

STATEMENT OF WORK
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES

1.0 DESCRIPTION OF SERVICES

- 1.1 Contractor and Contractor's personnel providing services under the Contract acknowledge they are to be used on a temporary or time-limited basis. Contractor's assigned personnel are subject to Contractor's benefits, discipline, termination, and all other personnel provisions, as applicable. Additionally, the Department of Public Health (Public Health) may remove the use of any of Contractor's assigned as-needed temporary personnel immediately, when it is determined by the Director of Public Health, or designee, that it would be in the best interest of Public Health and/or the County of Los Angeles (County) to do so.
- 1.2 The purpose of this As-Needed Temporary Personnel Services is to utilize ongoing temporary staff positions needed to support Public Health's capacity to address public health issues, priorities, and emergencies, including, but not limited to, assistance with the following: providing general clerical and administrative support for public health services and programming; providing epidemiological support with data analysis and report generation; managing grant funding and contracts/agreements; technical and fiscal management of projects; coordinating efforts to support partner and stakeholder engagement; executing programmatic duties and responsibilities; and leading efforts around communication and messaging on public health efforts. Various federal, state and local funding will be utilized as available to provide seamless, coordinated public health services that reduce health inequities and promote optimal well-being to the residents of Los Angeles County.

2.0 DEFINITIONS:

- 2.1 **Emergency:** Unforeseeable workload requirements related to patient care or the health and welfare of the citizens of Los Angeles County. Examples of an emergency include, but are not limited to, fire, flood, or other causes involving significant danger to life or property, public health or safety. An emergency can only be declared by the Director of Public Health or designee or the Board of Supervisors.
- 2.2 **Regular Work Schedule:** Agreed upon staff work schedule between Contractor and Public Health. The workday may be 8 hours but no longer than 10 hour per day in a 40-hour work week without the payment of overtime.
- 2.3 **Workday:** A workday is a consecutive 24-hour period beginning at the same time each calendar day, but it may begin at any time of day. The beginning

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of an employee's workday need not coincide with the beginning of that employee's shift, and an employer may establish different workdays for different shifts. However, once a workday is established it may be changed only if the change is intended to be permanent and the change is not designed to evade overtime obligations. Daily overtime is due based on the hours worked in any given workday; and the averaging of hours over two or more workdays is not allowed. The County is a 24-hour, 7 day a week operation.

- 2.4 **Workweek:** Any seven consecutive days, starting with the same calendar day each week beginning at any hour on any day, so long as it is fixed and regularly occurring. "Workweek" is a fixed and regularly recurring period of 168 hours, seven consecutive 24-hour periods. An employer may establish different workweeks for different employees, but once an employee's workweek is established, it remains fixed regardless of his or her working schedule. An employee's workweek may be changed only if the change is intended to be permanent and is not designed to evade the employer's overtime obligation.

3.0 COMPENSATION

- 3.1 County agrees to compensate Contractor as described in the Contract, Paragraph 2, INVOICES AND PAYMENTS.
- 3.2 Contractor will provide personnel as specified in Attachment II, Service Request Form at the specified rates according to Exhibit B, Schedule of Rates. Contractor will not add or replace specified personnel without the prior written permission of the County Project Director or designee.
- 3.3 The rate as specified in Exhibit B, Schedule of Rate includes the following items:
- 3.3.1 Compensation Rate: The straight hourly rate per job classification.
- 3.3.2 Employee Benefits:
- 3.3.2.1 Contractor staff who work a 40 hour or higher range per Workweek will receive the benefit rate of 28% of total hourly cost.

General Benefits

At a minimum, the benefit package employees must

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include:

- Federal Insurance Contribution Act (FICA)
- Health Insurance (Basic Health and Dental must be 100% covered by the Contractor/Employer. Contractor's employees may be required to pay a co-payment for medical and dental benefits but may **not** be asked to cover a share of annual policy premium costs). Basic Health and Dental must be 100% covered within 30 days of an employee's start date and will continue until the last day assigned under the Contract.
- Unemployment Insurance
- Workers Compensation

Vacation/Holiday/Sick Leave: Will include 13 County-observed Holidays, 10 vacation days (accrued monthly), and 12 sick days (accrued monthly) per year. Sick leave earned during a pay period can be used the following pay period. **All accrued vacation and sick leave must be used per project period and cannot rollover.**

- 3.3.2.2 Contractor staff who work up to 25 hours per Workweek will receive the benefit rate of 13% of total hourly cost.

General Benefits

At a minimum, the benefit package must include:

- FICA
- Unemployment Insurance
- Workers Compensation

Vacation/Holiday/Sick Leave: Not applicable.

- 3.3.3 Indirect Cost: Indirect costs is 10% of total direct costs and are defined as the administrative costs incurred for common or joint activities that cannot be identified specifically with a particular project or program (2 CFR 200.56 or 45 CFR 75.414).

- 3.4 **Overtime:** Time spent that exceeds the number of hours in a Regular Work Schedule and worked in the Workweek in the performance of work ordered,

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approved, or permitted via written authorization of the Director or designee, at least one day in advance.

3.5 **Travel:** Some positions may be required to travel to different locations throughout the project period. If applicable, Contractor staff will be compensated as follow:

3.5.1 Mileage: County will reimburse at County’s reimbursement rate, currently 58.5 cents per mile.

3.5.2 Parking: County will reimburse parking if cost is incurred while providing service to County. Contractor will submit documentation to Public Health with invoice.

3.6 **Emergency Rate:** Some positions may be hired as Emergency. These positions will be noted in the Attachment II, Service Request Form and be compensated as specified in Exhibit B, Schedule of Rates.

4.0 QUALITY ASSURANCE PLAN

4.1 The County will evaluate the Contractor’s performance under the Contract using the quality assurance procedures as defined in Contract, Paragraph 39, COUNTY’S QUALITY ASSURANCE PLAN.

4.2 The County will evaluate the Contractor’s personnel performance using the measures defined in Attachment II, Service Request Form.

5.0 RESPONSIBILITIES

5.1 COUNTY

The County will administer the Contract according to Contract, Paragraph 22, ADMINISTRATION OF CONTRACT.

5.2 CONTRACTOR

5.2.1 The Contractor will administer the Contract according to the Contract, Paragraph 22, ADMINISTRATION OF CONTRACT

5.2.2 Pursuant to Contract, Paragraph 22, ADMINISTRATION OF CONTRACT, Subparagraph G, BACKGROUND AND SECURITY INVESTIGATIONS, Contractor will ensure that staff performing services under this Contract will undergo and pass a background and security investigation to the satisfaction of the County prior to

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hire and as a condition of continuing to perform services under this Contract.

6.0 SPECIFIC DESCRIPTION OF SERVICES – TEMPORARY PERSONNEL

- 6.1 Public Health will request services from the Contractor via Attachment II, Service Request Form, which will specify the project period, staff title, the number of staff required, the specific duty statement(s), if applicable, additional insurance requirement, notation of the rate the staff will be hired under and/or any additional requirements. Contractor must be recruited and hired to start work the staff listed on Attachment II, Service Request Form within 30 days of signing the Service Request Form.
- 6.2 Contractor will ensure that staff performing the requested services have the minimum qualifications as specified in Attachment I, Temporary Positions List.
- 6.3 Temporary personnel must be Health Insurance Portability and Accountability Act of 1996 (HIPAA) certified in compliance with County's Public Health policy, prior to start of services.
- 6.4 In addition to the terms and conditions specified in Contract, Paragraph 22, ADMINISTRATION OF CONTRACT, Subparagraph E, APPROVAL OF CONTRACTOR'S STAFF, Contractor must provide County with appropriate documentation (e.g., copies of all required certificates, insurance, background/medical clearances, etc.) for the assigned temporary personnel which clearly demonstrates that the minimum requirements specified in the Contract have been satisfied prior to beginning and continuing services under the resultant Contract. Such documentation must include, if applicable, any of the specified desirable qualifications.

7.0 HOURS/DAYS OF WORK

- 7.1 Work shift for all temporary personnel:
 - 7.1.1 All staff work schedules require the prior written authorization of the County Program Director, or designee.
 - 7.1.2 Any temporary services personnel that test positive for or exhibit symptoms or signs of an infectious disease shall not report to a County worksite and/or will be directed to leave a County worksite. Contractor must ensure that temporary services personnel

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that test positive for an infectious disease do not report to a worksite that could expose clients or other staff.

8.0 WORK LOCATION

Services described herein will be provided from staff's home or, when safe and appropriate, at a County facility, a remote location, or a location as specified in Attachment II, Service Request Form.

