



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

## **Program Manager I (Grants Administrator)**

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**SALARY:**

\$5,425.82 - \$7,115.74  
Monthly  
\$65,109.84 - \$85,388.88  
Annually

**OPENING DATE:**

05/23/19

**CLOSING DATE:**

06/13/19 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PARKS AND RECREATION**

**FILING OPENS:** 05/28/2019 at 8:00 AM

**FILING CLOSES:** 06/13/2019 at 5:00 PM

**EXAM NUMBER:** D0977J

**TYPE OF RECRUITMENT:** Open Competitive

**About You:**

Do you have experience working with grant programs and funding? Are you passionate about improving your community? Are you detail orientated, a phenomenal teammate, love collaborating

with others, and building relationships? Do you love acting as a liaison between other agencies? Are you analytical and love thinking outside of the box to find solutions?

**About Us:**

Regional Park and Open Space District (RPOSD) has been around for over 25 years and has awarded more than \$1 billion in grants for the development and improvement of parks, recreation, cultural, and community facilities. We help with grants that improve, develop, rehabilitate, protect and/or restore neighborhood parks, all 88 cities in Los Angeles County, and unincorporated areas. In addition to community improvements, we have also employed over 25,000 youth. All grant funding is related to Proposition A and Measure A.

**Definition:**

Provides administrative coordination and management services for professional personnel involved in the provision of services to the public through a specialized departmental program, under the direction of the central administrative staff director of the Department.

**ESSENTIAL JOB FUNCTIONS:**

Administers and disburses grant funds contingent on application approval, eligibility, and compliance with grant program requirements.

Maintains a liaison relationship with various agencies and organizations, including County departments, local, state and federal agencies, community agencies, and other concerned parties, both public and private.

Perform regular project site inspections before, during and after completion to ensure that the works progress as intended and in compliance with the grant agreement's scope of work.

Coordinate the execution of project agreements between RPOSD and the applicant/grantee and ensure that programs are successfully implemented.

Review and approve applications for grant funding including project eligibility, feasibility, completeness, timeliness, budgeting and any necessary project agreement special provisions.

Represent RPOSD at meetings and ceremonies with other departments or agencies, as assigned by the Grants Section Assistant Manager, Grants Section Manager or District Administrator.

Ensure that grantees are aware of and in compliance with RPOSD's policies, grant agreements and Grants Administration Manuals.

Work with grantees to develop, review and guide plans and projects to completion.

Facilitate and function as a subject matter expert at workshops held by RPOSD for its various grant programs.

**REQUIREMENTS:**

**Selection Requirements:**

**Option 1:** A Bachelor's degree from an accredited college\* and three years' experience in a general administrative staff capacity\*\* analyzing and making recommendations related to grants or contracts.\*\*\* At least one year of which must have been at a skilled level.\*\*\*\*

-OR-

**Option 2:** A Master's degree in Public Administration or Business Administration from an accredited graduate school\* and two years' experience in a general administrative staff capacity\*\* analyzing and making recommendations related to grants or contracts.\*\*\* At least one year of which must have been at a skilled level.\*\*\*\*

-OR-

**Option 3:** One year of experience as an Administrative Assistant II\*\*\*\*\* or higher in a general administrative staff capacity\*\* analyzing and making recommendations related to grants or contracts.\*\*\*

**Special Requirement Information:**

\* To receive credit for completion of a degree program, a copy of your degree or your official transcript must be attached at the time of application or emailed to [jkennington@parks.lacounty.gov](mailto:jkennington@parks.lacounty.gov) within 15 calendar days of filing.

\*\* Staff capacity is defined as reporting to a manager in a central or line department's administrative unit of an organization performing work that supports administration by doing research, analysis, and making recommendations.

\*\*\* Grants and contracts experience is defined as independently reviewing and evaluating applications or proposals for accuracy and compliance; making recommendations for improvements related to grant or contract policies, projects, and guidelines; monitoring grant or contract programs for compliance regarding program guidelines and project completion within the budget; presenting grant or contract related information at meetings on behalf of the department; or regularly communicating with grantees or contractors.

