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PC 001-24
Submitted 2/26/24

6 Attorneys for
7 COUNTY OF LOS ANGELES

8
9 COUNTY OF LOS ANGELES

10 EMPLOYEE RELATIONS COMMISSION

11 In the matter of the Petition filed by
12 LOS ANGELES COUNTY PUBLIC
DEFENDER'S UNION, Local 148,
13
14 Petitioner

CRM No.: 24-7707415*001
UFC No.: 001-24

**COUNTY OF LOS ANGELES' OPPOSITION
TO PETITION FOR DETERMINATION OF
AN APPROPRIATE EMPLOYEE
REPRESENTATION UNIT AND/OR
CERTIFICATION AS MAJORITY
REPRESENTATIVE**

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19 TO THE EMPLOYEE RELATIONS COMMISSION, AND TO ALL PARTIES AND
20 THEIR ATTORNEYS OF RECORD:

21 **I. INTRODUCTION**

22 The County of Los Angeles ("County") hereby files its opposition to the Los Angeles
23 County Public Defenders Union Local 148's ("Union") Petition for Determination of an
24 Appropriate Employee Representation Unit and/or Certification as Majority Representative
25 ("Petition") filed on or about January 8, 2024 with the County Employee Relations Commission
26 ("Commission"). The Union seeks to establish and represent a new bargaining unit comprised of
27 Paralegals and Senior Paralegals, but only the fragment of those employees assigned to the Office
28 of the Public Defender.

1 For the reasons provided herein, the County respectfully requests that the Commission
2 deny the Union’s Petition on the basis that the Union’s proposed bargaining unit is not an
3 appropriate unit.

4 **II. STATEMENT OF FACTS**

5 **A. PARALEGAL AND SENIOR PARALEGALS**

6 The County employs Paralegals and Senior Paralegals; these classifications are currently
7 unrepresented. While the Senior Paralegal classification has some limited supervisory duties,
8 both positions are classified as non-supervisory and non-professional.

9 **1. Paralegal Class Specification**

10 As set forth in the Paralegal Class Specification, Class Code/Item Number 9232,
11 Paralegals may be assigned to provide paraprofessional legal assistance to one or more attorneys
12 in *either* the Alternate Public Defender, County Counsel, District Attorney, Public Defender, or
13 Child Support Services. (See **County’s Exhibit 1**, attached hereto.) They may also be assigned to
14 the Board of Supervisors.

15 Paralegals may report to either an attorney or a higher level paralegal, but in either case,
16 Paralegals’ substantial legal work is delegated by, and performed under the direction, supervision
17 and technical review of, an attorney. Paralegals’ duties generally include: researching and
18 analyzing law sources; drafting motions and discovery documents; reviewing legal documents;
19 and organizing and indexing trial documents, exhibits, and testimony. (*Id.*)

20 **2. Senior Paralegal Class Specification**

21 The Senior Paralegal Class Specification, Class Code/Item Number 9233, is similar to that
22 of the Paralegal in terms of where they can be assigned. Senior Paralegals may be assigned to
23 provide higher-level paraprofessional legal assistance to one or more attorneys in *either* the
24 Alternate Public Defender, County Counsel, District Attorney, or Public Defender. Senior
25 Paralegals may supervise up to two Paralegals and report to either an attorney or a Supervising
26 Paralegal. Senior Paralegals perform similar duties to Paralegals, in addition to supervising less
27 experienced Paralegals or clerical staff and being responsible for highly specialized and complex
28 assignments requiring a high level of independence, including the organization of documents used

1 in the prosecution or defense of major crimes. (See **County Exhibit 2**, attached hereto.)