ATTACHMENT I
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
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TEMPORARY POSITIONS LIST

Contractor will ensure that staff performing the requested services have the minimum qualifications as specified below:

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
ADMINISTRATIVE ANALYST	The Administrative Analyst (AA) will assist with administrative efforts by supervising a unit of analysts responsible for performing a full range of difficult to complex analytical assignments and by making recommendations on highly complex issues which directly impact programs and administrative operations and may be of a confidential or sensitive nature. The AA will work to ensure programmatic, technical, and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Option I: A Bachelor's degree from an accredited college or university -AND- three years of experience performing analytical assignments, two years of which must have involved the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related administrative functional areas. -OR- • Option II: Five years of experience performing analytical assignments, two years of which must have involved the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related administrative functional areas; and • 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.
ADMINISTRATIVE ASSISTANT	The Administrative Assistant will provide administrative support by analyzing and making recommendations to maximize efficiency within the organization in areas related to budget, systems and procedures, program, facilities planning, general management, and personnel.	<ul style="list-style-type: none"> • Two years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget, or personnel; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
APPLICATION DEVELOPER	<p>The Application Developer (AD) will independently analyze, code, test, and debug program logic for a complete system or for a component or a module of a complex system to create new business applications and interfaces. The Application Developer will elicit and document requirements using industry standard methodologies and/or analysis tools. AD maintains/modifies existing business applications according to program specifications.</p>	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field and two years of recent experience coding, testing, and debugging application programs -OR- Three (3) years of recent experience coding, testing, and debugging application programs; and • 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.
APPLICATION DEVELOPER SUPERVISOR	<p>The Application Developer Supervisor (ADS) will provide analysis and computing support for microbiology-related research, including next-generation sequencing (NGS) data analysis. The ADS will assist with the following: analytical method development; construction and curation of computation tools and databases; and data mining interpretation and analysis.</p>	<ul style="list-style-type: none"> • Ph.D. in genetics, microbiology, bioinformatics, computational biology, or a related field or equivalent education/experience; • Experience with the following: sequencing analysis, processing and managing raw data generated from NGS techniques; NGS data generated on Illumina sequencing instruments, including the Nanopore and MiSeq platforms; using open source genomic analysis tools; using open source tools for the annotation and interpretation of genomic variants; utilizing public databases; developing tools and pipelines for NGS data analysis; working with large-scale NGS data in high performance cluster computing environments; using at least one of the following scripting languages: bash, Python, or Perl; conducting statistical analyses using R/Bioconductor; Unix/Linux system administration experience; and biostatistics and bioinformatics; Understanding of NGS workflow; knowledge of bioinformatics, basic statistics, microbial genetics, and molecular biology; • Ability to conduct the following: select and perform the most appropriate experimental design, analytical workflow, and analytic technique for different NGS data types; analyses that may include identifying SNPs, indels, phylogenetic analysis; read, interpret, and apply scientific literature and communicate with investigators on analysis outputs; and catalogue, regulate, and maintain integrity of data; • Must have published research articles that demonstrate knowledge and application of genomic analyses; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
AREA ADMINISTRATOR	The Area Administrator directs the administration of public health programs and facilities	<ul style="list-style-type: none"> • <input type="checkbox"/> Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- Two years of highly responsible and complex administrative or staff experience. -OR- • <input type="checkbox"/> Master's degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one year of the required experience. • <input type="checkbox"/> 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.
ASSISTANT HEALTH ANALYST	The Assistant Health Analyst (AHA) will provide grant and contract management support for the funds allocated for response efforts. The AHA will oversee all aspects of grant implementation, help set deadlines, and monitor and summarize work progress. The AHA will work closely with Logistics, Contracts and Grants Division, Liaison Section, and Vaccine Administration Operations to ensure programmatic, technical, and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • <input type="checkbox"/> Three years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, program, procedure, budget, or personnel -OR- One year of responsible administrative or staff experience assisting in research and analysis of, and making recommendations regarding the use and deployment of resources and the implementation and refinement of operations and programs; and • <input type="checkbox"/> 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.
CLINICAL LABORATORY SCIENTIST	The Clinical Laboratory Scientist I (CLSI) performs a variety of standardized clinical laboratory tests within a specialized area (such as biochemistry, hematology, microbiology, or immunohematology) or across specialty lines using manual or instrumented methodology. CLS I is accountable for the validity and reliability of all test results obtained. The CLS I will instruct licensed trainees, newly hired laboratory scientists, laboratory assistants, phlebotomists, and other medical personnel in training in all aspects of their work.	<ul style="list-style-type: none"> • <input type="checkbox"/> One year of experience as a clinical laboratory scientist in an approved laboratory; and • <input type="checkbox"/> Clinical Laboratory Scientist's license issued by the State of California Department of Health Services.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
COMMUNITY WORKER	The Community Worker (CW) will provide administrative and data entry support for Public Health's response efforts and projects. The CW may complete on-site support for testing at different sites, including homeless shelters and encampments. The CW will work closely with a multi-disciplinary team to complete the testing and outbreak investigations at sites in the field and complete follow-up work in the office, as well as provide prevention information in the community.	<ul style="list-style-type: none"> • Six months of full-time experience working with the public or with community groups performing duties such as interviewing clients or patients concerning health or social service matters, answering questions, and providing information about health, mental health, and social services to clients or patients; and • 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.
CONTRACT PROGRAM ANALYST	The Contract Program Analyst (CPA) will provide contract grant management for the portion of funds allocated to the unit assigned. The CPA will help monitor and coordinate the work assigned to ensure the hiring and training of staff is on time, within budget, and within scope. The CPA will audit and evaluate the services provided by newly hired staff for compliance with grant guidelines.	<ul style="list-style-type: none"> • Option I: Two years of experience in an administrative or staff capacity assisting in the planning, developing, monitoring, evaluating, or auditing of health or social service contracts or programs. - OR - • Option II: A bachelor's degree from an accredited four-year college and three years' experience providing direct health or social program services, one year of which must have been in program planning and evaluation, program development, research and analysis, or other administrative functions; and • 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.
CONTRACT PROGRAM MONITOR	The Contract Program Monitor (CPM) will monitor, audit, and evaluate a private agency's performance in providing the appropriate kind and level of service specified in the contract agreement.	<ul style="list-style-type: none"> • Option I: Four years' experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, programs, facility planning, budget, or personnel, one year of which must have been in a responsible staff capacity in the administrative staff organization of a department or a central administrative staff organization. -OR- Option II: Three years of experience at the supervisor level involving fleet management and/or maintenance; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
DATA SCIENTIST	The Data Scientist will work under general supervision to develop and apply methods to identify, collect, process, organize, and analyze structured and unstructured data using statistical prediction, inference, and optimization; effectively communicates results to County, departmental, and divisional decision makers to support data-driven program design and management.	<ul style="list-style-type: none"> • Option I: A Bachelor's degree from an accredited college in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health that included 12 semester or 18 quarter units of coursework in data science, predictive analytics, quantitative research methods, or statistical analysis -AND- Four (4) years of experience applying machine learning, predictive analytics, data management, and hypothesis-driven data analysis to produce actionable recommendations to support data-driven program, policy, and operational decision-making. -OR- • Option II: A Master's or Doctoral degree from an accredited college or university in a field of applied research such Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health may substitute for up to two (2) years of experience. • A valid California Class C Driver License or the ability to utilize alternative method of transportation when needed to carry out job-related essential functions
DATA SCIENTIST SUPERVISOR	The Data Scientist Supervisor provides administrative and technical supervision to the section responsible for conducting data science projects and other advanced research and analytics for a County department or division; works with senior IT management to build and maintain data infrastructure necessary to support data science; serves as technical resource for departmental managers on the uses of data science to strengthen programs and policy initiatives; and defines overall data analytics vision and strategy.	<ul style="list-style-type: none"> • Option I: A Bachelor's degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health that included 12 semester or 18 quarter units of coursework in data science, predictive analytics, research methods or statistical analysis -AND- Eight (8) years of experience, including four (4) years supervising a team of data science professionals and serving as subject matter expert, and coordinating and overseeing complex data science projects to support program, policy, and operational decision-making. -OR- • Option II: A Master's or Doctoral degree from an accredited college or university in a field of applied research such Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health may substitute for up to two (2) years of experience. • A valid California Class C Driver License or the ability to utilize alternative method of transportation when needed to carry out job-related essential functions

