

LOS ANGELES COUNTY PUBLIC HEALTH SCHOLARS: APPLICATION INSTRUCTIONS

Online Application for ADMINISTRATIVE AID Position LA County DPH Human Resources

Carefully read and follow the instructions below. Read **ALL instructions** first before proceeding with the course.

Getting Started:

In order to complete a successful application for the Public Health Scholars Program, you will need to prepare the following:

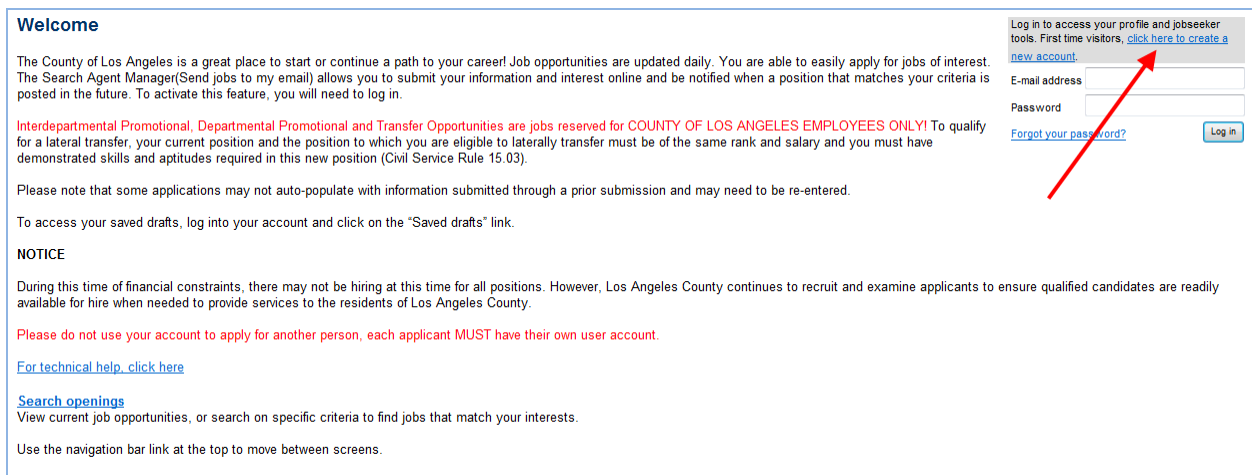
1. Create a **login** and **profile** on the LA County DHR website
2. Complete the LA County DHR **online application** for the “Administrative Aid” bulletin
3. Prepare the following documents:
 - **Personal Statement**
 - **CV or Resume** (needed to complete online application)
 - **One Recommendation Letter**
 - **Unofficial Transcripts** from current graduate program

Creating and Accessing your Online Profile:

- To create your profile for the LA County DPH Human Resources webpage, navigate your web browser to: <http://hr.lacounty.gov/wps/portal/dhr/home> and click on the “Access Your Profile” link.



- If you do not already have a profile, click on the link to “create a new account”. Review the privacy policy and click “Agree” to continue with the profile creation process. Create your profile using your email address and a password of your choice.



- After logging into your profile, you will be able to enter contact information, work experience, education, and resume attachments. Complete the section here under [Edit your profile](#) and upload your current resume or CV in the [Resume/CV manager](#) section.

Welcome, (Your Name)

[For technical help, click here](#)

[Search openings](#)
View all current job opportunities, or search on specific criteria to find jobs that match your interests.

Use your browser back button at the top to move between screens.

[Job submission status](#)
Check the status of your job submission.

[Edit your profile](#) ←
Update your login, contact information, education, work experience and upload your attachments.

[Resume/CV manager](#) ←
Upload, edit, or delete up to five versions of your resume/CV and cover letter (Only).

[Search agent manager](#)
Create, update, or delete saved job searches.

[Job cart](#)
View or submit your resume/CV to jobs you previously saved.

[Saved drafts](#)
Did you save an application or Job Specific Questionnaire to complete for later? From here you may complete any draft(s) finish your draft(s).

- Navigate back to the Welcome page on your browser (pictured above) and click on the [Search openings](#) link. Type “administrative aid” and click “Search” to access the Administrative Aid application.

Search openings

Use the search criteria below to identify the career opportunity you are looking for and click **Search**. To select a job you select.

[For technical help, click here](#)

Keyword [Tips](#)

This field supports Boolean operators like **AND, OR and AND NOT**

Position Title

Job Field
Administration
Animal Care

- Within the search results, you should see “ADMINISTRATIVE AID/TEMPORARY” under the **Position Title** category.

Search results Your search criteria: administrative aid | [Refine search](#)

R

View job(s) Apply to job(s) Send

[Clear checked](#)

<input type="checkbox"/>	Position Title	Additional Title	Department	Type of Recruitment	Filing Type	Exam Number	Salary Minimum
<input type="checkbox"/>	ADMINISTRATIVE AID/TEMPORARY		Public Health	Open Competitive Job Opportunity	Open Continuous	PH0886D	2941.00

View job(s) Apply to job(s) Send

- Click on this result and a new window will open. You should see **Bulletin Number** 28150BR at the top of the page.
- Important: Before beginning the application, scroll halfway down this page and click on the link to download and print the **Supplemental Application Information Form**. Print out this form, complete and sign it, and keep a digital scanned copy in order to complete the online application.