2 **B. APPLICABLE POLICIES AND RULES**

3 Both the assignment of Paralegals and Senior Paralegals to a Department (i.e., Alternate
4 Public Defender, County Counsel, District Attorney, Public Defender, Board of Supervisors, or
5 Child Support Services Department) and inter-departmental transfers are governed by County-
6 wide Policies, Procedures, and Guidelines (“PPGs”) and the County’s Civil Service Rules. The
7 relevant County policies and rules include, but are not limited to:

8 **1. COUNTY PPGS**

9 **PPG No. 100: Recruitment and Selection Program Administration**

10 The Department of Human Resources has the responsibility for the administration
11 of the Los Angeles County's Recruitment and Selection Program including the
12 establishment of goals, objectives, and standards as well as the development and
13 implementation of policies, procedures, and guidelines related to the operation of
14 the Program.

15

16 (See **County Exhibit 3**, attached hereto.)

17 **PPG No. 113: Transfer Opportunity Announcements**

18 All transfer opportunity announcements shall be posted on the official bulletin
19 board of the Department of Human Resources. Transfer opportunity
20 announcements may only be used to fill vacant funded positions and shall be
21 limited to employees who currently hold or have held the payroll title of the
22 announced position or of similar classifications with the same rank and grade.

23

24 (See **County Exhibit 4**, attached hereto.)

25 **2. CIVIL SERVICE RULES**

26 **10.02 - Order of names on eligible lists.**

27 The names of applicants shall be entered upon the eligible list in a competitive
28 examination in order of standing in the examination, including veterans credit, or

1 credits for efficiency, character and seniority, where applicable. (See **County**
2 **Exhibit 5**, attached hereto.)

3 **11.01 - Certification and appointment from eligible list.**

- 4 A. In filling vacancies from an eligible list, the appointing authority shall make
5 appointment from eligible lists certified by the director of personnel.
- 6 B. The director of personnel shall assemble candidates into groups based on their
7 weighted total score in the examination, for the purpose of grouping, scores
8 shall be rounded to the nearest whole number. In the case of open competitive
9 examinations, veteran's credit shall be added before assembling the candidates
10 into groups.

11

12 (See **County Exhibit 6**, attached hereto.)

13 **15.02 - Interdepartmental transfers.**

- 14 A. 1. In the case of employees in nonsupervisory classes, supervisory classes in
15 bargaining units as certified by ERCOM and managerial classes in the Sheriff,
16 on the request of the appointing powers, the director of personnel may
17 authorize the interdepartmental transfer of an employee from one position to
18 another similar position of the same class, or to any other position to which
19 his/her appointment, transfer or change of classification would be authorized
20 by these Rules, in another department.

21 (See **County Exhibit 7**, attached hereto.)

22 **C. THE UNION'S PETITION**

23 In its Petition, the Union requests that the Commission (1) determine that a bargaining
24 unit comprised of Paralegals and Senior Paralegals constitutes an appropriate unit, and (2) certify
25 the Union as the majority representative of that bargaining unit.

26 However, although the Petition identifies Item Numbers 9232 (Paralegal) and 9233
27 (Senior Paralegal) as the classifications at issue, the Union does not seek to represent *all*
28 Paralegals and Senior Paralegals in those Class Codes/Item Numbers. Instead, the Petition

1 attempts to split the classifications and establish a bargaining unit comprised exclusively of
2 Paralegals and Senior Paralegals working for the Public Defender.

3 The Petition states “none” in response to whether there are “[a]ny other relevant facts.”
4 (See item 9 on page 2 of Petition.) It provides no information to support splitting an existing
5 classification among represented and unrepresented bargaining units.

6 **D. PROOF OF INTEREST**

7 The County currently employs a total of 203 Paralegals and 62 Senior Paralegals across
8 the Alternate Public Defender, County Counsel, District Attorney, Public Defender, Board of
9 Supervisors, and Child Support Services Departments. (See **County Exhibit 8**, attached hereto.)
10 Among those, 50 Paralegals and 35 Senior Paralegals are assigned to the Public Defender.¹

11 Section 5.03 of the Commission’s Rules and Regulations requires that “a petitioning
12 employee organization shall submit to the Commission evidence that at least thirty percent (30%)
13 of the employees in the claimed unit desire petitioner to represent them in their employment
14 relations with the County.” The Union represented in its Petition that 81 of the 85 Paralegals and
15 Senior Paralegals assigned to the Public Defender request the Union to represent them. This
16 figure represents approximately 95% of Paralegals and Senior Paralegals in the Public Defender
17 Department and approximately 30.5% of the total number of Paralegals and Senior Paralegals the
18 County currently employs. (See item 11 on page 2 of Petition.)