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
DENTAL HYGIENIST	The Dental Hygienist (DH) performs intra-oral examinations for indications of needed dental work, administers dental prophylaxes and fluoride treatments, and provides instruction in proper nutrition and oral hygiene. The DA will schedule their own patient load at each assigned dental clinics. The Dental Hygienist will on occasion work as an instructor and coordinator for dental hygiene students, teaching oral hygiene and plaque control measures.	<ul style="list-style-type: none"> • Option I: A California license to practice as a dental hygienist -AND- A Radiation Safety License issued by the Dental Board of California -OR- • Option II: A certificate of compliance from an approved Board course in radiation safety. Graduation from an approved dental hygienist school, accredited by the American Dental Association, after the year 1980 complies with the Radiation Safety Requirement.
DISASTER SERVICE ANALYST	The Disaster Services Analyst (DSA) will conduct investigations, analyses, and special studies of the more difficult and complex problems, plans, and programs involved in the County's response to an emergency.	<ul style="list-style-type: none"> • Four years of experience in a responsible administrative or staff capacity dealing with the investigation and solving problems of organization, management, or coordination of governmental disaster or emergency services; and • 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.
DRIVER	The Driver will operate a county vehicle to pick up and deliver County mail and supplies for Public Health's needs. The Driver's daily work will involve the pick-up, sorting, and delivery of heavy containers of mail, packages, and other items of value for Public Health.	<ul style="list-style-type: none"> • Six months of experience involving the handling of and accounting for mail, money or valuable property, or documents; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
ENVIRONMENTAL SPECIALIST	The Environmental Specialist (ES) will enforce environmental health and consumer protection laws by making inspections, conducting investigations, and taking appropriate enforcement action. The ES will plan and implement the more complex as well as routine investigations and inspections of food serving establishments, food markets, school cafeterias, school buildings, mobile home parks, recreational facilities, public assembly areas, and dwellings in order to detect unhealthy conditions; ES also conduct investigations of potential consumer fraud relating to misrepresentation of food.	<ul style="list-style-type: none"> • Certificate as a Registered Environmental Health Specialist issued by the California State Department of Health Services. • A valid California Class C Driver License is required to carry out job-related essential functions.
EPIDEMIOLOGIST	The Epidemiologist will assist with administrative efforts and plan, design, implement, evaluate, and manage health-related surveillance systems, epidemiologic studies, and field investigations.	<ul style="list-style-type: none"> • Option I: A master's degree from an accredited college or university with specialization in epidemiology or its equivalent and three years of experience assisting in the design, conduct, and evaluation of epidemiologic studies and field investigations; -OR- • Option II: A doctoral degree from an accredited college or university with specialization in epidemiology or its equivalent -AND- one-year work experience as an epidemiologist; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
EPIDEMIOLOGY ANALYST	The Epidemiology Analyst will assist with administrative efforts and participate in the planning, design, and implementation of health-related surveillance systems or epidemiologic studies, including outbreak investigation and analysis of epidemiology surveys.	<ul style="list-style-type: none"> • A master's degree from an accredited college with specialization in epidemiology, biostatistics, or its equivalent; • Proficiency in SAS; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
FIELD SAFETY ASSISTANT	The Field Safety Assistant will assist in planning, conducting, coordinating, evaluating, and maintaining a comprehensive occupational, environmental, and automotive safety program.	<ul style="list-style-type: none"> • Graduation from an accredited college with a specialization in safety, safety engineering, environmental health and safety, industrial hygiene, physics, biology, chemistry, or a closely related field. One year of responsible safety program experience will be accepted for each year of college training up to a maximum of two years of the required education; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
FIELD SAFETY INSPECTOR	The Field Safety Inspector (FSI) will assist with administrative efforts and be responsible for the development and administration of Public Health's safety and accident prevention programs. This includes developing safety programs that support the unique safety needs of Public Health programs and ensuring compliance with State and federal standards. The FSI performs a full range of duties in support of safety and accident prevention.	<ul style="list-style-type: none"> • Option I: Two years of experience assisting in planning, conducting, coordinating, evaluating and maintaining a comprehensive occupational, environmental, and automotive safety program in a large department -OR- • Option II: Graduation from an accredited college with a specialization in safety, safety engineering, environmental health and safety, industrial hygiene, physics, biology, chemistry, or a closely related field -and- one year of experience with responsible safety program experience will be accepted - OR - • Option III: A master's degree from an accredited college in safety, safety engineering, environmental health and safety, industrial hygiene, physics, biology, chemistry, or a closely related field may be substituted for the required experience; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	The Geographic Information Systems Analyst (GIS Analyst) will assist with administrative efforts and perform a variety of professional duties in support of departmental GIS databases and capabilities; generate custom and standard maps, spatial analyses, and other GIS products to meet customer requirements; utilize GIS tools and utilities to convert data to GIS formats; and perform data quality checking and correction.	<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university with a major in GIS, GIS Science, geography, or a closely related field that required equivalent coursework in GIS -AND- at least six months of experience in the uses and operations of GIS -OR- A master's degree or higher from an accredited college or university in GIS, GIS Science, geography, or a closely related field that required equivalent coursework in GIS; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
GRAPHIC ARTIST	The Graphic Artist (GA) will perform journey-level commercial artwork. The GA will report to a Head Graphic Artist or higher-level supervisor and are responsible for creating and producing creative and quality graphic designs artwork for the more complex or difficult assignments, under technical supervision, or independently creating and producing a wide variety of artwork.	<ul style="list-style-type: none"> • Three years commercial art experience in the preparation and production of manual and graphic art presentations. One year's training in commercial art including coursework in graphic art procedures, layout and lettering, artwork preparation, graphic design, illustration, spot illustration, advertising design, typography, commercial design, drawing logic and color theory may be substituted for each year of the required experience to a maximum of two years.
HEAD, MEDIA SERVICES	The Head, Media Services will assist with administrative efforts. The Head Media Services will be responsible for working with a web design consultant on the creation of a web platform and other multi-media programs, primarily for public relations and information purposes. The Head, Media Services will utilize their in-depth knowledge of multi-media production and direction, supervision, the development of an effective online presence, and other media products to achieve project goals.	<ul style="list-style-type: none"> • A master's degree from an accredited college or university in instructional communications technology, television and film production, or a closely related field -AND- one year of experience writing, producing, and directing training or informational programs using electronic media such as videotape units -OR- A bachelor's degree from an accredited college or university in communications or a related field and three years of experience writing, producing, and directing training or informational programs using electronic media such as videotape units -OR- One year of experience performing specialized video production duties involving either: 1) writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment; or 2) creating animated and other computerized graphics, utilizing sophisticated software programs; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
HEALTH ANALYST	The Health Analyst (HA) will assist with administrative efforts and be responsible for the development, implementation, and oversight of various response components, including agreements and contracts with multiple entities, management of public health programs and/or projects, and grant administration. The HA will work closely with Logistics, Contracts and Grants Division, Finance, Vaccine Administration Branch (VAB) Operations, Provider Outreach, or other Public Health program to ensure programmatic, technical, organizational and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Four years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, program, procedure, budget, or personnel -OR- one year of highly responsible administrative or staff experience assisting in research and analysis of, and making recommendations regarding the use and deployment of resources and the implementation and refinement of operations and programs; and • 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.
HEALTH EDUCATOR	The Health Educator will assist with administrative efforts by planning, implementing, directing, coordinating, and evaluating Public Health education programs within an assigned service planning area.	<ul style="list-style-type: none"> • California Law requires a master's degree from a program of study accredited by the Council on Education for Public Health with specialization in public health education, community health education, or equivalent; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
HEALTH EDUCATOR ASSISTANT	The Health Education Assistant (HEA) will assist with administrative efforts and conduct various health-oriented education activities designed to educate individuals on the necessary steps for the preservation of their own health and safety. Such activities include conducting related surveys and investigations to determine health education problems or needs, writing and disseminating flyers, and conducting health education for clients and the public. The HEA may also operate in a fast-paced Call Center and utilize excellent customer service skills to professionally respond to calls from healthcare providers and the public inquiring about vaccinations and other services.	<ul style="list-style-type: none"> • Two years of paid or unpaid experience in the coordination, planning, or implementation of a health-related program -OR- Graduation from an accredited college with a major in a health-related field • 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.
INFECTION PREVENTIONIST	The Infection Preventionist is responsible for the implementation and review of infection prevention program, serves as a resource person regarding infection prevention issues for healthcare and residential facilities, collaborates with other healthcare professionals and implements infection prevention education programs.	<ul style="list-style-type: none"> • A Master's degree from an accredited college or university with a specialization in epidemiology or its equivalent -OR- A Doctoral degree from an accredited college or university with a specialization in epidemiology or its equivalent -OR- A Bachelor's degree in nursing or closely related health field from an accredited program; • Two years of experience within the last five years as an infection preventionist in a healthcare setting. • A valid Class C California Driver's License, proof of vehicle insurance, and reliable transportation for travel to a variety of sites throughout Los Angeles County.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
JUNIOR ADMINISTRATIVE ANALYST	The Junior Administrative Analyst (JAS) will assist with administrative efforts by independently performing a full range of difficult and complex analytical assignments, including making recommendations on complex issues, which directly impact departmental programs and administrative operations and may be of a confidential or sensitive nature. The JAS will provide grant and contract management support for the funds allocated for Public Health related efforts. The JAS will oversee all aspects of grant scope, help set deadlines, and monitor and summarize work progress. The JAS will work to ensure programmatic, technical, and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Option I: A bachelor's degree from an accredited college or university -AND- *three years of experience performing analytical assignments, two years of which must have been primarily researching, analyzing, and synthesizing data, as well as making recommendations for resolving administrative or operational problems within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely related administrative field. *A master's degree or higher in business administration, public administration, law, or closely related field may be substituted for one year of the required experience. -OR- Option II: Five years of experience performing analytical assignments, two years of which must have been primarily researching, analyzing, and synthesizing data, as well as making recommendations for resolving administrative or operational problems within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely related administrative field; and • 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.
JUNIOR ADMINISTRATIVE ASSISTANT	The Junior Administrative Assistant will provide administrative support by analyzing and making recommendations to maximize efficiency within the organization in areas related to budget, systems and procedures, program, facilities planning, general management, and personnel.	<ul style="list-style-type: none"> • Two years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget, or personnel; and • 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.
JUNIOR APPLICATION DEVELOPER	The Junior Application Developer (JAD) will use established procedures to analyze, design, evaluate, develop, code, test and maintain application systems and program logic for a complete small system or a component or module of a larger system. The JAD will debug simple to moderately complex programs in one or more languages, working from program specifications and applying basic structured program design concepts.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field -OR- Two (2) years of recent, paid, full-time experience coding, testing, and debugging one or more application systems • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