Examination Content	This examination will consist of an evaluation of education, training and experience based upon application, desirable qualifications, and supplemental application information form weighted 100%.
Vacancy Information	Candidates must achieve a passing score of 70% or higher on the examination in order to be added to the eligible register.
Eligibility Information	The resulting eligible register will be used for TEMPORARY employment to fill vacancies throughout the Department of Public Health. The names of candidates receiving a passing grade on the examination will be added to the Eligible Register and will appear in the order of their score group for a period of twelve (12) months following the date of eligibility.
Available Shift	No person may compete in this examination more than once every twelve (12) months. Any
Application and Filing Information	Applicants are required to submit a standard Los Angeles County Employment Application and Supplemental Application Information Form ONLINE only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to the online application. The supplemental questionnaire must be uploaded as an attachment to the online application. Please click on the link below to access the Supplemental Application Information Form: http://file.lacounty.gov/dhr/ehr/cms1_203949.doc NOTE: If you are unable to attach the required and/or additional documents at the time of filing, you must e-mail them to mofong@ph.lacounty.gov within fifteen (15) calendar days of filing. Please include your name, exam number, and exam title. The education and experience listed on the application and supplemental application information form is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Applications may be rejected at any stage during the selection process. This examination will remain open until the needs of the service are met and is subject to close without prior notice.

- Click on **Apply to job** to begin the application.

Job details	
Job 1 of 1	
<input type="button" value="Apply to job"/> <input type="button" value="Send to friend"/> <input type="button" value="Save to cart"/> <input type="button" value="View similar jobs"/>	
Bulletin Number	28150BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Public Health
Position Title	ADMINISTRATIVE AID/TEMPORARY
Exam Number	PH0886D
Filing Type	Open Continuous
Filing Start Date	11/14/2013
Salary Type	Monthly
Salary Minimum	2941.00
Salary Maximum	3273.28
Position/Program Information	Under close supervision, performs beginning level administrative staff work by participating in investigations of operating problems in a County department. These positions are entry and trainee level positions in the Administrative Assistant Series located in a central administrative office of a County department. Incumbents report to a higher level manager and, under close supervision, learn and perform quantitative or qualitative analytical work in one or more areas of a broad range of governmental and managerial problems. Incumbents learn and perform routine technical administrative duties of a wide variety of consultative and analytical assignments, such as budget, personnel, organization, program, procedures, systems, and facilities planning.
Essential Job Functions	Collects and assists in analyzing and interpreting data and information relative to the work of the department.

Completing the Online Application:

1. On the job description page for the Administrative Aid bulletin, click on **Apply to job** to begin the application.
2. Read all instructions carefully. After clicking “Next” for the **Introduction** and **Instructions and Use Disclaimer** sections, the third page of the online application will be the **Resume/CV** section. If you do not see the resume or CV that you uploaded while setting up your profile, you can upload your file here.

Resume/CV

You may attach your resume/CV. If you are not submitting a resume/CV, go to the next section.

Do not upload any other attachments [HERE](#). You will have an opportunity to do so further in the application.

Resume/CV

Choose one of the methods below to submit your resume/CV.

Use a resume/CV from my profile
 Select the resume/CV you'd like to use:

Upload my resume/CV from my computer
 My CV

Enter my resume/CV by typing or copying it in

3. On the **Contact Information** section, review all of your information to confirm that it is correct.

- On the **Job Preference(s)** section, select **Any** for the “Shifts” and “Areas” sections, and **Full-time Permanent** for the “Type of appointment” section.

Job Preference(s)

Please check all choices for which you would accept employment. To select more than one location, hold the “Ctrl” key and click. You will be considered only for areas checked.

Shifts you are willing to work <input checked="" type="checkbox"/> Any <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Evening	Please select all areas in which you would accept employment. <input checked="" type="checkbox"/> Any <input type="checkbox"/> Antelope Valley (Palmdale/Lancaster) <input type="checkbox"/> East (Montebello/Downey/South Gate/Whittier) <input type="checkbox"/> Metro (Los Angeles/West Hollywood/Eagle Rock)	Indicate the type of appointment you will accept <input checked="" type="checkbox"/> Full-time Permanent (40 hours per week) <input type="checkbox"/> Recurrent, As Needed, or Seasonal <input type="checkbox"/> Temporary
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- Continue to fill out the appropriate information in the sections for:
 - Language(s)
 - License(s) and/or Certificate(s)
 - Education