\*\*\*\* Skilled level is defined as independently analyzing and making recommendations to resolve problems related to grants and contracts such as missing information on applications; delays in processing or approval of applications or proposals; systems and procedures; complaints from grantees or agencies; and the evaluation of project progress, completion, and compliance.

\*\*\*\*\* To qualify, applicants must hold or have held the payroll title of Administrative Assistant II or higher in the County of Los Angeles. No out-of-class experience or Verification of Experience Letter (VOEL) experience in similar classes will be accepted.

**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:** 2 - Light. Light physical effort which may include occasional light lifting up to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Desirable Qualifications:**

- Degree specialization in Recreation, Natural Resource Planning & Interpretation, Leisure Studies, Public Administration, Business Administration, or closely related field.
- Experience in grants or contracts directly related to recreation and park planning.
- Experience maintaining relationship as a liaison between various agencies and organizations, including County departments, local, state and federal agencies, community agencies, grantees, and other concerned parties, both public and private.
- Experience in each of the following related to grants or contracts: reviewing and evaluating applications or proposals for accuracy and compliance; making

recommendations for improvements related to grant or contract policies, projects, and guidelines; monitoring grant or contract programs for compliance regarding program guidelines and project completion within the budget; and presenting grant or contract related information at meetings on behalf of the department.

## **ADDITIONAL INFORMATION:**

### **Examination Content:**

This examination will consist of two (2) parts:

**Part I:** An evaluation of experience, education and desirable qualifications based upon application information and the supplemental questionnaire, **weighted 30%**.

**Part II:** An **oral interview** covering knowledge and experience, oral communication, deductive reasoning, problem solving, teamwork, relationship building, customer service, and time management, **weighted 70%**.

*Candidates must achieve a passing score of 70% or higher on each part of the examination to be placed on the eligible list.*

**NOTE: All test invitations will be sent via E-Mail to the E-Mail address provided on the application.** It is important that candidates provide a valid email address. Please add [jkennington@parks.lacounty.gov](mailto:jkennington@parks.lacounty.gov) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail. Notices will automatically be sent to the applicant's inbox at [www.governmentjobs.com/careers/lacounty](http://www.governmentjobs.com/careers/lacounty) as well.

### **Eligibility Information:**

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

### **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.***

### **Vacancy Information:**

The eligible list for this examination will be used to fill permanent vacancies throughout the Department of Parks & Recreation.

### **Application and Filing Information:**

#### **Instructions for Filing Online:**

Go to: <http://governmentjobs.com/careers/lacounty> and search for "Program Manager I (Grants Administrator)", Click on the name of the bulletin you are applying to, click the green "Apply" button.

APPLICATIONS MUST BE FILED ON-LINE VIA GOVERNMENTJOBS.COM WEBSITE.

**APPLICATIONS AND RESUMES SUBMITTED BY U.S. MAIL, E-MAIL, THIRD PARTY WEBSITES (IE: Indeed.com, etc.), FAX, OR IN-PERSON WILL NOT BE ACCEPTED.**

**Correspondence and Updates will be sent Via E-Mail.**

We strongly advise applicants to add [jkennington@parks.lacounty.gov](mailto:jkennington@parks.lacounty.gov) to your e-mail address book/contacts and safe list to ensure receipt of notifications and to check your junk/spam e-mail folder regularly. Notices will also be automatically be sent to the applicant's account inbox on [www.governmentjobs.com/careers/lacounty](http://www.governmentjobs.com/careers/lacounty). **Should any of your contact information change, including mailing address, please notify our office.**

**Computer and Internet Access at Public Libraries:** For candidates who may not have regular access to a computer or the internet, applications can be complete on computers at public libraries throughout Los Angeles County.

**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 using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

All information is subject to verification. We may reject your application at any time during selection process.

**Department Contact Name:** Jessica Kennington  
**Department Contact Number:** (626) 588-5111  
**Department Contact Email:** [jkennington@parks.lacounty.gov](mailto:jkennington@parks.lacounty.gov)  
**ADA Coordinator Phone:** (626) 588-5109  
**Teletype Phone:** (800) 897-0077  
**California Relay Services Phone:** (800)735-2922

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**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. Please list separately the PAYROLL TITLE 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 APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or

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.