JUNIOR ENVIRONMENTAL SPECIALIST	The Junior Environmental Specialist, as a trainee, learns techniques for conducting environmental health inspections and investigations.	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Bachelor's degree from an accredited college, university, or educational institution approved by the California State Department of Public Health or an educational institution of collegiate grade approved by the American Council on Education -AND- A letter from the California State Department of Public Health verifying eligibility to work as an Environmental Health Specialist Trainee. • <input checked="" type="checkbox"/> valid California Class C Driver License is required to carry out job-related essential functions.
JUNIOR OFFICE CLERK	The Junior Office Clerk (JOC) will perform specialized clerical duties.	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> One year of office clerical experience -OR- A certificate or Associate of Arts degree in clerical procedures or office administration from an accredited college or university. • <input checked="" type="checkbox"/> 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.
JUNIOR PROGRAM ANALYST	The Junior Program Analyst (JPA) will assist with administrative efforts by participating in planning, implementing, administering, and evaluating various public health programs. The JPA will help prepare and facilitate meetings between Public Health and external entities and create a tracking system to capture compliance with grant requirements and evaluate public health program activities. The JPA will prepare reports and develop talking points and presentations for leadership to communicate program progress, modifications, or improvements based on program evaluations.	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> bachelor's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control -AND- two years of experience performing assignments in mental health or public health program analysis. A master's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control may substitute for one year of the required experience. • <input checked="" type="checkbox"/> 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.
JUNIOR RESEARCH ANALYST	The Junior Research Analyst will assist in conducting research projects involving designs, field studies and surveys related to the detection.	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> master's degree in a field of the behavioral or social sciences -OR- a bachelor's degree in a field of the behavioral or social sciences and any combination of relevant education and/or experience totaling two years. • <input checked="" type="checkbox"/> valid Class C California Driver's License, proof of vehicle insurance, and reliable transportation for travel to a variety of sites throughout Los Angeles County.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
JUNIOR SYSTEMS ANALYST	The Junior Systems Analyst (JSA) will assist higher level analyst in analysis, conduct of studies, design, and implementation of data systems which can be processed by computers, under close supervision. The JSA will also assist in the work on systems which require the translation of existing work methods and actions directly into computer media and involve the selection and adaptation of system features that have been tested and used in directly comparable situations.	<ul style="list-style-type: none"> • Bachelor of Science degree in data processing, computer science, information technology or a closely related field. • A valid California Class C Driver License is required for appointment to some positions in this class.
JUNIOR TECHNOLOGY SPECIALIST	The Junior Technology Specialist (JTS) will act as a consultant, technical expert, specialist in a particular area of application development, systems architect, database administration, operating systems, or a project manager in a departmental Information Technology organization. The JTS will also coordinate projects and activities among agency staff, outside vendors/contractors, and County managers.	<ul style="list-style-type: none"> • Seven years of experience, within the last three years, performing progressively responsible information technology functions, two (2) years of which must include planning, designing, implementing, and administering server-based, scalable databases. • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
JUNIOR TECHNOLOGY TECHNICAL SUPPORT	The Junior Technology Technical Support (JTTS) will use established procedures, provide a full range of technical support services in information technology including installation, configuration, testing, troubleshooting and repair of hardware, software, networking, and applications in a centralized IT organization. The JTTS will support duties, including hardware and software installation and repair, following established procedures. The JTTS will also be responsible for installing, servicing, and moving computers, printers, servers, networking devices, storage devices and related equipment.	<ul style="list-style-type: none"> • One (1) year of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software, in a centralized Information Technology organization • 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.
JUNIOR WAREHOUSE WORKER	The Junior Warehouse Worker will assist with administrative support efforts by conducting the following functions: (1) operating a store or warehouse, or section of a large storage facility; (2) maintaining property records for a department; (3) receiving and packing a variety of items, and arranging the details of shipments via common carrier or the postal service; or (4) assisting a higher level warehouse worker by acting as a full-time lead person over a crew of helpers; and performing a combination of responsible supply-clerical duties.	<ul style="list-style-type: none"> • Six months of experience in receiving, storing, issuing, shipping, or inventorying supplies, equipment, or property; or in the maintenance of records related to these activities; or in specialized office clerical work in connection with procurement activities; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
LABORATORY ASSISTANT	The Laboratory Assistant (LA) will assist laboratory personnel in the performance of standard laboratory tests on human and other specimens or assigns, trains, and reviews the work of a group of lower-level laboratory positions.	<ul style="list-style-type: none"> • Six months' experience in laboratory work in a public health, medical or biological laboratory -OR- completion of a course in laboratory science such as general chemistry or bacteriology.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
MEDICAL TECHNOLOGIST, LAB INFORMATION SYSTEMS	The Medical Technologist, Lab Information Systems will be responsible for managing an information system serving a full-scale public health laboratory, including planning, organizing, directing, and controlling the work of the Laboratory Information System.	<ul style="list-style-type: none"> • Two years of experience performing a variety of standardized clinical laboratory tests within a specialized area or across specialty lines using manual or instrumented methodology, in a Clinical Laboratory Improvement Amendments (CLIA) - certified laboratory • Licensed or certified by the California Department of Public Health as a Clinical Laboratory Scientist, Limited Clinical Laboratory Scientist, Clinical Microbiologist Scientist, or Public Health Microbiologist; • Working knowledge and experience using Sunquest laboratory information system; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
NETWORK ADMINISTRATOR	The Network Administrator (NA) will be responsible for the daily operation and administration of network and server operating system environments. Under general supervision, The NA will perform network monitoring and/or network administration duties within established standards and guidelines using independent judgment. The NA will report to a senior supervisory network related position. The NA will be responsible for installing, servicing, and moving servers and networking devices.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience in LAN design, configuration, or administration. -OR- Three years of recent, full-time, paid experience in LAN design, configuration, or administration. • A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
OFFICE ACCOUNTANT	The Office Accountant (OA) will assist with administrative efforts and work with Public Health's Budget Unit to perform the following: set up encumbrances; track and monitor expenditures using electronic spreadsheets; process bills/invoices; and communicate with program offices and vendors to resolve expenditure related issues. The OA will also handle monthly management reports and perform monthly account reconciliation between the Electronic Countywide Accounting and Purchasing Systems (eCAPS) and the subsidiary ledgers.	<ul style="list-style-type: none"> • Graduation from an accredited college or university with an associate degree or higher, including 21 semester or 32 quarter units of accounting; and • 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.
OFFICE ACCOUNTING OFFICER	The Office Accounting Officer will assist with administrative efforts and be responsible for the following: supervise accounting staff; review and analyze grant expenditures summaries; and prepare grant expenditures reports, including the Grant Full Year Estimate Report.	<ul style="list-style-type: none"> • Completion of 21 semester units or 32 quarter units of accounting courses in an accredited college, including a course in cost accounting, governmental accounting, or auditing -AND- two years of professional accounting or auditing experience performing a full range of professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting or assisting in conducting management, performance, financial, and compliance audits and other studies of a large department and contract providers; and • 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.
OFFICE ACCOUNTING TECHNICIAN	The Office Accounting Technician will assist with administrative efforts and be responsible for performing a wide range of accounting work, including the following: preparing grant summaries; processing and reconciling contract payments; and maintaining fiscal records.	<ul style="list-style-type: none"> • Completion of 12 semester or 18 quarter units of accounting including a course in advanced accounting, cost accounting, governmental accounting, auditing, or accounting information systems in an accredited college or university. Lower Division accounting classes may be taken at a two-year community college if the units are transferable to a four-year college or university - AND- one year of technical accounting experience under general supervision, performing paraprofessional accounting work in preparing, processing, reconciling, and maintaining fiscal records requiring a substantive knowledge of general accounting procedures -OR- two years of accounting clerical experience; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
OFFICE ADMINISTRATIVE AID	The Office Administrative Aid (OAA) will provide administrative support for Public Health programs by assisting with management, logistics, data entry, basic analyses, activity tracking and monitoring, and other activities, as needed. The OAA will perform routine technical administrative duties on a wide variety of consultative and analytical assignments, such as budget, personnel, organization, program, procedures, systems, and facilities planning.	<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university; and • 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.
OFFICE ASSISTANT	The Office Assistant will conduct administrative support functions and perform assignments which are heavily oriented toward coordination, clerical supervision, procurement, procedures, report preparation, records maintenance, and intradepartmental service.	<ul style="list-style-type: none"> • One year of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget, or personnel -OR- One year of experience in a highly responsible secretarial capacity -OR- One year of experience in a responsible supervisory clerical capacity; and • 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.
OFFICE CLERK SUPERVISOR, TYPING	The Office Clerk Supervisor, Typing (OCST) will supervise and/or train a large number of employees performing general and specialized office clerical work or a smaller number performing more diversified and difficult duties. The OCST will also provide training methods, techniques, record-keeping systems, and business correspondence.	<ul style="list-style-type: none"> • Three years of office clerical experience, one year of which must have been in a specialized or supervisory capacity. • 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.
OFFICE CLERK, TYPING	The Office Clerk, Typing (OCT) will do skilled typing and perform specialized clerical work.	<ul style="list-style-type: none"> • One year's office clerical experience involving typewriting outside the County service -OR- A certificate or Associate of Arts degree in clerical procedures or office administration from an accredited college. • Typewriting skill: Ability to type at the rate of 40 net words per minute.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
OFFICE PROCUREMENT ASSISTANT	The Office Procurement Assistant will assist with administrative efforts and perform a full range of functions, including the procurement of a variety of complex and technical supply and equipment items. This involves researching vendor catalogs, making arrangements for comparative testing, evaluating competitive products, and participating in the development of tentative specifications for a variety of non-standard items in order to ensure clarity and comprehensiveness and to reflect the special needs of the operating units.	<ul style="list-style-type: none"> • One year of experience in procurement, storekeeping, or related work experience performing a full range of functions, including the procurement of a variety of complex and technical supply and equipment items which involve research of vendor catalogs, making arrangements for comparative testing and evaluation of competitive products, and substantial participation in the development of tentative specifications for a variety of non-standard items in order to ensure clarity and comprehensiveness and to reflect the special needs of the operating units or experience performing a full-range of duties in the operation of a warehouse, including: operating a store or warehouse, or section of a large storage facility; maintaining property records for a department; receiving and packing a variety of items, and arranging the details of shipments via common carrier or the postal service; and/or assisting a higher level warehouse worker by acting as a full-time lead person over a crew of helpers; and • 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.
OPERATING SYSTEMS ANALYST	The Operating Systems Analyst (OSA) will support complex operating systems and associated software and hardware on midrange servers or mainframes hosting critical applications in a high-availability environment under supervision. The OSA will maintain complex systems, including configuring and implementing releases, upgrades, or changes to operating systems, servers, and related software.	<ul style="list-style-type: none"> • Option 1: Bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience at the level of Application Developer II, one year of which must include configuring and maintaining complex systems, including configuring and implementing releases, upgrades, or changes to operating systems, servers, and related software -OR- Option 2: Two (2) years of recent, full-time, paid experience configuring and maintaining complex systems, including configuring, coordinating, and implementing releases, upgrades, or changes to operating systems, servers, and related software, one year of which must be in a midrange or mainframe environment with formal change management, problem resolution procedures, and back-up and recovery plans. • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
