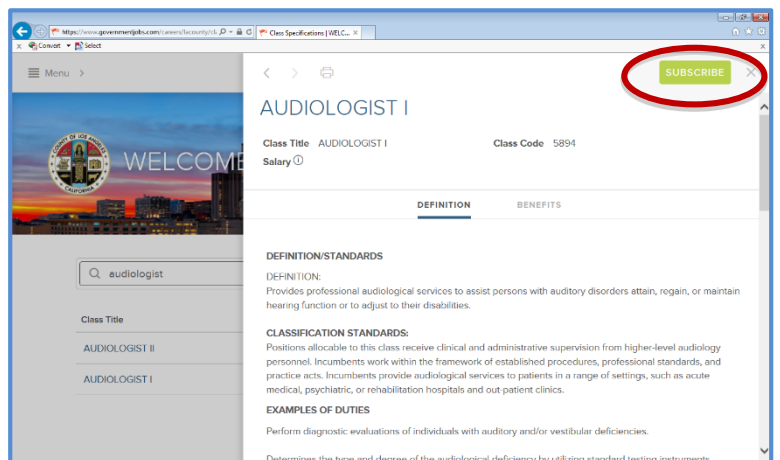
21

Additional Website Features

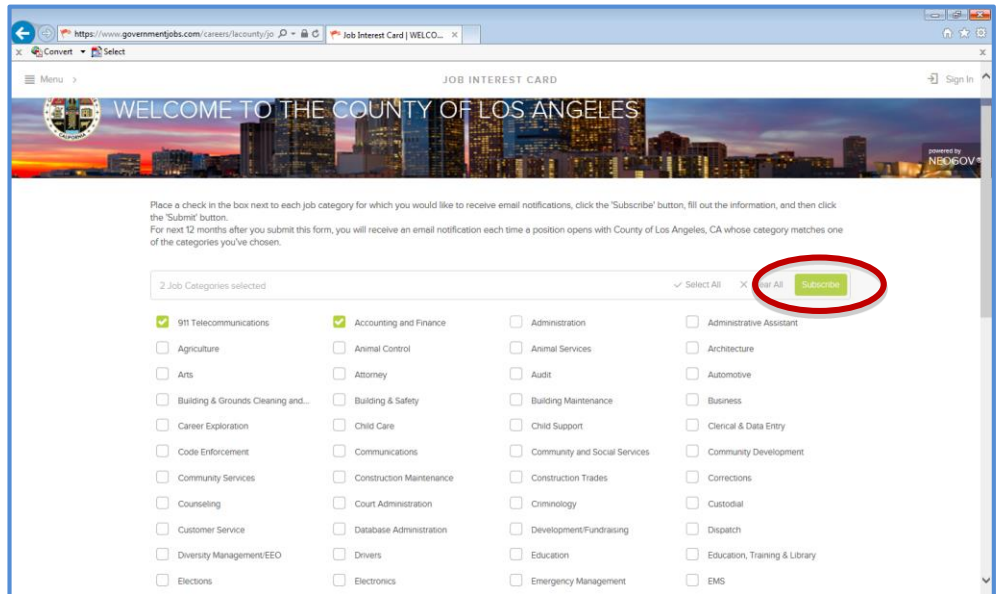
We recommend that you review the features under the  icon, located on the top, left-hand corner of the webpage.

→ Clicking on the  icon will activate a window pane that slides in from the left side of the page. Below is a brief description of each selection.

- **Job Opportunities** – displays all the job listings within Los Angeles County
- **Job Opportunities (General Public)**– displays all of the Open Competitive job listings within Los Angeles County
- **Class Specifications** – displays all job classifications within Los Angeles County. To receive email notifications each time a position opens in a specific job classification, click on  specific **Class Specification Title** and then on the  icon in the upper right corner of the page (see screen shot to the right). Your subscription will last 12 months and then you will need to re-subscribe.



- **Job Interest Card** – displays all the job categories (e.g., architecture, community development, health sciences, parks and recreation) within Los Angeles County. To receive email notifications each time any position opens in one or more of those categories, select the **Categories** you are interested in and then click on the **SUBSCRIBE** icon (see screen shot below for an example). Your subscription will last 12 months and then you will need to re-subscribe.



- **Test Preparation** – takes you directly to the Employment Test Preparation System, which contains interactive practice tests and subject guides to assist you in your preparation for employment tests.
- **Frequently Asked Questions (FAQs)** – displays common questions about using the job application system and the job application process.
- To obtain an electronic copy of the FAQs page go to <http://dhrdcap.co.la.ca.us/neogovhelp/Documents/FAQ.pdf>
- **Employment Information** – displays important employment information including but not limited to:
- Your responsibilities as a job applicant
 - Equal Employment Opportunity/non-discrimination policy
 - Social Security Act of 2004
 - Record of convictions
 - Americans with Disabilities Act of 1990
 - Veteran's Credit
 - Employment Eligibility Information
 - Los Angeles County Child Support Compliance Program
 - The California Fair Employment and Housing Act
 - Accreditation Information

- **Help & Support** – this webpage links directly to the www.governmentjobs.com website and provides online support for applying for government jobs. This webpage is not managed by the County of Los Angeles.
 - The webpage can be directly accessed at:
<https://www.governmentjobs.com/Home/ApplicationGuide>
- **Facebook** – links you to Los Angeles County’s Facebook page
- **Twitter** – links you to Los Angeles County’s Twitter webpage and handle. Follow @LACountyDHR to get updates on upcoming job postings.

8. CONCLUSION

We hope you found this guide helpful to your Los Angeles County job search. For questions related to your application or information about a specific job bulletin, please refer to the contact name indicated on the job bulletin announcement.

We wish you the best in your career endeavors.



Workforce & Employee Development Division
Talent Management