



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



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION AND SUPERSEDES BULLETIN NO.: 770-2375, POSTED JANUARY 18, 2007 WITH AN ORIGINAL FILING DATE OF APRIL 21, 2003. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST TWELVE 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. 770-2585

Posting Date: February 22, 2008

JOB TITLE	<u>HEAD FOOD SERVICE WORKER /DIET TECHNICIAN</u>
EXAM NUMBER	J64231
FILING DATES	April 21, 2003 until needs are met
SALARY	\$2,332.82 - \$2,969.36 MONTHLY \$2,332.82 - \$3,050.45 (EFFECTIVE 07/01/08) \$2,403.00 - \$3,140.45 (EFFECTIVE 01/01/09)
POSITION INFORMATION	Positions allocable to this class supervise a large number of food service workers assisting in the preparation and service of food, or assists in the administration or management of kitchen activities in a County facility.
ESSENTIAL JOB FUNCTIONS	<p>Supervises Intermediate Food Service Workers who assist in the preparation of food items, meal trays, and food carts.</p> <p>Prepares and maintains the work schedules for Intermediate Food Service Workers to ensure around-the-clock staff coverage, as required.</p> <p>Provides assistance in menu planning for incarcerated patients based upon medical history evaluations and court-ordered requests for special dietary needs.</p> <p>Interviews inmate/patients to obtain dietary history which aids in the preparation and completion of an individualized nutritional assessment and care plan.</p> <p>Inspects meal tray lines to ensure that correct diets and meal portions are being served to the appropriate inmate/patient.</p> <p>Researches, verifies, and prepares a special diet list for inmate/patient who are scheduled to appear in court.</p> <p>Creates, generates, and maintains the dietary census log.</p> <p>Prepares and maintains meal count reports.</p> <p>Investigates, documents, and resolves inmate complaints for medical diets.</p> <p>Assists the Food Services Chief with Quality Assurance studies.</p> <p>Requires to write administrative reports pertaining to day-to-day operations of the Food Services Unit, as required.</p>

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

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**SELECTION
REQUIREMENTS**

Two years' experience in the preparation, serving of special/medical diet meals in a hospital, military, or any similar establishment or institution.

Physical Class: 3 - Moderate:

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

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: *Applicants who possess an Associate of Arts degree from the two-year Dietetic Technician program and/or a Serve Safe Certificate or an equivalent of the Los Angeles County's Food Handler Certificate, **must attach** a copy of the degree confirming successful completion of the program and/or a copy of the certificate with the application **at the time of filing.**

EXPERIENCE IN FAST FOOD RESTAURANT IS NOT CONSIDERED AS QUALIFYING EXPERIENCE FOR THIS POSITION.

**DESIRABLE
QUALIFICATIONS**

*Completion of a two year Dietetic Technician Program yielding an Associate of Arts Degree

*A Serve Safe certificate or an equivalent of the Los Angeles County's Food Handler Certificate

**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 located in the Los Angeles County Sheriff's Department, Correctional Services Division, Food Services.

**EXAMINATION
CONTENT**

This examination will consist of a written test covering knowledge of food preparation, supervision, and English language usage weighted 50% and an interview covering training, experience, and general ability to perform the duties of the position weighted 50%.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**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 date of promulgation.

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

**** IMPORTANT INFORMATION ****

**APPLICATION
INFORMATION**

Applications must be submitted on business days **ONLY** either in person or by mail between 8:00 a.m. and 4:30 p.m. at the address listed below. Applications filed at any other County location **will not** be accepted if they are not received at the below location. Facsimiles of the application **will not** be accepted. **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
University Centre Building - 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) 526-5606.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5606. 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.

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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, 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.