19 **E. HISTORY OF LABOR RELATIONS BETWEEN COUNTY AND UNION**

20 The Commission certified the Union as the majority representative of County employees
21 in Bargaining Unit 803 on or about May 24, 2021. Bargaining Unit 803 consists of four (4)
22 classifications: Deputy Public Defenders I, II, III, and IV. No Deputy Public Defenders work
23 outside of the Public Defender’s Office.

24 The County and the Union have negotiated and ratified one (1) Memorandum of
25 Understanding (“MOU”). The term of the operative MOU is January 10, 2023 to September 30,
26 2025.

27 ¹ The Petition represents that there are 51 Paralegals and 30 Senior Paralegals in the proposed
28 unit. For the purpose of this Opposition, the County assumes that the Union intends to represent
all Paralegals and Senior Paralegals assigned to the Public Defender.

1 **III. LEGAL STANDARD**

2 **A. THE BURDEN IS ON THE UNION**

3 The petitioner has the burden of proving that the proposed bargaining unit is an
4 appropriate unit. (*City of Glendale* (2021) PERB Decision No. 2773-M, p. 27, citing *City of Lodi*
5 (2010) PERB Decision No. 2142-M, p. 10; *County of Orange* (2016) PERB Decision No. 2478-
6 M, p. 13.)

7 **B. THE COMMISSION MUST CONSIDER THE TOTALITY OF**
8 **CIRCUMSTANCES TO DETERMINE WHETHER THE PROPOSED UNIT**
9 **IS APPROPRIATE**

10 The Commission must determine both the sufficiency of the petitioner’s proof of interest
11 and the appropriate unit for the purpose of recognition as the majority representative. Section
12 5.04.200 of the County’s Employee Relations Ordinance (“ERO”) sets forth fairly standard
13 criteria for determining the appropriateness of a representation unit:

14 “B. In the determination of appropriate employee representation units the following factors,
15 among others, are to be considered:

- 16 1. Which unit will assure employees the fullest freedom in the exercise of rights granted
17 under this chapter.
- 18 2. The community of interest of the employees;
- 19 3. The history of employee relations in the unit, among other employees of the county, and
20 in similar public employment;
- 21 4. The effect of the unit on the efficient operation of the public service and sound employee
22 relations;
- 23 5. Whether management officials at the level of the unit have the power to agree or make
24 effective recommendations to other administrative authority or the board of supervisors
25 with respect to wages, hours and other terms and conditions of employment subject to
26 negotiation;
- 27 6. The effect on the existing classification structure of dividing a single classification among
28 two or more units.”

1 The ERO does not specifically define “community of interest,” but relevant legal authority
2 establishes that the key issue in analyzing the community of interest factor is “to reveal the
3 interests of employees and [to] ascertain whether they share substantial mutual interests in matters
4 subject to meeting and negotiating.” (*Monterey Peninsula Community College Dist.* (1978) PERB
5 Dec. No. 76.) The Public Employment Relations Board (“PERB”) generally determines whether a
6 community of interest exists among employees by considering: “job function and duties, wages,
7 method of compensation, hours, employment benefits, supervision, qualifications, training and
8 skills, contact/interchange with other employees, integration of work functions, and goals.”
9 (*International Federation of Professional and Technical Engineers, Local 21 v. City and County*
10 *of San Francisco* (2000) 79 Cal.App.4th 1300, 1306.) Community of interest is assessed by the
11 totality of circumstances. (*Monterey Peninsula, supra*, PERB Dec. No. 76.)

