



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **ELIGIBILITY WORKER II (Reposting)**

---

**SALARY:** \$3,760.82 - \$4,667.64 Monthly  
\$45,129.84 - \$56,011.68 Annually

**OPENING DATE:** 09/04/20

**CLOSING DATE:** Continuous

### **POSITION/PROGRAM INFORMATION:**



### **FILING DATES:**

Applications will be accepted starting Tuesday, September 8, 2020, 8:00 a.m., PT until the needs of the service are met and is subject to closure without prior notice.

### **EXAM NUMBER:**

491798

### **TYPE OF RECRUITMENT:**

Open Competitive Opportunity

**REPOSTING INFORMATION:** This is a reposting to reopen the exam number 491798 and update information in the following sections: Special Requirement Information, Transfer of Scores, Test Preparation, Eligibility Information, Special Information, Application and Filing Information, and Supplemental Questionnaire.

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AT THE TIME OF FILING

### **DEFINITION:**

Makes initial and continual eligibility determinations of public assistance and grants for an assigned number of public assistance applicants and participants.

**OUT-OF-CLASS EXPERIENCE:**

Out-of-class experience will not be accepted for this examination.

**CLASSIFICATION STANDARDS:**

This is the journey-level of the Eligibility Worker class series and positions allocable to this class report to an Eligibility Supervisor. Eligibility Worker II's are assigned a caseload and are responsible for making independent determination of initial and continuing eligibility for applicants and program participants receiving public assistance within established guidelines and procedures. May also perform Income Eligibility Verification of cases to calculate overpayment recovery amount.

Incumbents must exercise knowledge of the laws, regulations and procedures governing the administration of public assistance grants and programs and of interviewing and record keeping techniques. Incumbents must also have the ability to search and gather records of various incomes or eligibility related information from multiple sources including computer databases, and apply the rules and regulations pertaining to eligibility for various categories of aid programs, makes mathematical computations, evaluate financial data, and interact effectively with the public in the process of public assistance program evaluation.

**ESSENTIAL JOB FUNCTIONS:**

Interviews applicants or participants receiving public assistance to obtain financial and other eligibility data and assists applicants or participants in completing the necessary documents for the initiation, continuation, or modification of benefits.

Explains provisions of the various public assistance programs, applicable federal and state regulations, county policies, legal rights and responsibilities of persons applying for or participating in public assistance programs.

Advises participants of sanctions for non-compliance with the terms and conditions of initiating and continuing benefits.

Reviews and analyzes financial and eligibility information to determine initial or continuing eligibility for one or more public assistance programs, such as CalWORKs, General Relief, CalFresh, Medi-Cal, Foster Care or other public assistance programs.

Contacts individuals, agencies, insurance companies, schools and other relevant institutions to verify or clarify information provided to resolve discrepancies.

Analyzes available information and make appropriate disposition recommendations.

Computes benefits for eligible applicants or participants of public assistance programs to determine whether funds can be authorized for special needs; initiates and updates program participants' financial information and budget documents.

Organizes, monitors and prioritizes assigned cases to ensure required case records and documents are properly filed, processed, verified and updated within specific time limits to meet the deadlines

established by legislation and regulations.

Makes home calls or field visits to interview participants, to verify eligibility and clarify other pertinent information related to a participant's case file.

Makes preliminary assessment of applicants or program participants' social situation to determine potential problems for appropriate referrals to social service staff.

Refers applicants or program participants to appropriate County departments, community-based organizations, and other agencies for services and resources to address their immediate and long-term needs.

Prepares the forms necessary for entering participant's financial and biographical data into the computer system; reviews computer generated data reports to verify and ensure data entered are accurate.

Searches various income and eligibility related computer databases to ascertain whether the applicants or participants of the programs are receiving income from other sources of public assistance aids or programs, and to verify eligibility status.

Participates in a job referral and placement project for potentially employable applicants and participants of public assistance as needed.

Verifies earnings or incomes to compute the amount of over-payment or over-issuance, generates over-payment reports and Notices of Action, and, when appropriate, makes referrals to the Welfare Fraud Prevention and Investigations unit as needed.

Follows existing criteria in identifying suspected cases of welfare fraud for referrals to the Welfare Fraud Prevention and Investigations unit.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS:**

**Option 1:** One year of experience as an Eligibility Worker I\* in the service of the County of Los Angeles.

**Option 2:** A Bachelor's\*\* degree from an accredited college.

**Note:** Credit for experience is given based on a 40-hour workweek. Part time experience is credited on a part time ratio, such as 20 hours per week for two months equals one month of experience.

### **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:**

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.

**SPECIAL REQUIREMENT INFORMATION:**

\*Applicants must **have status as an Eligibility Worker I as evidenced by holding such a payroll title** in the service of the County of Los Angeles for the required period of time.