PREDICTIVE DATA ANALYST	The Predictive Data Analyst under immediate supervision, assists in maintaining and analyzing County, departmental, or divisional data assets; utilizes classical and machine learning techniques, including predictive and prescriptive analytics, to support data-driven program design and management; and produces dashboards, reports, and other advanced data visualization products to help program managers monitor outputs and outcomes.	<p>Option I: A Bachelor's degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health that included 12 semester or 18 quarter units of coursework in data science, predictive analytics, quantitative research methods, or statistical analysis -AND- Two (2) years of experience in the application of techniques of machine learning, predictive analytics, data management, and hypothesis-driven data analysis to complex experimental designs leading to actionable findings and recommendations -OR- A Master's or Doctoral degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health.</p> <p>Option II: Four (4) years of experience with responsibility for planning, designing, conducting, and evaluating research projects involving the application of techniques of machine learning, predictive analytics, data management, and/or hypothesis-driven data analysis to complex experimental designs leading to actionable findings and recommendations.</p> <p>A valid California Class C Driver License or the ability to utilize alternative method of transportation when needed to carry out job-related essential functions</p>
PRINCIPAL INFORMATION SYSTEMS ANALYST	The Principal Information Systems Analyst will direct the development, implementation, and management of custom and commercial off-the-shelf projects and applications for the programs within the Department of Public Health.	<ul style="list-style-type: none"> • Bachelor's Degree in Computer Science, Information Systems, or a closely related field; and • Minimum of four (4) years in the last ten (10) years of full-time work experience performing project management, business analysis, system analysis and design for large and complex IT systems.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
PRINCIPAL NETWORK SYSTEMS ANALYST	The Principal Network Systems Analyst (PNSA) will provide technical leadership for the comprehensive support of complex network and server operating system environments. Incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks. The PNSA will function as a lead for complex network systems administration projects and may supervise lower-level Network Systems Administrators and other technical staff.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization planning, designing, installing and maintaining complex network infrastructure with a high-availability environment -OR- Five (5) years of progressively responsible, full-time paid experience planning, designing, installing and maintaining complex network infrastructure in a centralized IT organization with a high-availability environment. • 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
PRINCIPAL OPERATING SYSTEMS ANALYST	The Principal Operating Systems Analyst will provide technical leadership or supervision of work involving complex operating systems and associated software, hardware, and servers, including midrange or mainframes hosting critical applications in a high-availability environment. These environments require formal change management and problem resolution procedures and comprehensive back-up and recovery solutions.	<ul style="list-style-type: none"> • Option I: Bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization, configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating, and implementing releases, upgrades, or changes to operating systems, servers, and related software, two (2) years of which must be in a complex server environment with formal change management, problem resolution procedures, and back-up and recovery plans. -OR- • Option II: Five (5) years of recent full-time paid experience configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating, and implementing releases, upgrades, or changes to operating systems, servers, and related software, two (2) years of which must be in a complex server environment with formal change management, problem resolution procedures, and back-up and recovery plans; • Software support experience. • Strong Technical skills including knowledge of software development processes; • Ability to understand application functions and technical documentation required; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
PROGRAM ANALYST	The Program Analyst will plan, implement, administer, and evaluate various programs and services.	<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control -and- four years of experience in the analysis of mental health or public health programs. A master's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control may be substituted for one year of the required experience; and • Valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
PUBLIC HEALTH INVESTIGATOR	The Public Health Investigator (PHI) will enforce laws, ordinances, and regulations for the control among the residents of a Service Planning Area (SPA). The PHI will focus efforts on those activities that help Public Health manage cases/outbreaks in settings that include, but are not limited to, worksites and places of worship.	<ul style="list-style-type: none"> • One year of experience conducting investigations related to the control of communicable and/or non-communicable diseases; and • 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.
PUBLIC INFORMATION OFFICER	The Public Information Officer (PIO) will assist with administrative efforts and be responsible for developing, organizing, and coordinating a comprehensive public information program for Public Health. The PIO will use his/her strong public relations experience and skills to help gain public support and acceptance for the vaccine in response to the pandemic.	<ul style="list-style-type: none"> • A Bachelor's degree from an accredited college or university -AND- five years of public relations experience, including the writing and placing of news and feature articles for the various communication media. *One additional year of the required experience will be accepted for each year of college required • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
PUBLIC INFORMATION SPECIALIST	The Public Information Specialist will initiate, plan, develop, maintain, evaluate, implement, and coordinate department-wide public information programs, services, and activities, disseminating information to the public through various media channels.	<ul style="list-style-type: none"> • A Bachelor's degree from an accredited college or university with a major in Communications, Journalism, Public Administration, Public Relations, English or a closely related field -AND- Five years of experience in a staff capacity in public relations administering public information program or professional experience as a journalist within a media organization. One additional year of the required experience will be accepted for each year of college. • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
RADIATION PROTECTION SPECIALIST	The Radiation Protection Specialist conducts inspections, investigations, and tests to detect and control radiation hazards arising from the use of X-ray equipment, and ensures compliance with State, Federal, and County laws and regulations	<ul style="list-style-type: none"> • Option 1: Possession of a valid certificate in diagnostic or therapeutic radiologic technology or nuclear medicine technology issued by the California State Department of Health Services or the American Registry of Radiologic Technologists - or- Possession of a health physics technology certificate from an accredited two-year program -AND- Five years of experience in a medical radiology department, hospital, or public health agency operating or surveying the use of radiological equipment, providing advice on safe practices in radiation to ensure compliance with rules and regulations governing radiation use. -OR- • Option 2: A Bachelor's degree from an accredited college or university with a major in radiologic health, radiologic science, radiologic technology, health physics, physics, engineering, mathematics, physical science, or a closely related field -AND- Two years of professional experience in health physics or a closely related field. • 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.
RESEARCH ANALYST	The Research Analyst will assist in planning and conducting research projects involving designs, field studies and surveys.	<ul style="list-style-type: none"> • A master's degree in a field of the behavioral or social sciences and one year's post master's research experience -or- • A bachelor's degree in a field of the behavioral or social sciences and any combination of relevant education and/or experience totaling three years; and • A valid Class C California Driver's License, proof of vehicle insurance, and reliable transportation for travel to a variety of sites throughout Los Angeles County.
RESEARCH ANALYST SUPERVISOR	The Research Analyst Supervisor will assist with administrative efforts and be responsible for planning, developing, and implementing research projects designed to evaluate and improve the effectiveness of services and contribute to program policy decisions.	<ul style="list-style-type: none"> • A Ph.D. or other doctoral degree from an accredited college or university with specialization in the field of the behavioral or social sciences - AND - two years of post-doctorate research experience including responsibility for the design, evaluation, and implementation of research projects in a behavioral or social science field - OR - a bachelor's degree in a field of the behavioral or social sciences and any combination of relevant education with experiences totaling six years; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
RESEARCH ANALYST SUPERVISOR, BEHAVIOR SCI	The Research Analyst Supervisor, Behavioral Sciences has principal responsibility for planning, developing and implementing research projects designed to evaluate and improve the effectiveness of department services, and to contribute to program policy decisions.	<ul style="list-style-type: none"> • A Ph.D. or other doctoral degree from an accredited college or university with specialization in a field of the behavioral or social sciences - AND - Two years' post doctorate research experience including responsibility for the design, evaluation and implementation of research projects in a behavioral or social science field - OR - a Bachelor's degree in a field of the behavioral or social sciences and any combination of relevant education with experiences totaling six (6) years.
SENIOR ADMINISTRATIVE ANALYST	The Senior Administrative Analyst (SAA) will assist with Public Health efforts by overseeing a division composed of multiple units responsible for providing administrative services, which directly impact the management of major departmental programs and administrative operations. The SAA will work to ensure programmatic, technical, and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Option I: Two years of supervisory experience over a unit of analysts performing assignments within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative fields - AND - two additional years of experience involving the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related sensitive and confidential administrative functional areas. -OR- • Option II: Two years of supervisory experience - AND - four years of experience involving the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related, sensitive and confidential administrative functional areas; and • 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.
SENIOR ADMINISTRATIVE ASSISTANT	The Senior Administrative Assistant will provide administrative support by independently defining, analyzing, and making recommendations to maximize efficiency within the organization in areas related to budget, systems and procedures, program, facilities planning, management, and personnel.	<ul style="list-style-type: none"> • Three years' experience in a staff capacity analyzing and making recommendations to maximize efficiency in the following areas: organization, systems and procedures, programs, facility planning, budget, and personnel, one year of which must have been in a responsible staff capacity in the administrative staff organization of a department or a central administrative staff organization; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR APPLICATION DEVELOPER	The Senior Application Developer (SAD) will perform highly specialized and complex information systems analysis and programming tasks and acts as technical expert for development or maintenance of one or more major systems. This position may also function as a lead for application development projects and may supervise lower-level application development personnel.	<ul style="list-style-type: none"> • Bachelors degree from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and three (3) years of recent, full-time, paid experience coding, testing, and debugging applications programs -OR- Four (4) years of recent, full-time, paid experience in an information technology organization, coding, testing, and debugging application programs. • 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
SENIOR COMMUNITY WORKER	The Senior Community Worker will supervise, mentor, and provide programmatic support to a team of Community Workers.	<ul style="list-style-type: none"> • Option I: Bachelor's Degree from an accredited college or university -AND- two years of experience developing, implementing, and evaluating a health-focused program with one year at a supervisory level -OR- • Option II: Three years of experience supervising community workers and groups or similar experience at a public or private community-based organization, clinic, hospital, or health system • 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.
SENIOR DATA SCIENTIST	The Senior Data Scientist under general supervision, leads the development and application of methods to identify, collect, process, organize, and analyze structured and unstructured data using advanced statistical prediction, inference, and optimization; effectively communicates results to County, departmental, and divisional decision makers and provides ongoing support to strengthen data-driven program design and management.	<ul style="list-style-type: none"> • A Bachelor's degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health that included 12 semester or 18 quarter units of coursework in data science, predictive analytics, quantitative research methods, or statistical analysis -AND- Six (6) years of experience, including two (2) years in a lead capacity, applying and overseeing the application of machine learning, predictive analytics, data management, and hypothesis-driven data analysis to make actionable recommendations to support program, policy, and operational decision-making. -OR- • A Master's or Doctoral degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health may substitute for up to two (2) years of experience. • A valid California Class C Driver License or the ability to utilize alternative method of transportation when needed to carry out job-related essential functions