12 **IV. ARGUMENTS OPPOSING PETITION**

13 **A. BY DIVIDING CLASSIFICATIONS AMONG BARGAINING UNITS, THE**
14 **PROPOSED UNIT WOULD CAUSE FRAGMENTATION AND**
15 **PROLIFERATION OF BARGAINING UNITS**

16 In bifurcating employees in the same classifications who share a community of interest,
17 the proposed unit would cause the fragmentation and proliferation of bargaining units.

18 As a general principle, an appropriate bargaining unit is the broadest feasible unit based
19 on community of interest. Accordingly, PERB disfavors the fragmentation of classifications and
20 bargaining units. (*See, e.g., County of Santa Clara* (2019) PERB Decision No. 2670-M, p. 27 &
21 fn. 25 (“The foundation of public sector labor relations is to protect employees’ right to
22 representation and to balance those rights with public employers’ interest in maintaining
23 operational efficiency. Accordingly, [PERB] generally seek[s] to avoid the fragmentation of
24 employee groups and proliferation of bargaining units and focus on finding an appropriate unit in
25 which the sought-after employees can realistically be represented.”) In *County of Monterey*,
26 PERB overturned a County’s determination that per diem Registered Nurses (“RNs”) should be in
27 a separate unit from regular RNs, writing “it is difficult to imagine a plainer example of
28 unnecessary fragmentation than placing just over 50 County RNs in a newly formed unit all their

1 own, rather than in an existing unit comprising over 500 County RNs who perform identical work
2 at the same hospital.” (*County of Monterey* (2022) PERB Decision No. 2821-M, pp. 11-12.)

3 By virtue of sharing the same job classification, all Paralegals and Senior Paralegals at the
4 County, respectively, share identical job duties, salary ranges, methods of compensation,
5 qualifications, and continuing education requirements. The substantive similarity among
6 Paralegals across County Departments is evident in the recruitment and appointment process for
7 this position, in which the County does not differentiate examinations or eligibility lists by
8 Department (with limited and infrequent exceptions). (See **Declaration of Joshua Brandt** at ¶¶
9 3-6; **County Exhibits 9 and 10**, attached hereto.) Whether a Paralegal is assigned to the Office of
10 the Public Defender is based on the needs of various County Departments, not on any factors that
11 distinguish these assignees from their counterparts within the same classification. (*See City of*
12 *Pasadena* (2021) PERB Decision No. 2788-M, p. 15 (“PERB generally disfavors splitting a
13 single classification across multiple units when the employees within the same classification
14 perform the same work under virtually identical conditions of employment”).) The Union’s
15 proposed unit falls far short of the broadest feasible grouping of positions that share a community
16 of interest.

17 Such fragmentation also tends to demonstrate that the proposed unit will not assure
18 employees the fullest freedom in the exercise of rights granted under the County’s ERO. Dividing
19 employees in a classification who otherwise share interests and concerns dilutes their bargaining
20 power and hinders their ability to reach broad consensus with the County on terms and conditions
21 of employment.

22 The foreseeable effect of establishing the proposed unit would be an untenable
23 proliferation of increasingly small subgroups of County employees. As an example, if Paralegals
24 and Senior Paralegals assigned to each Department petitioned to form their own separate
25 bargaining unit, this alone would create five (5) separate bargaining units. If this pattern extended
26 across the County’s 2,264 classifications, it could mean hundreds of additional bargaining units.
27 (*See, e.g., San Francisco Unified School District* (1995) PERB Decision No. 1086E, p. 22
28 (“Separate representation of additional crafts groups would ‘destroy the functional integration

1 which is so critical to the efficient operation of the District”).)