\*\* In order to qualify under option 2, you MUST include a legible copy of the official diploma, official transcripts, official letter from the accredited institution which shows the area of specialization, evaluation report of a transcript or an official certificate of completion at the time of filing or within ten (10) calendar days from application submission. Official transcript and official letter are defined as transcript or letter that bears the college seal and states "official and/or copy" issued by the school's Registrar Office. A printout of the transcript from the school's website is NOT considered official and will not be accepted which may result in your application being rejected. An evaluation report of a transcript is defined as a report issued by an academic credential evaluation agency recognized by the NACES or the AICE of the United States. A transcript submitted that is expressed in a language other than English will NOT be accepted and may result in your application being rejected. Please submit documentation to [ExamsUnit@dpss.lacounty.gov](mailto:ExamsUnit@dpss.lacounty.gov) and indicate your name, and on the subject line must include the exam name **Eligibility Worker II** and exam number **491798**.

**ADDITIONAL INFORMATION:****IMPORTANT NOTES:**

- Please note that all information included in the application materials is subject to **VERIFICATION** 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/or Minimum 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**.

**EXAMINATION CONTENT:**

This examination will consist of a multiple-choice test weighted 100% covering the following:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Office Practices and Procedures
- Customer Service
- Achievement Orientation
- Conscientiousness
- Customer Service Potential
- Customer Focus
- Dependability
- Retention

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on the examination in order to be placed on the Eligible 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 [RomeoTeves@dpss.lacounty.gov](mailto:RomeoTeves@dpss.lacounty.gov), [BHRCentralHiring@dpss.lacounty.gov](mailto:BHRCentralHiring@dpss.lacounty.gov), [info@governmentjobs.com](mailto:info@governmentjobs.com), and the domains [dpss.lacounty.gov](http://dpss.lacounty.gov) and [governmentjobs.com](http://governmentjobs.com) to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. Applicants have the ability to opt out of emails from LA County. If you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County. Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into [governmentjobs.com](http://governmentjobs.com) and viewing your profile inbox, which saves a copy of all emailed notices.

It is your responsibility to take the above steps to view correspondence. 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 Test Results will be sent via Email or USPS mail, depending on your chosen method of contact in the supplemental questionnaire. Test scores cannot be given over the phone.

**Standardized and copyrighted examination materials are not subject to review in accordance with Civil Service Rule 7.19.**

**TRANSFER OF SCORES:**

Applicants who have taken identical test part(s) for this or any other exam within the last twelve (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. Upon acceptance of your application, your test responses may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least twelve (12) months. Depending on the new examination content, your transferred test responses may not result in the same score.

**TEST PREPARATION:**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While these practice materials 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 <https://www.shldirect.com/en/practice-tests>.

**ELIGIBILITY INFORMATION:**

Applications will be processed on an as-received basis and promulgated to the register of eligible candidates accordingly. The names of candidates receiving a passing grade in the examination will be placed on the register of eligible candidates in order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete in this exam more than once in a 12-month period.

**SPECIAL INFORMATION**

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.**

**APPOINTMENT INFORMATION:**

As a condition of employment, appointees must successfully pass a training program. The duration of the training program (approximately 10 - 14 weeks of classroom and on-the-job training) is included in the appointee's one-year probation period.

**SELECTIVE CERTIFICATION REGISTERS:**

Selective certification registers may be prepared for the following language specialties: AMESLAN, Arabic, Armenian, Cambodian, Cantonese, Farsi, Korean, Lao, Mandarin, Russian, Spanish, Tagalog, and Vietnamese. The Department may also prepare selective certification registers by service areas.

Candidates who wish to have their names placed on a language selective certification register must indicate their foreign language on the application and pass a qualifying language proficiency test on their ability to speak, read, and write English and the specialty language.

**VACANCY INFORMATION:**

The resulting eligible register will be used to fill vacancies in the Department of Public Social Services offices located throughout Los Angeles County.

**PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DOES NOT GUARANTEE AN OFFER OF EMPLOYMENT****APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. We must receive your application by 5:00 p.m., PT, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using the website <https://www.governmentjobs.com/careers/lacounty>.

Applicants must submit all applicable documents (diplomas, official transcripts, certificates, etc.) during application submission. All documents must be clear and legible. Although resumes can be uploaded as attachments to the application, resumes cannot be accepted in lieu of completing the online application.

Documents not submitted with the application may be emailed to [ExamsUnit@dps.lacounty.gov](mailto:ExamsUnit@dps.lacounty.gov), but must be received within ten (10) calendar days of filing. All emails must clearly identify the applicant's name and the subject line must include the exam name **Eligibility Worker II** and exam number **491798**.

Acceptance of your application depends on whether you clearly show that you meet the Minimum Requirements. Fill out the online application completely and correctly in order to receive full credit for any related education, training, and job experience. For each job held, give the name and address of

your employer, your job title, beginning and ending dates and description of work performed. Utilizing verbiage from the Class Specification and/or Minimum Requirements will not be sufficient to demonstrate that you meet the requirements. Doing so may result in an incomplete application and disqualification. All information supplied is subject to verification. APPLICATIONS MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS. Falsification of any information may result in disqualification or rescission of appointment.

**PLEASE REVIEW YOUR APPLICATION CAREFULLY AND COMPLETELY PRIOR TO CLICKING THE "SUBMIT" BUTTON**

**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, E-MAIL 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 and is subject to disqualification from this examination.