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR ENVIRONMENTAL SPECIALIST	The Senior Environmental Specialist (SES) will direct the environmental health program activities in a health district; or has immediate responsibility for a specialized County-wide environmental health program. The SES will direct a staff who are performing a variety of environmental health activities directed toward the identification, solution, and prevention of environmental health problems. The SES will take appropriate enforcement action in accordance with State and local regulations governing retail food vending, multiple housing, sewage, etc.	<ul style="list-style-type: none"> • Bachelor's degree from an accredited college, university, or educational institution or an educational institution of collegiate grade approved by the American Council on Education -AND- A letter from the California State Department of Public Health verifying eligibility to work as an Environmental Health Specialist Trainee. -AND- Four years of experience conducting environmental health inspections and investigations. • Certificate as a Registered Environmental Health Specialist issued by the California State Department of Health Services. Chief Environmental Health Specialists engaged in dairy and milk products inspection also must be Registered Dairy Inspectors by the California State Department of Food and Agriculture. • 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.
SENIOR HEALTH EDUCATOR	The Senior Health Educator (SHE) will assist with administrative efforts and coordinate with a Public Health team to help prepare and facilitate related training. The SHE will develop talking points, presentations, and prepare materials; conduct trainings; and prepare reports.	<ul style="list-style-type: none"> • A master's degree with specialization in public health education or community health education in a program of study accredited by the American Public Health Association or equivalent, as required under California Law -AND- two years of public health education experience; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR INFORMATION SYSTEMS ANALYST	<p>The Senior Information Systems Analyst (SISA) will perform specialized information systems analysis and will provide expertise in one or more areas of systems analysis. The SISA may act as a team leader, coordinator, lead a project team, or provide expertise in information systems analysis, including definition of user requirements, feasibility studies, design, program specifications, testing, and implementation. The SISA will also assist project managers in the development of project plans and system integration test plans for new systems or complex enhancements to existing systems. The SISA will monitor application systems functionality and participate in development of management procedures and quality standards.</p>	<ul style="list-style-type: none"> • Option I: Bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization -OR- • Option II: Three (3) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization. • 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.
SENIOR IT AID	<p>The Senior IT Aid (SITA) will provide assistance to professional information technology (IT) staff engaged in the implementation of departmental systems, hardware and software or may serve as initial contact point for the reporting of customer related information system calls. The SITA will assist professional information technology personnel in the planning, adapting, testing, installing, and documenting of computer systems. The position will provide guidance to departmental users regarding routine IT related issues.</p>	<ul style="list-style-type: none"> • One (1) year of experience providing assistance to professional information technology staff and providing routine customer related information systems related tasks with Two (2) years of highly specialized or supervisory clerical experience involved with information technology including the use or installation of desktop software. • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR IT TECHNICAL SUPPORT ANALYST	The Senior IT Technical Support Analyst (SITTSA) will provide comprehensive/complex technical support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networking, and applications. The ITTSA may also lead other IT support staff.	<ul style="list-style-type: none"> • Three years of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software in a centralized IT organization; and • 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.
SENIOR MARKETING ANALYST	The Senior Marketing Analyst (SMA) is responsible for the solicitation, negotiation, and implementation of a departments marketing program. The SMA will perform assignments which require full competence over a wide range of marketing transactions.	<ul style="list-style-type: none"> • Option1: Two years' experience in a public agency assisting in the negotiation and implementation of marketing programs -OR- • Option 2: Three years' experience in private sector marketing implementing marketing projects. A Master's degree from an accredited college with specialization in Marketing may be substituted for six months of the required public or private sector experience. • 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.
SENIOR NETWORK SYSTEMS ADMINISTRATOR	The Senior Network Systems Administrator (SOASA) will provide comprehensive support of complex network and server operating system environments. Under direction, The Senior Network System Administrator will perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks and may be responsible for installing, servicing, and moving servers and networking devices.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field and three (3) years of recent full-time, paid experience in LAN design, configuration, and administration. -OR- • Four years of recent, progressively responsible experience in LAN design, configuration, and administration. • A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR OFFICE CLERK	The Senior Office Clerk (SOC) will perform highly specialized clerical duties. The Senior Office Clerk may also lead a small section or unit with responsibility for assigning and coordinating work performed.	<ul style="list-style-type: none"> • Three years of office clerical experience, one year of which must have been in a specialized capacity. • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR OFFICE CLERK, TYPIST	The Senior Office Clerk, Typist (SOCT) will perform skilled typing work and provide highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.	<ul style="list-style-type: none"> • Three years office clerical experience involving typewriting, one year of which must have been in a specialized or supervisory capacity. • Typewriting skill: Ability to type at the rate of 40 net words per minute.
SENIOR OPERATING SYSTEMS ANALYST	The Senior Operating Systems Analyst (SOSA) will under direction, support complex operating systems and associated software and hardware on midrange servers or mainframes hosting critical applications in a high-availability environment. The position is responsible for reporting to an information technology supervisor or manager. The SOSA will also perform the more difficult assignments of configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating, and implementing releases, upgrades, or changes to operating systems, servers, and related software.	<ul style="list-style-type: none"> • Option I: Bachelor's degree in Computer Science, Information Systems, or a closely related field, and two (2) years of recent, full-time, paid experience in a centralized Information Technology organization configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating and implementing releases, upgrades, or changes to operating systems, servers and related software, one year of which must be in a midrange or mainframe environment with formal change management, problem resolution procedures, and back-up and recovery plans -OR- • Option II: Three (3) years of recent, full-time, paid experience configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating and implementing releases, upgrades, or changes to operating systems, servers and related software, two years of which must be in a midrange or mainframe environment with formal change management, problem resolution procedures, and back-up and recovery plans. • 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.
SENIOR PROGRAM ANALYST	The Senior Program Analyst will provide administrative support and supervise a team of analysts and other technical and support personnel providing technical and consultative services to the management of a program or oversees a small Countywide health program.	<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control -AND- five (5) years of experience in the analysis of mental health or public health programs. A master's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control may be substituted for one year of the required experience. • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR RESEARCH ANALYST	The Senior Research Analyst will plan, conduct, interpret and evaluate research and evaluation projects involving complex experimental designs.	<ul style="list-style-type: none"> • Ph.D. or other doctoral degree from an accredited college or university with specialization in a field of the behavioral or social sciences -and- one year's post-doctoral research experience including responsibility for the design, evaluation, and implementation of research projects in a behavioral or social science field -OR- A bachelor's degree in a field of the behavioral or social sciences and any combination of additional relevant education and/or experience totaling five years; and • Valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR SYSTEMS ANALYST	The Senior Systems Analyst (SSA) will define and analyze requirements and business functions, design functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems, under general supervision. The SSA will also develop technical and user documentation, provide user training, and implement programs for a complete system or a component or module of a large complex system.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field and (1) year of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization. One (1) year of recent experience in information systems analysis and design in a centralized information technology organization. Two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization • 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.
SENIOR SYSTEMS SUPERVISOR	The Senior Systems Supervisor (SSS) will supervise a small staff of Information Systems Analysts engaged in the analysis, design, and implementation of manual and electronic information and work processing systems. The Senior Systems Supervisor will coordinate the systems programs in a county department and provide supervision of other analysts or of operations involving key punch, data control, or computer terminals.	<ul style="list-style-type: none"> • Three years of experience in systems analysis and design, network administration or systems support; one year of which must have been in a highly responsible capacity with Two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization. • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR TECHNOLOGY TECHNICAL SUPPORT	<p>The Senior Technology Technical Support (STTS) will supervise and provide work direction a small staff of Information Technology Technical Support Analysts who provide desktop and technical support to departmental IT users including problem analysis and resolution on hardware and software trouble calls; and performs related duties as assigned. The STTS will also provide advanced complex problem analysis and resolution of hardware, software and network problems and issues.</p>	<ul style="list-style-type: none"> • Four (4) years of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software in a help desk/desktop support role with a minimum of two (2) years as a senior or lead working in an enterprise corporate environment. • 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.