2 **B. HISTORY OF EMPLOYEE RELATIONS IN THE COUNTY**

3 The Commission should consider that the unit the Union proposes would be an aberration
4 from the County’s history of employee relations. Of the approximately 62 bargaining units
5 recognized by the Commission, not one fragments a classification in the manner the Union
6 proposes. (See **Declaration of Jeffrey Hickman** at ¶ 3, attached hereto.) To the contrary, several
7 bargaining units represent classifications within which employees are assigned to multiple
8 Departments and job sites across the County. For example, SEIU Local 721 (Bargaining Unit
9 111) represents the Legal Office Support Assistant I and II classifications, who—just like
10 Paralegals and Senior Paralegals—may be assigned to the District Attorney, Public Defender,
11 Alternate Public Defender, Child Support Services, or County Counsel Departments. (See
12 **County Exhibits 11 and 12**, attached hereto.) Another classification in Bargaining Unit 111,
13 Office Support Assistant, can also be found in virtually every Department across the County. (See
14 **County Exhibit 13**, attached hereto.) The Commission should avoid diverging from an employee
15 relations and classification structure established over decades.

16 **C. THE PROPOSED UNIT WOULD HAVE AN ADVERSE EFFECT ON THE**
17 **EFFICIENCY OF COUNTY OPERATIONS**

18 The proposed unit would impede both the efficiency of public service and sound
19 employee relations. Fragmenting the classifications at issue would not only cause the County to
20 incur the burden of negotiating with additional unit(s), it will also inevitably lead to differing and
21 inconsistent policies and procedures for employees working in the same position, albeit in
22 different departments. As an example, the Union could negotiate different procedures for inter-
23 departmental transfers. (See, e.g., Article 33 (Transfer) of the MOU between the County and the
24 Union for Bargaining Unit 803, attached herein as **County Exhibit 14**.) The incongruity between
25 transfer policies applicable to Paralegals and Senior Paralegals assigned to the Public Defender,
26 on the one hand, and those assigned to all other County Departments, on the other, would lead to
27 confusion and dispute about applicable procedures in the event of a transfer or a swap between
28 employees in different Departments. Additionally, such inconsistency could interfere with the

1 County’s flexibility to assign, transfer, or promote Paralegals and Senior Paralegals as necessary
2 based on the operational needs of various Departments. This kind of incongruity and confusion
3 could extend to many terms and conditions of employment, including seniority, layoff
4 procedures, personnel file policies, and grievance procedures.

5 Moreover, the proposed unit would disrupt the County’s benefits and compensation
6 structure by forcing the County to differentiate these provisions within the same classifications
7 pursuant to a negotiated MOU. The resulting differences could create tension between Paralegals
8 and Senior Paralegals working for the Public Defender and those in other Departments who are
9 performing substantively the same work.

10 **V. CONCLUSION**

11 For the foregoing reasons, the County opposes the Union’s Petition and respectfully
12 requests that the Commission find the proposed unit does not constitute an appropriate unit within
13 the meaning of the County’s ERO, and deny the Petition.

14 Dated: February 16, 2024

LIEBERT CASSIDY WHITMORE

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By: /s/ Gabriella A. Kamran
Adrianna E. Guzman
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Attorneys for
COUNTY OF LOS ANGELES

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10 EMPLOYEE RELATIONS COMMISSION

11 In the matter of the Petition filed by
12 LOS ANGELES COUNTY PUBLIC
DEFENDER'S UNION, Local 148,
13
14 Petitioner,

CRM No.: 24-7707415*001
UFC No.: 001-24

**DECLARATION OF JOSHUA BRANDT IN
SUPPORT OF COUNTY OF LOS ANGELES'
OPPOSITION TO PETITIONER'S PETITION
FOR DETERMINATION OF AN
APPROPRIATE EMPLOYEE
REPRESENTATION UNIT**

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19 I, Joshua Brandt, declare as follows:

20 I have personal knowledge of the facts set forth herein, except as to those stated on
21 information and belief and, as to those, I am informed and believe them to be true. If called as a
22 witness, I could and would competently testify as to the matters stated herein.

23 1. I am a Manager in the Countywide Talent Assessment division of the Department
24 of Human Resources of the County of Los Angeles ("County"). I have held this position since
25 April 2020. I have worked in the Department of Human Resources for approximately 10 years.