Questions regarding this posting may be emailed, with the exam name **Eligibility Worker II** and exam number **491798** in the subject line, to [ExamsUnit@dps.lacounty.gov](mailto:ExamsUnit@dps.lacounty.gov).

Americans with Disabilities Act (ADA) Coordinator email: [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)  
Teletype Phone: (800) 897-0077  
California Relay Services Phone: (800) 735-2922

Department Contact Name: Romeo Teves  
Department Contact Phone: (562) 566-7535  
Department Contact Email: [ExamsUnit@dps.lacounty.gov](mailto:ExamsUnit@dps.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. 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.

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.

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below 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](http://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 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

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 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,



## COUNTY OF LOS ANGELES Employment Information

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

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/>

**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

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](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**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.

**COUNTY OF LOS ANGELES  
Employment Information**

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

**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 conditions.

Updated October 2019

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

Position #491798  
ELIGIBILITY WORKER II (REPOSTING)  
RT

\*\*\*\*\*  
Los Angeles, CA 90010

**ELIGIBILITY WORKER II (Reposting) Supplemental Questionnaire**

1. The response you provide on **supplemental question 1** is **VOLUNTARY**. The information provided will have **NO IMPACT** on your application, nor will it be used to determine your eligibility to participate in this or any future examination. This information will be used by the County for statistical purposes to enhance its homeless service programs.

Have you experienced any of the following homelessness or insecure housing situation(s) within the last two (2) years?

Check all that apply:

- Lived in a car
- Lived in a park
- Stayed in a makeshift structure on the street or sidewalk
- Stayed in an abandoned building

- Stayed in camp ground
  - Resided in an emergency shelter
  - Stayed in a hotel or motel
  - Stayed with friends or family members
  - Other
  - No, I have not experienced homelessness or insecure housing situation.
- \* 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 [RomeoTeves@dpss.lacounty.gov](mailto:RomeoTeves@dpss.lacounty.gov), [BHRCentralHiring@dpss.lacounty.gov](mailto:BHRCentralHiring@dpss.lacounty.gov), [info@governmentjobs.com](mailto:info@governmentjobs.com) and the domains [dpss.lacounty.gov](http://dpss.lacounty.gov) and [governmentjobs.com](http://governmentjobs.com) to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. Applicants have the ability to opt out of emails from LA County. If you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County. Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into [governmentjobs.com](http://governmentjobs.com) and viewing your profile inbox, which saves a copy of all emailed notices.
- It is your responsibility to take the above steps to view correspondence. 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 acknowledge that I have read and understood the above instructions.
- \* 3. You may elect to receive application status and final test results notifications via email or via USPS mail. Please note that USPS mail may take up to 14 business days for delivery. All other notifications, such as test invitation and other applicable special information, are communicated exclusively via email. How would you like to receive application status and final test results notifications?
- Email
  - USPS
- \* 4. Did you attach a copy of your official diploma, official transcripts, official letter, evaluation report of a transcript, and DD214, if applicable?
- Yes, I have attached all necessary documents.
  - No, it is not applicable.
  - I will email the document(s) within ten (10) calendar days to [Examsunit@dpss.lacounty.gov](mailto:Examsunit@dpss.lacounty.gov).
- \* 5. Selective certification registers may be prepared for the following language specialties: AMESLAN, Arabic, Armenian, Cambodian, Cantonese, Farsi, Korean, Lao, Mandarin, Russian, Spanish, Tagalog, and Vietnamese. Candidates who wish to have their names placed on a selective language certification registers must indicate their foreign language by responding to **supplemental questions 6 through 10**, and pass a qualifying language proficiency test on their ability to speak, read, and write English and the specialty language.
- I acknowledge that I have read and understood the above instructions.
- \* 6. Do you know American Sign Language?
- Yes
  - No

- \* 7. Are you proficient in READING any of the following languages?
- Arabic
  - Armenian
  - Cambodian
  - Cantonese
  - Farsi
  - Korean
  - Lao
  - Mandarin
  - Russian
  - Spanish
  - Tagalog
  - Vietnamese
  - I am not proficient in READING any of the above languages.
- \* 8. Are you proficient in WRITING any of the following languages?
- Arabic
  - Armenian
  - Cambodian
  - Cantonese
  - Farsi
  - Korean
  - Lao
  - Mandarin
  - Russian
  - Spanish
  - Tagalog
  - Vietnamese
  - I am not proficient in WRITING any of the above languages.
- \* 9. Are you proficient in SPEAKING any of the following languages?
- Arabic
  - Armenian
  - Cambodian
  - Cantonese
  - Farsi
  - Korean
  - Lao
  - Mandarin
  - Russian
  - Spanish
  - Tagalog
  - Vietnamese
  - I am not proficient in SPEAKING any of the above languages.

- \* 10. Do you have a Language Proficiency Certificate issued by the County of Los Angeles, that indicates that you are proficient in READING, WRITING, and SPEAKING another language? (If yes, a copy must be attached to this application.)
- Yes, I attached a copy.
  - No, I do not have a language proficiency card.
  - I will email the document within ten (10) calendar days to Examsunit@dps.lacounty.gov.
- \* Required Question