

The Los Angeles County Office of Education

Is dedicated to equal employment opportunity and fosters a workforce that embraces and reflects the rich diversity of Los Angeles County.

Head Start Program Control Consultant

\$6815 to \$8442 Monthly

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| <p>Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans To learn more, visit: www.lacoe.edu</p> | <p>Online Applications Must Be Submitted By: 9/30/2009</p> | <p>Retirement: Defined Benefit, Public Employee's Retirement System (PERS), 2.5% @ 55 Paid Time Off: 24 days vacation. 14 holidays. 12 illness days.</p> |
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Los Angeles County Office of Education, Head Start – State Preschool Program, has an immediate opening for a Head Start Program Control Consultant. Our Head Start – State Preschool Program is the largest in the nation and contracts with 26 delegate agencies that employ a staff of more than 3,000 people to provide services directly to children from birth to five years old and their families within diverse communities throughout Los Angeles County.

The Head Start Program Control Consultant is a full-time, permanent position responsible for developing procedures for ERSEA (eligibility, recruitment, selection, enrollment, and attendance), tracking enrollment within delegate agencies, developing community assessment procedures, and ensuring federal and state requirements are met. The incumbent in this position will also be responsible for participating in internal control activities related to funding and slot control and leading trainings and workshops.

This eligibility list will be merged with a pre-existing eligibility list for this exam, and will expire on the same date as the pre-existing eligibility list.

The Ideal Candidate

A qualified candidate must have the ability to:

- Plan and organize multiple work activities simultaneously
- Ensure tasks and projects are completed by fixed deadlines
- Identify and analyze complex problems and recommend viable solutions
- Facilitate group process
- Focus on the unique needs of the client organization
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with a variety of individuals and groups
- Select, train and supervise, and evaluate personnel
- Operate a computer and applicable hardware and software
- Model communication and interaction that respect and include all individuals and their languages, abilities, religions and cultures

Required Education and Experience (must be met by 9/30/2009)

Education: Bachelor's degree with upper level course work in public administration, business administration, social or behavioral sciences, human services, public policy, or early childhood development or a closely related field from an institution of higher learning accredited by a regional accrediting organization recognized by the Council of Higher Education Accreditation.

Experience: Four years of experience in program planning, grant and system development, and control management in a social services agency.

License: Some positions require a valid California driver's license and the availability of private transportation or the ability to provide transportation between job sites.

Selection Process

This selection process shall be open to employees and the public resulting in one integrated eligibility list (open recruitment). Candidates who want to participate in this examination must submit an online application to the Personnel Commission. For candidates who meet the minimum qualifications, the selection process will consist of an online Training and Experience Evaluation, a Writing Project, and an oral interview, which is tentatively scheduled for November 2009.

For additional information on our selection procedures please visit [Exam Preparation](#) on our website. Selection and promotion are based on a competitive examination process. Candidates who pass all exam parts are ranked according to overall exam score and placed on an eligibility (hiring) list. Vacant positions are filled from the top three ranks. Some positions that involve public contact may require bilingual proficiency for which selective certification may apply (Education Code 45277.5). In addition, the eligibility list resulting from this examination may be used to fill vacancies in related job classifications for which no eligibility list exists (Education Code 45272). Veterans' Credit may be awarded for entry jobs.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. If you would like to request an accommodation, please call (562) 803-8360 as early as possible.

To Apply

Apply online at www.personnelcommission.com

1) Create a User ID and password if you haven't already done so. 2) Log in. 3) Create or update your MASTER PROFILE. 4) Complete the QUESTIONNAIRE(S) if provided. 5) Submit the application.

Resumes are not accepted in place of a completed application nor will they be reviewed as part of the examination process. Diploma and degree verification (including equivalency of foreign degrees) must be submitted in the form of unofficial transcripts or a copy of your diploma. This documentation may be scanned and included with your online application or brought in on the interview date.

Complete applications for this job must be submitted before the end of the announced deadline date unless an extended deadline is shown on the website for this opportunity.

LACOE Personnel Commission, 9300 Imperial Hwy, EC-Annex, Downey, CA 90242 (M-F 8:00am-5:00pm)

This examination is authorized for Open Certification – Open to the public and LACOE employees.
Recruitment ID: 09-697

This announcement does not constitute an implied contract. Any part of this announcement is subject to change.