26 2. In my capacity as Manager, I oversee the recruitment and assessment processes for
27 a number of Countywide classifications, including the Paralegal classification. I coordinate the
28 administration of competitive examinations and the assessment of applicants' competencies. I

1 also facilitate the fulfillment of Departmental requests for candidates eligible for appointment
2 from certification lists for various Countywide classes. I am familiar with local rules and
3 ordinances, including the County’s Civil Service Rules and Policies, Procedures, and Guidelines
4 (“PPGs”).

5 3. Certain County classifications are specific to a Department, meaning employees
6 working in that classification will be assigned to that particular Department, while other
7 classifications are Countywide, meaning they may be allocated to one of several Departments
8 within the County. The Paralegal classification is a Countywide classification. (See **County’s**
9 **Exhibit 1**, attached hereto.)

10 4. Since July of 2016, the Department of Human Resources has managed the
11 recruitment, assessment, and hiring for the Paralegal classification, with the goal of streamlining
12 and standardizing the hiring process across Departments. There are limited exceptions that allow
13 Departments to recruit for Countywide classifications, but such exceptions are uncommon.

14 5. While the Senior Paralegal classification is shared Countywide across the
15 County’s legal Departments, individual Departments typically manage recruitment for Senior
16 Paralegals. The reason for this practice is to focus on prioritizing promotional opportunities
17 within the Department, rather than conducting an open competitive or interdepartmental
18 recruitment. (See **County’s Exhibit 2**, attached hereto.)

19 6. I am generally familiar with the job postings that Human Resources distributes
20 soliciting applications for Countywide classifications. Typically, these postings indicate that
21 positions may be filled anywhere within the County, rather than being specific to individual
22 Departments with allocated positions. (See **County’s Exhibits 9 and 10**, attached hereto.) The
23 Department of Human Resources informs applicants to Countywide positions that they may be
24 assigned to one of several County Departments based, in part, on Departmental needs.

25 I declare under penalty of perjury under the laws of the State of California that the
26 foregoing is true and correct.

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Liebert Cassidy Whitmore
A Professional Law Corporation
6033 West Century Boulevard, 5th Floor
Los Angeles, California 90045

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Executed on February 16, 2024, at Los Angeles, California.

Joshua Brandt

Joshua Brandt

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6 Attorneys for
7 COUNTY OF LOS ANGELES

8
9 COUNTY OF LOS ANGELES

10 EMPLOYEE RELATIONS COMMISSION

11 In the matter of the Petition filed by
12 LOS ANGELES COUNTY PUBLIC
DEFENDER'S UNION, Local 148,
13
14 Petitioner,

CRM No.: 24-7707415*001
UFC No.: 001-24

**DECLARATION OF JEFFREY HICKMAN IN
SUPPORT OF COUNTY OF LOS ANGELES'
OPPOSITION TO PETITIONER'S PETITION
FOR DETERMINATION OF AN
APPROPRIATE EMPLOYEE
REPRESENTATION UNIT**

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19 I, Jeffrey Hickman, declare as follows:

20 I have personal knowledge of the facts set forth herein, except as to those stated on
21 information and belief and, as to those, I am informed and believe them to be true. If called as a
22 witness, I could and would competently testify as to the matters stated herein.

23 1. I am a Principal Analyst in the Employee Relations Division of the Chief
24 Executive Office ("CEO") of County of Los Angeles ("County"). I have held this position since
25 April 2020.

26 2. In my capacity as Principal Analyst, I oversee labor relations, including collective
27 bargaining, on behalf of the County with various unions that represent County employees. I
28 monitor compliance with various Memoranda of Understanding ("MOUs") between the County

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and unions, as well as with state labor law (*e.g.*, the Meyers-Milias-Brown Act), and local rules and ordinances, including the County’s Civil Service Rules, Policies, Procedures, and Guidelines (“PPGs”), and Employee Relations Ordinance (“ERO”).

3. I am not aware of any bargaining unit recognized by the County Employee Relations Commission that includes some but not all employees within a particular classification. Bargaining units within the County historically include classifications in their entirety, in accordance with the County’s existing classification structure.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on February _15_, 2024, at Los Angeles, California.



