



COUNTY OF LOS ANGELES
invites applications for the position of:

Program Associate, Arts and Culture

SALARY: \$5,465.92 - \$7,365.74 Monthly
\$65,591.04 - \$88,388.88 Annually

OPENING DATE: 11/03/21

CLOSING DATE: 11/17/21 05:00 PM

POSITION/PROGRAM INFORMATION:



LOS ANGELES COUNTY
DEPARTMENT OF ARTS AND CULTURE

FILING DATES:

The application filing period will start effective Monday, November 15, 2021 at 1:00 p.m. (PST).

Filing will be suspended after the first 200 applications are received, or by Wednesday, November 17, 2021 at 5:00 p.m. (PST), whichever occurs first. Applications received after the first 200 will not be considered.

EXAM NUMBER:

RT8805A

TYPE OF RECRUITMENT:

Open Competitive

REPOSTING INFORMATION:

This announcement is being reposted to open the application filing period and include information on withhold provisions and the Countywide vaccination against COVID-19 requirement.

WITHHOLD:

No withhold will be excepted for this examination.

OUT-OF-CLASS EXPERIENCE:

No Out-of-Class experience will be accepted.

COUNTYWIDE COVID-19 VACCINATION REQUIREMENT:

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of

vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the Department of Arts and Culture Human Resources Unit staff.

DEFINITION:

Provides specialized technical program support and administrative, fiscal, and project management services for professional personnel involved in the development and implementation of a comprehensive countywide Department of Arts and Culture program.

CLASSIFICATION STANDARDS:

Under general supervision, positions allocable to this journey-level class provide both administrative and specialized program support and are involved in a variety of planning and coordination activities for an Arts and Culture program. Responsibilities include research and analysis of program, policy, operational, and organizational issues; monitoring consultant and vendor services, contracts, and grants; coordinating activities related to preparation of the annual budget; and providing staff support to various committees to facilitate project implementation.

Incumbents are expected to resolve most program-related issues except those which are new or unusually complex in nature. Positions in this class are distinguished from the lower-level class of Program Assistant, Arts and Culture by their increased scope of responsibility and independence.

ESSENTIAL JOB FUNCTIONS:

EXAMPLES OF DUTIES:

Analyzes and makes recommendations for the management of program functions including program development, processes, budget, and other administrative program-related duties.

Provides staff support at various Departmental and committee meetings.

Provides specialized staff services to facilitate dispute resolution efforts between stakeholders and the Department of Arts and Culture.

Analyzes, recommends, and implements comprehensive systems and protocols to manage and track grant awards or contracts.

Researches funding sources for assigned programs and recommends strategies to increase funding to support long-range Arts and Culture programs and plans.

Conducts administrative studies of programs and practices to evaluate their effectiveness and prepares written findings and recommendations as requested by program management.

Creates and maintains a complex project database and regularly prepares project status and related reports for management.

Coordinates the public information and public relations components of the program with the Head of Marketing and Communications by providing the content to be posted on the organization's websites, social media and local and national press releases regarding special events.

Facilitates marketing and outreach efforts to increase public awareness of Arts and Culture programs and services by promoting community involvement, coordinating special events, and making recommendations regarding the preparation and distribution of educational and marketing materials.

Researches and provides information regarding workshops and symposiums of interest to stakeholders and the nonprofit arts community.

Assists management with program budget preparation and program oversight by providing

administrative budget tracking.

Analyzes, recommends, and implements solutions for the development of comprehensive systems and protocols to increase productivity and efficiency in administering program initiatives.

Maintains all financial records for an assigned program or service, and prepares and tracks contracts, encumbrances, and invoices.

Supervises a small group of employees or consultants in the performance of program-related activities, as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Graduation from an accredited four (4) year college or university with major coursework in arts administration, public or business administration, education, or a related field* -AND- two (2) years of experience in a staff capacity** working for an arts agency*** and/or arts organization****.

LICENSE:

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

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.

Special Requirement Information:

*In order to receive credit for a Bachelor's degree, you MUST include a legible copy of your official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, with your online application at the time of filing, or within 15 calendar days from the application submission date. If you are unable to attach the required document, you must email the document to the Exams Unit at: ahinojosa@arts.lacounty.gov. Please include the Exam Title and Exam Number in the subject line of your email. Any materials enclosed with the online application will not be returned.

****Staff capacity** is defined as: Work in an advisory capacity to provide program and administrative support for line managers; includes performing research, analysis, and making recommendations to administration for the solution of problems such as organization, use of personnel, allocation of funds, workload and workload fluctuations, or programs and procedures for accomplishing work objectives.

***An **arts agency** is a government or other type of organization that works to promote, support, and develop the arts to ensure a vital presence for the arts throughout communities.

****An **arts organization** is a non-profit that creates, exhibits, and/or performs works in any of the following fine, performing, applied, or literary art forms as a primary public function, including but not limited to: dance, music, theater, and/or visual arts.

