



**COUNTY OF LOS ANGELES**  
SHERIFF'S DEPARTMENT  
**OPEN COMPETITIVE JOB OPPORTUNITY**



**THIS ANNOUNCEMENT IS A REBULLETIN TO RE-OPEN THE FILING PERIOD, UPDATE THE SPECIAL REQUIREMENT INFORMATION, AND SUPERSEDES BULLETIN NO. 770-2686, POSTED ON DECEMBER 12, 2008. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST TWELVE (12) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.**

Bulletin No. 770-2746

Posting Date: August 17, 2009

**JOB TITLE**

**PRINCIPAL FACILITIES PROJECT MANAGER**

**EXAM NUMBER**

J4132E

**FILING DATES**

August 18, 2009 until needs are met

**SALARY**

\$7,438.55 - \$9,241.00 **MONTHLY**

**POSITION INFORMATION**

Positions allocable to this class provide the first level of technical and administrative supervision for sections engaged in the coordination of all phases of project management including design, construction and occupancy.

**ESSENTIAL JOB FUNCTIONS**

Supervises the coordination of the design and construction of County facility projects including reviewing progress for timeliness.

Supervises staff including providing orientation and training in sectional, divisional and departmental policies, procedures and standards.

Makes project assignments to staff including establishing priorities and deadlines.

Provides information on the scheduling of future projects depending on current progress and workload.

Supervises the preparation of regular reports on project progress and special reports dealing with unique circumstances or problems including recommendations for their resolution.

Develops and recommends changes in policies standards and procedures.

Represents the division chief, as assigned, in coordinating a section's or division's activities with other divisions, departments or public and private agencies.

Reviews reports or recommendations prepared by subordinates for technical and administrative feasibility and makes necessary recommendations to the division chief.

Assists in directing the preparation of a division's annual budget and report.

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754  
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION  
REQUIREMENTS**

A Bachelor's Degree from an accredited\* college or university with a specialization in architecture or engineering\*\* -AND- Two years' paid experience with full responsibility\*\*\* for coordinating both the design and construction of complex\*\*\*\* facility projects or in the supervision\*\*\*\*\* of a section responsible either for scheduling and resource management or program and space management.

**Physical Class:** 2 - 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.

**Licenses:** 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.

**Special Requirement 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 Association of International Credential Evaluators, Inc.

\*\*To qualify, applicants must attach a photocopy of their diploma or copies of the official transcripts of school records confirming field of study and successful completion of classes at the time of filing.

\*\*\*Full responsibility experience means having the immediate and complete charge of managing and coordinating both the design and construction of complex facility projects, and providing direct supervision over a project team responsible for the coordination of such activities.

\*\*\*\*Experience coordinating the design and construction of complex facility projects means direct management to include, but not limited to design, construction, budget, scope and schedule with emphasis on project cost controls and direct interface with jurisdictional agencies and other county departments for projects with a total budget of no less than \$25M USD.

\*\*\*\*\*Supervision means the immediate and full responsibility of managing complex projects\*\*\*\* and a team of personnel that are engaged in all facets of the planning and management of facility projects. Responsibilities includes, but is not limited to, establishing the project budget, scope, and schedule with emphasis on project cost controls and direct interface with jurisdictional agencies and other county department. Further, supervision includes the direct responsibility for preparation of manager performance evaluations.

**SPECIAL  
INFORMATION**

**Shift:** Any Shift

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

**VACANCY  
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies within the Los Angeles County Sheriff's Department, Administrative Services Division, Facilities Planning Bureau.

**EXAMINATION  
CONTENT**

This examination will consist of an interview weighted 100%. The interview will cover training, experience and general ability to perform the duties of the position.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE INTERVIEW IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**ELIGIBILITY  
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the promulgation date.

**NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

**\*\*\* IMPORTANT INFORMATION \*\*\***

**APPLICATION  
INFORMATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either on-line, in person, or by mail beginning on Tuesday, August 18, 2009. You have the option of filing your application either hard copy submission -OR- Online (via electronic submission). Please select only one method to file your application.

**Instructions for Filing Online:** A Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically beginning Tuesday, August 18, 2009. Applications electronically received after 4:30 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE, CLICK ON THE LINK BELOW THE FILING ADDRESS.**

**Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-2580 within five (5) business days of filing Online or by 4:30 p.m. on the last day of filing, whichever comes first. Please include your Name, Exam Number, and the Exam Title on faxed documents.**

**Instructions for Hard Copy Submission:** A Standard County Employment Application for this examination will be accepted on business days only between 8:00am and 4:30 p.m. beginning Tuesday, August 18, 2009, at the address listed below. A Standard County of Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

Applications filed at any other County location will not be accepted if they are not received at the below location by the last day of filing. Facsimiles of the application will not be accepted. For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit at (323) 526-5611, TTY (323) 260-5291 or (323) 267-6669.

**THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME.**

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Selection Requirements." Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related

education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Sheriff's Department  
Personnel Administration - Professional Examinations Unit  
101 Centre Plaza Drive  
Monterey Park, CA 91754  
(323) 526-5611

**DISABILITY  
ACCOMMODATIONS**

**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 coordinator at (323) 526-5671.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**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.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- 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
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

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. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**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.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**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.