Jeffrey Hickman

EXHIBIT 1

**PARALEGAL**Class Code:
9232COUNTY OF LOS ANGELES
Established Date: Mar 6, 1987
Revision Date: Oct 10, 2017**SALARY RANGE**

\$5,126.92 - \$7,293.36 Monthly

DEFINITION/STANDARDS:**DEFINITION:**

Performs a wide variety of paralegal duties under the direction of an attorney.

CLASSIFICATION STANDARDS:

Positions allocable to this class provide paraprofessional legal assistance to one or more attorneys in the Alternate Public Defender, County Counsel, District Attorney, Public Defender and Child Support Services. Incumbents may be required to have extensive contact with clients and witnesses. Incumbents may be assigned specialized legal support responsibilities requiring initiative and the ability to elicit information from local, state and federal law enforcement agencies, courts, and penal institutions. Positions allocable to this class may report to an attorney or higher level paralegal, but in either case, substantial legal work shall be specifically delegated by, and performed under the direction, supervision and technical review of, an attorney. The work performed requires knowledge of legal concepts, principles, terminology and procedures and the extensive use of legal reference material. Paralegals are distinguished from positions allocable to Legal Office Support Assistant by their responsibility for conducting factual or legal research; analyzing situations and recommending an effective course of action; working with a substantially greater degree of skill and independence; communicating effectively both orally and in writing; reading and understanding statutes, court decisions, and legal documents; and obtaining data through interviewing clients.

EXAMPLES OF DUTIES:

Researches and analyzes law sources such as statutes, ordinances, court decisions, criminal pleadings, police reports, legal documents and articles for use in preparing legal documents such as briefs, pleadings, contracts, deeds, opinions, etc., for review, approval, and use of an attorney.

Drafts motions, memoranda of points and authorities, interrogatories and answers, complaints and answers, cross claims, affidavits and declarations.

Reviews legal documents and forms for completeness and conformance to specific requirements set forth in applicable legal codes.

Reviews and processes requests for criminal records background information in order to determine the existence or nonexistence of prior convictions; obtains criminal record information and related documents and screens for legal sufficiency.

Gathers and documents factual information by interviewing clients and performs routine legal research to assist an attorney in determining appropriate legal action.

Performs preliminary analysis of legislative bills and researches legislative histories.

Summarizes, organizes, and indexes prior opinions, testimony, depositions, and documentary material from interrogatories.

Organizes and indexes trial documents, prepares exhibits and assist attorneys at trial by keeping track of exhibits, testimony and documents.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Certificate of completion of a paralegal training program approved by the American Bar Association, or by the California Department of Education, or by an equivalent accrediting agency from another state -OR- Graduation from law school.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

OTHER REQUIREMENTS:

Continuing Education

Every two years, all paralegals shall be required to certify completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in a specialized area of laws. All continuing legal education courses shall meet the requirements of California Business and Professions Code Section 6070. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping a record of the paralegal's certification.

SPECIALTY REQUIREMENTS:

COMMENTS:

EXHIBIT 2

**SENIOR PARALEGAL**Class Code:
9233COUNTY OF LOS ANGELES
Established Date: Mar 6, 1987
Revision Date: Oct 10, 2017**SALARY RANGE**

\$5,412.46 - \$8,129.36 Monthly

DEFINITION/STANDARDS:**DEFINITION:**

Performs the more difficult paralegal duties or acts as team leader over a small staff performing support functions for a County law office.

CLASSIFICATION STANDARDS:

Positions allocable to this class are found in the Alternate Public Defender, County Counsel, District Attorney, and Public Defender and are characterized by (1) assignments involving the more difficult and complex paralegal duties requiring a higher degree of initiative, skill and specialized legal knowledge or (2) supervision of no more than two Paralegals. All positions allocable to this class may report to an attorney or Supervising Paralegals, but in either case, substantial legal work shall be specifically delegated by, and performed under the direction, supervision and technical review of, an attorney. Skills required include the ability to act with a large degree of independence in support of complex criminal or civil cases involving major felonies or substantial fiscal impact with some positions requiring knowledge of very specialized department policies and procedures in special case prosecution, and a working knowledge of state, federal or international law pertaining to unique or unusual legal issues. Incumbents must develop and maintain effective working relationships with attorneys and other professionals involved in case handling, and may require skill requisite to provide lead supervision to a small group of Paralegals or clerical support staff.