DESIRABLE QUALIFICATIONS:

- Experience managing, designing, implementing, and/or supporting communications for performing arts, visual art, public art, art collections, arts education, grant-making, research, and/or similar programs.
- Work experience or substantial collaboration with a federal, state, and/or regional arts agency or arts service organization.
- Experience leading or assisting with planning, coordinating, and/or implementing special events involving multiple agencies, community stakeholders, and/or patrons in order to promote the arts.

- Experience using Microsoft Office Suite or similar software in order to manage and/or track financial records, grant awards, and/or contracts for performing arts, visual art, public art, art collections, arts education, grant-making, research, and/or similar programs.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This exam will consist of an **Evaluation of Education and Experience**, weighted 100%, based on application information, Desirable Qualifications, and responses to the Supplemental Questionnaire.

Each candidates' background will be evaluated on the basis of information provided on his/her County of Los Angeles Employment Application and Supplemental Questionnaire that pertains to the areas of SELECTION REQUIREMENTS and DESIRABLE QUALIFICATIONS to determine the level and scope of the candidate's job preparation for this position.

Candidates must meet the Selection Requirements at the time of application filing AND achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

All notifications will be sent via email to the email address provided in the application. Scores cannot be given over the phone.

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.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

FAIR CHANCE INITIATIVE:

The County of Los Angeles is a Fair Chance employer. Except for a very limited number of position, you will not be asked to provide information about conviction history unless you receive a contingent offer of employment. The County will make individual 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 conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.***

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Arts and Culture.

Passing this examination and being placed on the eligible register does not guarantee an offer of employment.

AVAILABLE SHIFT:

Day

Special Information:

For more information about the Los Angeles County Department of Arts and Culture, you may

visit our website at: <https://www.lacountyarts.org/>

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, email, Fax, or in person will not be accepted.

Plan to submit your online application well in advance of the deadline as you may be required to verify your email address. This only needs to be done once per email address, and if you already have a job seeker account on governmentjobs.com/careers/lacounty, you can verify at any time by logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

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 vlogan@arts.lacounty.gov, as well as noreply@governmentjobs.com, and info@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 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.

Applicants are required to submit a standard Los Angeles County **Employment Application** online and complete the **Supplemental Questionnaire**, to be considered for this examination. Paper application and/or resumes cannot be accepted in lieu of online application. We must receive your application and additional documents, by 5:00 pm (PST), on or before the last day of filing.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, and description of work performed.

In order to receive credit for the required degree/coursework, certification, and/or license, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, and/or a legible copy of the official certificate and/or license at the time of filing or within 15 calendar days from the date of filing application.

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 this website.

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** or **RESCISSION OF APPOINTMENT**.

Utilizing **VERBIAGE** from Class Specification and Selection 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**.

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.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID 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.

DEPARTMENT CONTACT NAME:

Vanecia Logan, Exam Analyst
vlogan@arts.lacounty.gov

ADA COORDINATOR PHONE:

(213) 273-8320

CALIFORNIA RELAY SERVICES PHONE:

(800) 735-2922

**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. 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

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.

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

COUNTY OF LOS ANGELES Employment Information

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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 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

supersedes any language contained below 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

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below Human Resources Office may be required to Preparation System for taking practice tests be attached to your application. may be accessed on the Department of Human Resources website at

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 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

<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, 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, 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.

COUNTY OF LOS ANGELES Employment Information

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

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.

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

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Employment Information**

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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.

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 #RT8805A
PROGRAM ASSOCIATE, ARTS AND CULTURE
VL

Los Angeles, CA 90010

Program Associate, Arts and Culture Supplemental Questionnaire

* 1. This Supplemental Questionnaire is to be completed by all applicants for the PROGRAM ASSOCIATE, ARTS AND CULTURE examination. This Supplemental Questionnaire requires you to document specific experience that pertains to the Desirable Qualifications. It is your sole responsibility to complete this questionnaire, to its entirety, correctly and accurately. Please be as specific as possible and include all information requested. Points will NOT be awarded for incomplete responses. Comments such as, "see resume" or "see application" will not be considered a valid response. Falsification or omission of any information may result in disqualification or dismissal. All information is subject to verification at any time during the examination and hiring process. I understand the above information and instructions.

Yes No

* 2. Describe, in detail, your experience managing, designing, implementing, and/or carrying out tasks for one or more of the following types of programs: performing arts; visual art; public art; art collections; arts education; grant-making; research; and/or similar programs. Please include the agency or organization name; dates of employment/internship/volunteer service; the scope and level of your responsibility; and examples of the specific strategies, platforms, and software used to complete assignments. Points will not be awarded for incomplete answers. If you do not have any experience related to this question, please indicate "N/A" (not applicable) as your response.

- * 3. Describe, in detail, your experience using Microsoft Office Suite or similar software in order to manage and/or track financial records, grant awards, and/or contracts for one or more of the following types of programs: performing arts; visual art; public art; art collections; arts education; grant-making; research; and/or similar programs. Please include the agency or organization name; dates of employment/internship/volunteer service; software used; type of document(s); intended audience; and the scope and level of your responsibility. Points will not be awarded for incomplete answers. If you do not have experience related to this question, please indicate "N/A" (not applicable) as your response.

* Required Question