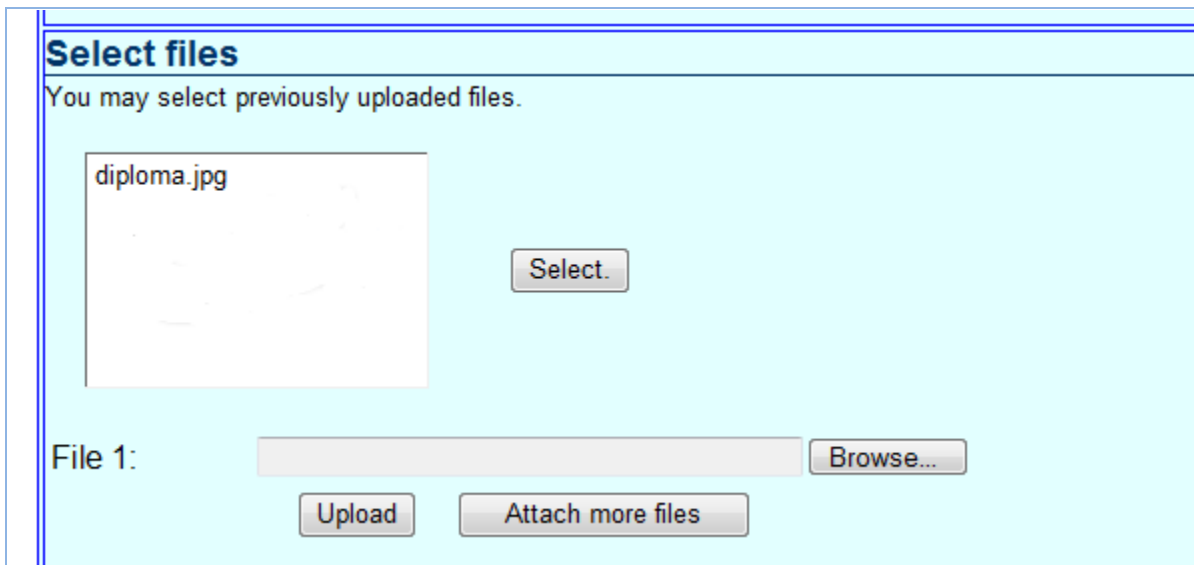
Under the **Education** section, you can enter the school information for the MPH or doctorate program that you are currently enrolled in.

Education

*High School Graduate? <input checked="" type="radio"/> Yes <input type="radio"/> No	If “No,” number of years completed? <input type="text"/>	GED Certificate <input type="radio"/> Yes <input checked="" type="radio"/> No	
<p>In order to receive CREDIT FOR COLLEGE/SCHOOL WORK, be sure to include a copy of your diploma, transcript, or certificate unless otherwise directed by the job bulletin. If you do enter items to this section, you must complete all information below for each line. Start with your most current education information or highest degree earned.</p>			
Name Colleges or Schools Attended <input type="text" value="University of Southern Cal"/>	Major Subject or Course <input type="text" value="Public Health"/>	Degree <input type="text" value="Masters"/>	Other, please specify: <input type="text" value="MPH"/>
Date Attended From <input type="text" value="17"/> <input type="text" value="Aug"/> <input type="text" value="2009"/>	Date Attended To <input type="text" value="16"/> <input type="text" value="Dec"/> <input type="text" value="2011"/>	Did You Graduate? <input checked="" type="radio"/> Yes <input type="radio"/> No	Location <input type="text" value="Los Angeles, CA"/>

- Continue with the **Related Course(s)** section with information about the core curriculum from your program that you have completed.
- The next section for **Work Experience** should be populated with information that you have entered after setting up your profile. Check to make sure that the information has been entered correctly.

8. On the **Attachments** page, you will need to upload the following documents:
 - Completed **Supplemental Application Information Form** (this form should be printed, signed and scanned)
 - Scanned copy of your **undergraduate diploma**
 - Digital or scanned copy of **unofficial transcripts** for your current program



9. When the online application is completed, applicants will receive a letter from Human Resources with the results of the application.

After processing with Human Resources, qualified applicants will be contacted for Round 2 of the application process by DPH staff mentors.

Exiting and Re-Launching the Online Application:

You have the option to save the progress on your application and continue working on it later. To do this, please follow the instructions below to **exit and re-launch the application**


- If you are working on the application and wish to continue it at another time, click on **“Save as draft”**; your incomplete application will be saved to your profile.

<p>...t be either (a) a citizen of the United States or (b) an alien with government permission to enter the United States (a) or (b) describe your status as</p>	<p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>
<div style="display: flex; justify-content: center; gap: 10px;"> Previous Clear Close Save as draft Next </div>	

- **To re-launch the online application**, log back into your LA County HR profile; locate your saved application in your **Saved drafts** and click on the application you would like to complete.

[Search agent manager](#)
Create, update, or delete saved job searches.

[Job cart](#)
View or submit your resume/CV to jobs you previously saved.

[Saved drafts](#) 
Did you save an application or Job Specific Questionnaire to complete your draft(s).

[Log out](#)