



COUNTY OF LOS ANGELES
invites applications for the position of:

LAKE LIFEGUARD, RECURRENT PARKS AND RECREATION

SALARY: \$21.35 - \$27.98 hourly

OPENING DATE: 10/29/20 8:00am

CLOSING DATE: 12/13/20 12:00pm

POSITION/PROGRAM INFORMATION:

With more than 10 million residents, Los Angeles County is the most populous county in the nation. As the largest employer in Southern California, over 112,000 employees in more than 36 Departments provide vital public services as diverse as law enforcement, property assessment, public health protection, water conservation, cultural and recreation activities and much more.



OUR VISION

TO BE A WORLD CLASS PARKS AND RECREATION ORGANIZATION

OUR MISSION

- Serve as stewards of parklands.
- Build healthy and resilient communities.
- Advance social equity and cohesion.

Are you ready to join the nation's largest county Recreation Agency?

Come Join our Regional Parks Agency where you will make a difference and provide essential services. Advance your skills in an intimate team oriented atmosphere. Collaborate with experienced team members who want to see you succeed.

We are looking for individuals who are:

- Ambitious
- Committed
- Highly capable
- Dedicated
- Conscientious
- Self-starters

What you will do:

- Observes an assigned area of a lake from tower, launch ramp or patrol boat to preserve order, prevent accidents, and effect rescues.
- Administers first aid to victims of near-drownings and injured or ill patrons suffering from heart condition, seizure, heat exhaustion, broken bones or lacerations;
- Enforces lake ordinances and rules prohibiting such activities as use of illegal flotation devices and swimming in restricted areas.

DEPARTMENT OF PARKS AND RECREATION

LAKE LIFEGUARD, RECURRENT

Exam number: D2948G

Filing Opens: October 30, 2020 at 8:00am
Filing Closes: December 13, 2020 at 12:00pm

Type of Recruitment: Open Competitive (OC)

ESSENTIAL JOB FUNCTIONS:

Opens lifeguard tower at beginning of shift and checks equipment such as rescue cans, radio, first aid box, resuscitator, oxygen and face masks; reports malfunctions to the lead lifeguard or supervisor.

Conducts continuous surveillance of assigned beach area for signs of swimmers in trouble and violations of lake ordinances and safety regulations.

Releases seriously injured victims to senior lifeguard or paramedical personnel.

Maintains log book by entering information regarding rescues, first aid rendered and other unusual events; writes a narrative account of major incidents.

Reports other incidents such as capsized boats, violations of boating regulations, drinking alcoholic beverages or fights to the senior lifeguard, supervisor.

Effects rescues in the lake using rescue can or board; using department approved techniques, secures and swims victims to shore.

Serves as crew of a patrol boat and operates the boat to maintain position when senior lifeguard goes aboard another vessel or onto docks.

Acts as observer while on boat patrol, looking for such things as distressed or speeding boats, violations of safety regulations, and dangerous debris in the lake.

Performs operational check of the boat daily, checks oil and gas level, refuels boat when necessary; checks boat gear such as fire extinguishers, first aid equipment, and radio; reports malfunctions to senior lifeguard.

Responds as crew member to such incidents as burning, capsized, or sinking boats; operates fire fighting and pumping equipment, attaches tow lines and swims to effect rescues.

Drives and services the lifeguard truck including adding oil, water and gas, washing and checking first aid equipment.

Observes parking, dock, and launch areas for instances of unacceptable activity such as speeding boats, unsafe launches, illegal parking, or drinking alcoholic beverages; issues warnings for minor offenses and issue citations in cases of repeated or serious offenses, as needed.

Instructs boat owners in proper procedure for launching boats and assists them in launching and retrieving operations to protect the boats from damage or swamping.

Operates motor vehicles and patrol boats in the course of carrying out duties and responsibilities.

Engages in the physical fitness program established by the department in order to maintain capability to perform lake lifesaving duties.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Graduation from high school or its equivalent.*

Candidates must have the ability to swim 1000 meters within 18 minutes in a pool environment. Successful completion of the County approved basic course of instruction, including authorized lifesaving, first aid and cardiopulmonary resuscitation, will be required before final appointment.

LICENSE REQUIREMENT: A valid California Class C Driver License is required.

A valid California Class "C" Driver License is required to perform job-related essential functions. Successful applicants for positions that require driving must obtain and present a copy of his/her driving record from the California State Department of Motor Vehicles before final appointment. Applicants should not present a copy of their driving history until asked to do so by the hiring department. The County will make an individualized assessment of whether an applicant's driving history has a direct or adverse relationship with the specific duties of the job. License must not be currently suspended, restricted, or revoked.

Out of state applicants must have a valid license from the state in which they reside at the time of filing and will be required to obtain a California Class "C" or above driver license by the time of hire.

OTHER REQUIREMENTS:

Incumbents must have the physical strength, stamina and swimming skills to effect rescues in rough lake water conditions.

Vision: At least 20/30 in each eye without correction.

Hearing:

There may be no greater than a 25 dB loss in the better ear as averaged over the test frequencies of 500, 1000, and 3000 Hz. There may not be a peak loss at any of the test frequencies greater than:

- 30 dB at 500 Hz
- 30 dB at 1000 Hz
- 40 dB at 2000 Hz
- 40 dB at 3000 Hz

There may be no greater than a 35 dB loss in the worse ear as averaged over the test frequencies, and no peak loss greater than 45 dB at any of the test frequencies. In the case of a questionable, unusual, or borderline hearing loss, the applicant's record will be reviewed by the Occupational Health Service Consultant in otolaryngology who will make a recommendation as to the applicant's employability and forward it to the Medical Director for final disposition.

