



COUNTY OF LOS ANGELES

JOB SEARCH GUIDE

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



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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:



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



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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.



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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.

<u>Keyword Search</u>

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.

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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.



Sort Results

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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.

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.

- IF Sort
 ×

 Posting Date, Newest to Oldest

 Posting Date, Oldest to Newest

 Job Title A-Z

 Job Title Z-A

 Salary, Highest to Lowest

 Salary, Lowest to Highest

 Y Filter Reset All
 ×

 Location
 >

 Job Category
 >

 Estimated Annual Salary
 >

 Exam Type
 >
- 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 <u>within</u> 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**.

📴 🗏 Me	enu >			JOB OF	PPORTUNITIES	6			
	Q Search						627 Jobs found	tF s	ort • Y Filter •
	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	W1082U
	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
	1 2 3	4 5 6 7	7 8 9 10	Next →					Showing Items 1 - 10
	JOB OPPORTUNITIES	ACCOUNT							Copyright © 2016



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

Next \rightarrow 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 <u>entirety</u> for other purposes (e.g., to understand the duties and requirements) <u>before</u> submitting an application.²





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.

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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.

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	CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER,			- \$293,667 уг	AUDIOLOGIST I
	ASSOCIATE	Full time	Open	\$42,285.6	Salary () \$65,751.36 - \$86,231.04 Annually Location () Los Angeles County, CA Leb Time Full time Dependment LEALTH CED/I/CES
	AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR	T un une	Open	yr	Job Number Y5894F
	ASSOCIATE COUNTY	Full time	Open	\$67,554.7	DESCRIPTION BENEFITS QUESTIONS
	COUNSEL		·	- \$79,495.¢ yr	Position/Program Information
	AUDIO, VIDEO, AND	Full time	Open	\$77,604,4	DEPARTMENT OF HEALTH SERVICES
	SECURITY SYSTEMS TECHNICIAN	Full ume	Open	\$77,604.4 yr	EXAM NUMBER: Y5894F
					OPEN COMPETITIVE JOB OPPORTUNITY
	AUDIOLOGIST I	Full time	Open	\$65,751.3 \$86,231.0	ORIGINAL POSTING DATE: 08/15/2014
				yr	DEFINITION: Provides professional audiological services to assist persons with auditory disorders attain, regain, or maintain
	AUDIOLOGIST II	Full time	Open	\$77,942.1	hearing function or to adjust to their disabilities.
				\$102,219. yr	Essential Job Functions
	AUTOMATED	Full time	Promotional	\$47,495.0	 Perform diagnostic evaluations of individuals with auditory and/or vestibular deficiencies. Determines the type and degree of the audiological deficiency by utilizing standard testing instruments, equipment and procedures, which may include air conduction, speech discrimination
	IDENTIFICATION SYSTEM TECHNICIAN II			\$62,286. ут	tests and other specialized tests. Evaluates patients to determine needs for amplification and makes recommendations regarding hearing
	BIOMEDICAL EQUIPMENT	Full time	0000	¢44 120 1/	 aid fitting and course of aural rehabilitation to be followed. Interprets, analyzes, and evaluates test results to determine the degree, pattern, and nature of hearing
		Fuilume	Open	\$44,138.10	loss: determines need for amplification and makes recommendations regarding bearing aid fitting; and

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<u>Apply</u>

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.

Job Bulletin Description

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

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

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.



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	CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER,			- \$293,667 yr	AUDIOLOGIST I
	ASSOCIATE AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR	Full time	Open	\$42,285.¢ yr	Salary \$\$5,751.36 \$\$86,231.04 Annually Location O Los Angeles County, CA Job Type Full time Department HEALTH SERVICES Job Number Y5894F
	ASSOCIATE COUNTY	Full time	Open	\$67,554.7	DESCRIPTION BENEFITS QUESTIONS
	COUNSEL			- \$79,495.€ yr	Position/Program Information
	AUDIO, VIDEO, AND	Full time	Open	\$77,604.4	DEPARTMENT OF HEALTH SERVICES
	SECURITY SYSTEMS TECHNICIAN			yr	EXAM NUMBER: Y5894F
					OPEN COMPETITIVE JOB OPPORTUNITY
	AUDIOLOGIST I	Full time	Open	\$65,751.3 \$86,231.0	ORIGINAL POSTING DATE: 08/15/2014
				уг	DEFINITION: Provides professional audiological services to assist persons with auditory disorders attain, regain, or maintain
	AUDIOLOGIST II	Full time	Open	\$77,942.1	hearing function or to adjust to their disabilities.
				\$102,219.: уг	Essential Job Functions
	AUTOMATED	Full time	Promotional	\$47,495.0	 Perform diagnostic evaluations of individuals with auditory and/or vestibular deficiencies. Determines the type and degree of the audiological deficiency by utilizing standard testing instruments,
	FINGERPRINT			-	equipment and procedures, which may include air conduction, bone conduction, speech discrimination
	IDENTIFICATION SYSTEM TECHNICIAN II			\$62,286. yr	tests and other specialized tests. Evaluates patients to determine needs for amplification and makes recommendations regarding hearing
					aid fitting and course of aural rehabilitation to be followed.
	BIOMEDICAL EQUIPMENT	Full time	Open	\$44,138.10	 Interprets, analyzes, and evaluates test results to determine the degree, pattern, and nature of hearing loss; determines need for amplification and makes recommendations regarding hearing aid fitting; and

Job Applicant Questions

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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.

