



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



THIS ANNOUNCEMENT IS A REBULLETIN TO CHANGE THE SELECTION REQUIREMENT, UPDATE SALARY INFORMATION, SPECIAL REQUIREMENT INFORMATION AND SUPERSEDES BULLETIN NO. 770-2528 POSTED ON SEPTEMBER 28, 2007, WITH AN ORIGINAL FILING DATE OF OCTOBER 1, 2007. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST TWELVE (12) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION, IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 770-2563

Posting Date: March 21, 2008

JOB TITLE	<u>CLINICAL PSYCHOLOGY INTERN</u>
EXAM NUMBER	J8694G
FILING DATES	October 01, 2007 until needs are met
SALARY	\$2,580.83 MONTHLY \$2651.80 (Effective 07/01/08) \$2731.35 (Effective 01/01/09)
POSITION INFORMATION	Positions allocable to this class assist in and learn to apply psychological techniques and principles while participating as an intern in a formal training program.
ESSENTIAL JOB FUNCTIONS	<p>Receives instruction in the functions of Employee Support Services Bureau and its role in providing services to the employees of the Los Angeles County Sheriff's Department.</p> <p>Learns the purpose and methods of the counseling and consulting program.</p> <p>Attends in-service training classes and lectures to become familiar with various employee assistance services and functions.</p> <p>Attends psychological staff meetings to become familiar with terminology and the application of classroom theory.</p> <p>Attends weekly supervision meetings, participates in discussions involving the application of psychological principles, and presents case histories.</p> <p>Attends staff meetings and assumes responsibility for material primarily related to client care.</p> <p>Interviews and assesses new clients.</p> <p>Participates in the development of psychological treatment plans.</p> <p>Provides counseling and psychotherapeutic services to help relieve anxiety, depression and other acute symptoms.</p> <p>Provides consultation to department supervisors and managers on a wide variety of employee issues such as work place violence and work performance.</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

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

Researches topics and presents training, workshops, and lectures on a variety of topics to academy classes, supervisors, management, and training officers.

Current enrollment in a doctoral program from an accredited or approved college or university in Psychology with the emphasis in clinical or counseling psychology.*

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: *APPLICANTS MUST COMPLETE DOCTORATE DEGREE AND SUBMIT VERIFICATION OF THE DOCTORATE DEGREE FROM AN ACCREDITED OR APPROVED COLLEGE OR UNIVERSITY IN PSYCHOLOGY WITH THE EMPHASIS IN CLINICAL OR COUNSELING PSYCHOLOGY BEFORE RECEIVING A FINAL OFFER OF EMPLOYMENT. FAILURE TO SUBMIT A COPY OF THEIR DIPLOMA OR OFFICIAL TRANSCRIPTS OF SCHOOL RECORDS CONFIRMING REQUIRED FIELD OF STUDY WILL RESULT IN NON-APPOINTMENT OF THE APPLICANT.

To qualify, candidates must submit proof of enrollment in a doctoral program from an accredited or approved college or university in Psychology with the emphasis in clinical or counseling psychology.

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 and Association of International Credential Evaluators, Inc.

**DESIRABLE
QUALIFICATIONS**

Credit will be given to applicants, who possess DESIRABLE qualifications and indicate so on their employment application at the time of filing:

Completion of a one year pre-doctoral clinical internship program.
Experience working with an adult population in a clinical setting.
Experience delivering training or clinical seminars/workshops.
Experience providing clinical services to law enforcement or military personnel

**SPECIAL
INFORMATION**

Shift: Any Shift
APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS AND HOLIDAYS.

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 at the Los Angeles County Sheriff's Department, Employee Support Services Bureau.

**EXAMINATION
CONTENT**

This examination will consist of an evaluation of training and experience based on application information weighted 100%.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION 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 date of promulgation.

No person may compete for 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 from 8:00 a.m. and 4:30 p.m. This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice. 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 On-Line: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. 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) 415-6592 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, the Exam Number, and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this examination will be accepted either in person or by mail on business days only between 8:00 a.m. and 4:30 p.m., at the address listed below. This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice. A Standard County of Los Angeles Employment Application can be found at:
<http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

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. 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.

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" and "Desirable Qualifications." 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

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=987.

**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.

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

**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.