**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

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**2. Minimum or Selection Requirements are listed in the job posting.**

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE 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. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. Application Deadline:**

- a. 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.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

**4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**5. Promotional Examinations:**

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for

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.***

**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.

**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,

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

**6. 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 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

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.

**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 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

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**COUNTY OF LOS ANGELES  
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Any language contained in the job posting 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. Any language contained in the job posting respects to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

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.

**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.

**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).

**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.

**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.

Revised February 2019

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

Position #D0977J  
PROGRAM MANAGER I (GRANTS ADMINISTRATOR)

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Los Angeles, CA 90010

**Program Manager I (Grants Administrator) Supplemental Questionnaire**

- \* 1. I understand that the information provided in the application and on the following supplemental questionnaire will be used to evaluate my experience, education and desirable qualifications.

I understand that responses such as "see resume", "see above", "see attached", etc. will not be considered a response.

I acknowledge the above statements

- \* 2. I understand that to get credit for a Bachelor's or Master's degree at least one of the following must be attached to the application or emailed to [jkennington@parks.lacounty.gov](mailto:jkennington@parks.lacounty.gov) within 15 calendar days of the bulletin closing.

- \* Copy of degree -OR-

- \* Official transcript (unofficial transcripts will not be accepted)

I acknowledge the above statement

- \* 3. Which of the following applies to your qualifications.

I have a Bachelor's degree and at least 3 years experience working in a general administrative staff capacity in grants or contracts.

I have a Master's degree and at least 2 years of experience in general administrative staff capacity in grants and contracts.

I currently hold or have previously held the job title of Administrative Assistant II or higher with the County of Los Angeles and have at least one year experience analyzing and making recommendations related to grants or contracts.

I do not meet one of the above requirements.

- \* 4. Do you hold a Bachelor's or Master's degree in any of following specializations? If so please select the specialization.

Please note that your degree or official transcripts that show your specialization must be attached to the application or sent to [Jessica.kennington@parks.lacounty.gov](mailto:Jessica.kennington@parks.lacounty.gov) within 15 calendar days of filing.

Recreation

Natural Resource Planning & Interpretation

Leisure Studies

Public Administration

Business Administration

Closely Related Field

I do not have a degree in any of the above specializations.

- \* 5. Please describe your grant or contract experience related to reviewing and evaluating applications or proposals for accuracy and compliance. In your response include the following:

- \* Company name

- \* Dates of employment

- \* Hours worked per week

\* Summary of specific duties and responsibilities related to reviewing grant applications.

If you do not have experience in this area please type N/A.

- \* 6. Please describe your experience making recommendations for improvements related to grant or contract policies, projects, and guidelines. In your response include the following:

- \* Company name
- \* Dates of employment
- \* Hours worked per week
- \* Summary of specific duties and responsibilities related to grant application processing.

If you do not have experience in this area please type N/A.

- \* 7. Please describe your experience related to monitoring grant or contract programs for compliance regarding program guidelines and project completion within the budget. In your response include the following:

- \* Company name
- \* Dates of employment
- \* Hours worked per week
- \* Summary of specific duties and responsibilities related to grant operations.

If you do not have experience in this area please type N/A.

- \* 8. Please describe your experience related to presenting grant or contract related information at meetings on behalf of the department. In your response include the following:

- \* Company name
- \* Dates of employment
- \* Hours worked per week
- \* Summary of specific duties and responsibilities related to grant proposals.

If you do not have experience in this area please type N/A.

- \* 9. Please describe your experience in grants or contracts that is directly related to working with recreation and park planning. Include the following:

- \* Company name.
- \* Dates of employment (Month and Year).
- \* Hours worked per week.
- \* Specific duties, projects, regulations, etc. related to recreation and park planning.

If you do not have experience list N/A.

- \* 10. Please describe your experience maintaining relationship as a liaison between various agencies and organizations, including County departments, local, state and federal agencies, community agencies, grantees, and other concerned parties, both public and private. In your response include the following:

- \* Company name.
- \* Dates of employment (Month and Year).
- \* Hours worked per week.
- \* Organizations you were a liaison for and/or between.
- \* Specific liaison relationships related to grants and/or contract roles.

If you do not have experience list N/A.

- \* Required Question