SENIOR WAREHOUSE WORKER	<p>The Senior Warehouse Worker will assist with administrative support efforts by conducting the following functions: operating a store or warehouse and being responsible for both procurement and warehousing operations in a department, serving as the highest level of technical review of these operations. Warehouse Worker positions will supervise staff performing a variety of material handling tasks using manual and powered equipment and ensure the observance of appropriate safety procedures and practices in the use of such equipment.</p>	<ul style="list-style-type: none"> • One year of storekeeping, procurement or related experience that includes the following: (1) operating a store or warehouse, or section of a large storage facility, typically involving responsibility for the supervision of a staff comprised of five or fewer warehouse worker positions, the determination of items to be stocked, and the levels to be maintained; (2) supervising the maintenance of property records for a large department; (3) assisting a higher level warehouse worker; (4) supervising a large number of subordinates involving limited storekeeping responsibilities; or (5) acting with an unusual degree of responsibility for procurement and related supply functions and reporting to someone other than a higher level warehouse worker or supply officer; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SPANISH MEDIA TRANSLATOR	<p>The Spanish Media Translator is primarily responsible for translation of documents that relay information (including press releases, talking points for media interviews and speeches, social media post, etc) needed to facilitate primarily Spanish/non-English monolingual or limited English proficiency individuals access to and understanding of public health information.</p>	<ul style="list-style-type: none"> • Three years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, programs, facility planning, budget, or personnel, one year of which must have been in a responsible staff capacity in the administrative staff organization of a department or a central administrative staff organization; Five years of experience as a translator preferably in the health care industry and fluent in medical terminology; Successful completion of a Healthcare Translation Training Program, which includes a section covering Medical Terminology or Certification from the American Translators Association (ATA) for language(s) certified by ATA. <p>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.</p>
SUPERVISING ENVIRONMENTAL SPECIALIST	<p>The Environmental Specialist Supervisor performs specialized environmental health inspections and investigations of complex environmental health problems; or provides lead supervision to field staff who are enforcing environmental health and consumer protection laws by making inspections, initiating investigations and taking appropriate enforcement action.</p>	<p>Two years' experience as a Registered Environmental Health Specialist for a health department.</p> <ul style="list-style-type: none"> • Certificate as a Registered Environmental Health Specialist issued by the California State Department of Health Services. Environmental Health Specialists II engaged in dairy and milk products inspection also must be Registered Dairy Inspectors by the Department of Food and Agriculture, State of California. • A valid California Class C Driver License is required to carry out job-related essential functions.
SUPERVISING EPIDEMIOLOGIST	<p>The Supervising Epidemiologist will provide administrative assistance and supervise and direct the work of Epidemiologists and professional support staff in the provision of planning, designing, implementing, and evaluating multiple health-related surveillance systems, epidemiologic studies, and field investigations.</p>	<ul style="list-style-type: none"> • Master's degree from an accredited college or university with specialization in epidemiology, biostatistics, or its equivalent -AND- five years of experience designing, conducting, and evaluating epidemiologic studies, building and assessing communicable disease surveillance systems, and /or conducting field investigations -OR- A doctoral degree from an accredited college or university with specialization in epidemiology, biostatistics or its equivalent -and- two years of experience designing, conducting, and evaluating epidemiologic studies building and assessing communicable disease surveillance systems, and/or conducting field investigations; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SUPERVISING PUBLIC HEALTH INVESTIGATOR	The Supervising Public Health Investigator (SPHI) supervises Public Health investigation activities related to outbreak investigations to prevent disease, disability, and premature death caused by a particular illness. The SPHI, as the Outbreak Investigator Supervisor, will work closely with the Outbreak Investigator Manager, Outbreak Investigators, and support staff to assign, coordinate, and monitor outbreaks within non-clinical settings and within an assigned region.	<ul style="list-style-type: none"> • One year of experience enforcing laws, ordinances, and regulations for the control of communicable and/or non-communicable diseases; locating, counseling, and referring offenders and disease carriers; and conducting other health related investigations; and • 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.
SYSTEMS ANALYST	The Systems Analyst (SA) will under close supervision, using established procedures, define and analyze requirements and business functions, define functional system specifications, and test and coordinate the implementation of new application systems and/or revisions to existing systems. The SA will perform systems analysis and design within a limited framework using basic systems design techniques and analysis tools.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field. One (1) year of recent experience in information systems analysis and design in a centralized information technology organization. • A valid California Class C Driver License is required for appointment to some positions in this class.
TECHNOLOGY AID	The Technology Aid (TA) provides assistance to professional information technology (IT) staff by performing routine information systems and providing basic support services related tasks in a centralized information technology organization. The TA performs routine tasks such as executing predefined test plans, tracking issues, compiling, and organizing documentation and applying scripted solutions to common user or systems related problems.	<ul style="list-style-type: none"> • Two (2) years of highly specialized or supervisory clerical experience involved with information technology including the use or installation of desktop software- OR- Two (2) years of responsible secretarial experience in an information systems environment. • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
TECHNOLOGY SECURITY SPECIALIST	The Technology Security Specialist (TSS) will act as lead technical consultant, systems architect, or project manager for a departmental information technology (IT) security program. The Technology Security Specialist, under the general direction of a Departmental Information Security Officer II, will provide consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. TSS will also carry out highly complex and -specialized assignments in one or more areas of IT security-related areas including application, network, physical/environmental, server, and workstation security; and security incident response, awareness training, identity and access management, and risk assessment.	<ul style="list-style-type: none"> • Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related discipline -AND- four (4) years of recent, full-time, highly responsible paid experience managing the security of multiple platforms, operating systems, software, and network protocols for a large IT organization. • 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.
TECHNOLOGY SPECIALIST	The Technology Specialist will, under managerial review, act as a consultant, technical expert, system architect, or senior project manager for Information Systems and may manage a very large and complex database environment.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field with four (6) years of experience performing progressively responsible information technology functions, one (1) year of which must include planning, designing, implementing, and administering of server-based, scalable databases • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
TECHNOLOGY SUPERVISOR	The Technology Supervisor (TS) will supervise the activities of an Information Technology section within a departmental centralized information technology organization responsible for providing complex information technology services, including planning, design, coordination, development, implementation, maintenance, and support of automated information and telecommunication systems.	<ul style="list-style-type: none"> • Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and four (4) years of recent, full-time, paid experience in design, development, implementation, operation, and maintenance of information systems, one (1) year of which must have been in a lead or supervisory capacity. -OR- Five (5) years of recent, full-time paid experience in design, development, implementation, operation, and maintenance of information systems, two (2) years of which must have been in a lead or supervisory capacity. • 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.
TECHNOLOGY TECHNICAL SUPPORT	The Technology Technical Support (TTS) will provide a full range of technical information technology support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks, and applications in a centralized IT organization.	<ul style="list-style-type: none"> • Two (2) years of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software, in a centralized Information Technology organization. • 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.
VIDEO PRODUCTION SPECIALIST	The Video Production Specialist (VPS) will provide expert support for Public Health trainings by producing web-based and virtual trainings, which can be live or recorded. The VPS will ensure the web-based, recorded, and live trainings run smoothly by providing technical assistance to hosts, panelists, and training attendees.	<ul style="list-style-type: none"> • Master's degree from an accredited college in instructional communications technology or similar field -OR- a bachelor's degree from an accredited college in communications or a related field and one year's experience within the last three years, writing, producing, and directing training or informational programs using broadcast level video technology used within the last three years. -OR- completion of three years (90 semester units or the equivalent) in an accredited college; 18 units must be in communications or a related field and two years' experience within the last three years, writing, producing, and directing training or informational programs using broadcast level video technology used within the last three years. One additional year of the required experience may be substituted for each year of college (30 semester units or equivalent) on a year-for-year basis; and • 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.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
WAREHOUSE WORKER	<p>The Warehouse Worker II will assist with administrative support efforts by conducting the following functions: (1) operating a store or warehouse, or section of a large storage facility, typically involving responsibility for the supervision of a staff comprised of five or fewer warehouse worker positions, the determination of items to be stocked, and the levels to be maintained; (2) supervising the maintenance of property records for a large department; (3) assisting a higher level warehouse worker; (4) supervising a large number of subordinates involving limited storekeeping responsibilities; or (5) acting with an unusually high degree of responsibility for procurement and related supply functions and reporting to someone other than a higher level warehouse worker or supply officer.</p>	<ul style="list-style-type: none"> • One year of storekeeping, procurement or related experience that includes the following: (1) operating a store or warehouse, or section of a large storage facility, typically involving responsibility for the supervision of a staff comprised of five or fewer warehouse worker positions, the determination of items to be stocked, and the levels to be maintained; (2) supervising the maintenance of property records for a large department; (3) assisting a higher level warehouse worker; (4) supervising a large number of subordinates involving limited storekeeping responsibilities; or (5) acting with an unusual degree of responsibility for procurement and related supply functions and reporting to someone other than a higher level warehouse worker or supply officer; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