< > 春 企	APPLY X
AUDIOLOGIST I	
Salary ① \$61,370.16 - \$80,483.04 Annually Job Type Full time Job Number Y5894F	Location ① Los Angeles County, CA Department HEALTH SERVICES
DESCRIPTION	BENEFITS QUESTIONS
*01 Do you possess a Master's degree with - Yes - No *02 Do you possess a current license to pro Pathology and Audiology Board? - Yes - No * Required Question	specialization in Audiology?
Agency County of Los Angeles	Address Los Angeles, California, 90010.
Website http://hr.lacounty.gov	

4. CREATING & ACCESSING YOUR USER ACCOUNT

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

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						*Pa:	ssword		
							Sign In		
						Forg	ot Username? Res	set Password	
Welcome									
	es is a great place to st	art or continue a path to your o	career! Job oppo	ortunities are up	dated daily. You are able	to eas	or sign in with		
The County of Los Angele		art or continue a path to your o					or sign in with		
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Create Your User Account

- → To create a user account, click the Sign In
 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
 Create 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.

TIES		→ Sign In
	Create Account	<u>Sign In</u>
	*Email	(i)
	*Username	
	*Password	
	Create	
eer! Job opportunities a		

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 <u>not</u> been migrated over; you will be required to create a governmentjobs.com account and re-enter your information to apply for current job opportunities.

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Getting Started 🐌 Suggested Sites	Web Slice Gallery							
		JOB	OPPORTUNI	ITIES				→ Sign In
WELCO	METOTH	IE COUNT	YOF	LOS A	NGELES	1. 	n In <u>Create</u> Isername or Email assword Sign In root Username? Res	e an account
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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.



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.



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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.

PROFILE

Info

Work

Education

••• Additional

References

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eneral I

- → 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.

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				Applying as: JobSeeker0 Support X
		Résumé	Import Your Résumé	
18		O 1110	Save time by importing your information into our system a	utomatically
		🛍 Work		
		Education	in	
		••• Additional	Transfer from LinkedIn	Upload from Computer
		∂ Attachments	Use your LinkedIn résumé information for your new profile. You can edit this info later.	Supported file types: .pdf, .doc, .txt
		Questions		
		🛱 Review	To manually fill in	your information, you can Skip this step
		Submit		



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 <u>only</u> 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.



Customizing Your Applicant Profile

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- → Click on the tabs to enter your information in the fields.
- → At the bottom of each box or page displayed, click on the Save or Next 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 Edit / 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 <u>not</u> 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.

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≡ Menu >		JOB OPPORTU	INITIES		6	Job Seeker 🗸 ^	
Welcome	e to start or continue				Application		20
Interdepartmental Promotic Q Search		Ind Transfer Opportunities at SHOW MOI			ntions		
Job Title 🔺	Job Type Exam Type	Salary Closing	Posted	Category Department	nt Job Number		
ASSISTANT PROGRAM	Full time Transfer	Not	12/11/15	Public Health PUBLIC H	IEALTH TRPH5233-5		



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 <u>saved</u> 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.

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Job Interest Card		leseel		powered by
Frequently Asked		Class Specifications		NEOGOV®
Questions (FAQs)		Job Interest Card		
Cost Information	Angeles is a great place to s	Test Preparation	ties are updated daily. You are able to easily apply for jobs.	
Technical Assistance	i Promotional, Excertmenta	/ Test rreparation	eserved for COUNTY OF LOS ANGELES EMPLOYEES ONLY! To qualify	
⑦ Help & Support		Frequently Asked	627 jobs found	
SOCIAL		Questions (FAQs)		
Facebook Twitter	Job Type E	Z Employment	osted Category Department Job Number	_
LEF	RK I Full time T	Information	6/30/16 Clerical & Data TREASURER TRTT057701 Entry / Accounting & TAX	
		7 Technical Assistance	and Finance / COLLECTOR Customer Service	
LEF	RK II Full time T		1/22/16 Clerical & Data PUBLIC TRPH0578-1	-
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- → 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 SUBSCRIBE 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.

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Convert + Steet	Tess Specifications WELC ×					
≣ Menu >	< > ©	SUBSCRIBE				
	AUDIOLOGIST I					
	Class Title AUDIOLOGIST I Salary ①	Class Code 5894				
	DEFIN	ITION BENEFITS				
	DEFINITION/STANDARDS					
Q audiologist	DEFINITION:					
		es to assist persons with auditory disorders attain, regain, or maintain				
Class Title	hearing function or to adjust to their disab	nittes.				
	CLASSIFICATION STANDARDS:					
AUDIOLOGIST II	Positions allocable to this class receive clinical and administrative supervision from higher-level audiology					
		amework of established procedures, professional standards, and				
AUDIOLOGIST I	practice acts. Incumbents provide audiolo medical, psychiatric, or rehabilitation hosp	gical services to patients in a range of settings, such as acute				
		nais and odepadent clinics.				
	EXAMPLES OF DUTIES					
	Perform diagnostic evaluations of individu	als with auditory and/or vestibular deficiencies.				
	Determines the type and degree of the au	udiological deficiency by utilizing standard testing instruments,				

→ 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



- 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 <u>http://dhrdcap.co.la.ca.us/neogovhelp/Documents/FAQ.pdf</u>
- 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 <u>www.governmentjobs.com</u> 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: <u>https://www.governmentjobs.com/Home/ApplicationGuide</u>
- → 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.



Talent Management