PHYSICAL CLASS:

4 - Arduous - Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally required extraordinary physical activity.

ADDITIONAL INFORMATION:

SPECIAL REQUIREMENT INFORMATION:

AGE REQUIREMENT: At least 18 years of age at time of appointment.
*Applicants who will be eighteen (18) years old by **June 16, 2021** may compete in this examination, however, they will be placed on "withhold" status until they have met the age requirement.*

Additional Information:

EXAMINATION CONTENT: This examination will consist of a 1,000 meter swimming **performance test** weighted 100%. Candidates must complete the 1,000 meter swim test in **18 minutes or less** to pass with 70% and to be placed on the eligible list. The final score will be based on the order of the finish swim time 18 minutes or less.

***** IMPORTANT INFORMATION *****

IN ORDER TO BE CONSIDERED FOR THIS POSITION, ALL CANDIDATES MUST **APPLY ONLINE AND ATTEND ONE OF THE SWIM TEST/EXAM DATES LISTED BELOW:**

SPECIAL INFORMATION:

Saturday, December 5, 2020
8:00 AM - 12:00 PM (Check in with Appointments Only)
Arcadia Park - Norman S. Johnson Aquatic Center
405 S. SANTA ANITA AVE., ARCADIA, CA 91006

Sunday, December 13, 2020
8:00 AM - 12:00 PM (Check in with Appointments Only))
Castaic Aquatic Center
31350 Castaic Rd. Castaic, CA 91384

Candidates must come prepared with bathing suits and towels to take the swim test.

IMPORTANT INFORMATION

Candidates will not be allowed to participate in the examination without proper picture ID such as a California Driver's License, California ID card, Passport, etc. Date of birth verification is also required at the time of swim test. If picture ID does not list date of birth, candidate must provide

Original Birth Certificate.

Candidates who pass the swim test will be notified via email of a later date to complete hiring paperwork and to be live scanned/fingerprinted.

Our office hours are open Monday-Thursday, 7:00AM - 5:00PM.

CANDIDATES MUST PROVIDE THE FOLLOWING DOCUMENTATION AT CHECK IN

- **PHOTO ID**
 - Such as non-expired State ID, State Driver License, Passport, or if Minor, current High School or College ID.
- **PROOF OF AGE**
 - Such as Original Birth Certificate if Photo ID does not show date of birth.

IT IS STRONGLY RECOMMENDED THAT APPLICATIONS ARE FILED PRIOR TO EXAM DATE FOLLOWING THE INSTRUCTIONS BELOW. DUE TO THE COVID-19 PANDEMIC ALL APPLICANTS WILL BE REQUIRED TO SCHEDULE AN APPOINTMENT TO TAKE THE SWIM TEST.

PLEASE NOTE:

Friday, December 4, 2020 at 5pm will be the Last day to schedule an appointment for the swim test at:

Arcadia Park - Norman S. Johnson Aquatic Center
405 S. SANTA ANITA AVE.,
ARCADIA, CA 91006

Friday, December 11, 2020 at 5pm will be the last day to schedule an appointment for the swim test at:

Castaic Aquatic Center
31350 Castaic Rd. Castaic, CA 91384

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 SIX (6) months following the date of promulgation.

FAIR CHANCE INITIATIVE:

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, 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 vacancies in the Department of Parks and Recreation. The position is for RECURRENT VACANCIES ONLY.

Potential Work Sites:

- Bonelli Park, San Dimas, CA
- Castaic Lake, Castaic, CA
- Santa Fe Dam, Irwindale, CA

Shift: Various; includes weekends, nights, and holidays.

**APPLICATION AND FILING INFORMATION:
APPLICATIONS MUST BE FILED ON-LINE. APPLICATIONS SUBMITTED BY U.S. MAIL,
FAX OR IN-PERSON WILL NOT BE ACCEPTED.**

We must receive your application by 12:00PM, PST, on the last day of filing, **December 13, 2020.**

**You must include a legible copy of your high school diploma, or GED diploma at time of appointment.*

***Applicants must submit a legible copy of their valid California Driver License at time of appointment.*

Go to: <http://governmentjobs.com/careers/lacounty> and search for "LAKE LIFEGUARD, PARKS AND RECREATION (RECURRENT)" You must click on the green "APPLY" button in order to apply online.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

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

NOTE: 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 save 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.

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.

Department Contact Name: Sharon King
Department Contact Number: 626-588-5112
Department Contact Email: sking@parks.lacounty.gov
Teletype Phone: (213) 427-6118
ADA Coordinator Phone: 626-588-5109
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

7. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to

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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 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. 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

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 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.

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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 Human Resources Office may be required to be attached to your application.

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

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 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.

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

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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. 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***

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.

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.

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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>.

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.

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 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 #D2948G
LAKE LIFEGUARD, RECURRENT PARKS AND
RECREATION
SK

Los Angeles, CA 90010

LAKE LIFEGUARD, RECURRENT PARKS AND RECREATION Supplemental Questionnaire

- * 1. Will you be 18 years old by June 16, 2021?
Yes No

- * 2. Have you ever been a county of Los Angeles employee?
Yes No

- * 3. If yes to questions 2, please provide your employee #, title of the position you held, department name and dates and length of time you worked.

- * 4. Do you plan to take your swim test at Arcadia park?
Yes No

- * 5. If the answer is "Yes" to question # 4, You have read and understand you must schedule an appointment on or before December 4, 2020 by 5pm.

Yes No

* 6. Do you plan to take your swim test at Castaic Aquatics?

Yes No

* 7. If the answer is "Yes" to question # 6, You have read and understand you must schedule an appointment on or before December 11, 2020 by 5pm.

Yes No

* Required Question