ATTACHMENT II

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

AS-NEEDED TEMPORARY PERSONNEL SERVICES

SERVICE REQUEST FORM

Date of Request:					
Anticipated Start Date:					
Contractor Name:					
Contract Number:					
Contractor's Project Manager:					
Project Title:					
Project Period:					
Reporting Location(s):					
Requesting Program Office:					
County's Project Manager:					
County's Project Manager Email:					
Funding Source:					
Staff Title	No. Needed	Staff Rate (Please select one per row)			
		Up to 25	40+	Emergency	
				Up to 25	40+
Duty Statement					

If additional insurance(s) is required, please check from the options below.

ADDITIONAL INSURANCE REQUIREMENT(S):

(Sexual Misconduct Liability Coverage should be required when the contract work involves care or supervision of children, seniors and other vulnerable persons. This may include services such as childcare, foster care, group homes, emergency shelters,

medical and/or mental health care service delivery, residential treatment, mentoring, schools, camp operations, school bus transport, and security services.)

- Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 Million per claim and \$2 Million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who is alleged to have committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

(Professional Liability/Errors and Omissions coverage is required for medical and legal Contractors, as well as Contractors in non-traditional professions including, but not limited to accountants, appraisers, architects, billers, computer programmers, engineers, interpreters, staffing/temporary services agencies, and consultants. **Note: A minimum of \$3 Million aggregate limit is recommended for medical and legal service providers.**)

- Professional Liability/Errors and Omissions: Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 Million per claim and \$3 Million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Contract's expiration, termination or cancellation.

(Crime Coverage is only required when the contracted services involve pick up, carry, guard or otherwise handle County money and securities [ex. Cash, checks, warrants, bonds, vouchers], or other highly valued County property [ex. Property to be auctioned.]

- Crime Coverage: A Fidelity Bond or Crime Insurance policy with limits of not less than \$ [insert Dept. estimate of the probable maximum loss exposure] per occurrence. Such coverage shall protect against all loss of money, securities, or other valuable property entrusted by County to Contractor, and apply to all of Contractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. The County and its Agents shall be named as an Additional Insured and Loss Payee as its interests may appear. This insurance shall include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and shall not contain a requirement for an arrest and/or conviction.

Contractor warrants that it possesses the competence, expertise, and personnel necessary to provide services consistent with the requirements of the Contract and consistent with the professional standard of care for these services.

Contractor must recruit and hire staff listed on this Services Request Form to start work within 30 days of signing below.

Contractor Signature

Title

Contractor Name

Date

SAMPLE