EXAMPLES OF DUTIES:

Gathers factual information and performs legal research that is not available through routine sources and requires deviation from established procedures.

May have responsibility for highly specialized and complex assignments requiring a high level of independence including the organization of documents used in the prosecution or defense of major crimes.

Performs legal research involving the prosecution or defense of suspects accused of major crimes.

Drafts affidavits, petitions, and trial briefs.

May supervise and participates in the work of less experienced Paralegals or clerical staff providing specialized support to a County law office.

May be responsible for the more difficult and complex legal support functions in major civil cases serving as immediate assistant to a senior or supervising attorney.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

One year of experience at the level of Paralegal performing a wide variety of paralegal duties under the direction of an attorney.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

OTHER REQUIREMENTS:

Continuing Education

Every two years, all paralegals shall be required to certify completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in a specialized area of laws. All continuing legal education courses shall meet the requirements of California Business and Professions Code Section 6070. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping a record of the paralegal's certification.

SPECIALTY REQUIREMENTS:

COMMENTS:

EXHIBIT 3

COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
POLICIES, PROCEDURES, AND
GUIDELINES



NO. 100

DATE: March 30, 2001

RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

PURPOSE

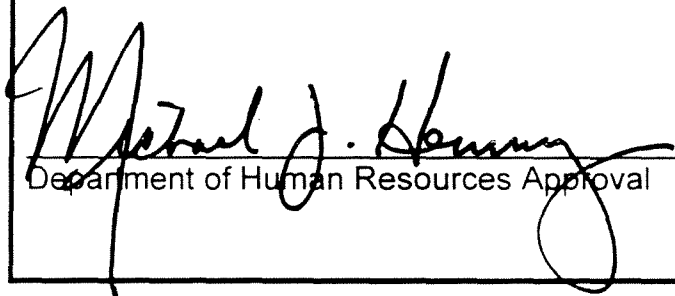
This Human Resources policy is established to provide uniform policies, procedures, and guidelines to be applied to the administration of the Recruitment and Selection Program including the delegated examining process and to serve as a technical resource for the County human resources staff involved in recruitment and selection operational activities.

SCOPE

This policy applies to all civil service examinations planned, developed, and conducted by recruitment and selection staff in the Department of Human Resources (DHR) and line departments.

POLICY

It is the policy of Los Angeles County that the development, administration, and maintenance of the Recruitment and Selection Program must be in full compliance with merit system standards, Equal Employment Opportunity (EEO) standards, Civil Service Rules (CSR), State and Federal laws related to employment, Federal Uniform Guidelines on Employee Selection Procedures (UGESP), and DHR standards and guidelines.


Department of Human Resources Approval

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

The Department of Human Resources has the responsibility for the administration of the Los Angeles County's Recruitment and Selection Program including the establishment of goals, objectives, and standards as well as the development and implementation of policies, procedures, and guidelines related to the operation of the Program. Since 1986, line departments have played a major role as a result of delegated authority of certain recruitment and selection operational activities given by the Director of Personnel (CSR 3.03). Both DHR and line departments develop, validate, and administer examinations; however, DHR's focus is on administration of Countywide examinations although staff will conduct examinations for line departments on an as needed basis. DHR also provides technical guidance, training, and support to line departments on all recruitment and selection matters.

A. Purpose of Delegated Examination Program

The Delegated Examination Program serves as a valuable management tool. The Program:

- Facilitates the active involvement of line departments in the recruitment and selection process.
- Enhances management's ability and flexibility to establish and meet their priority recruitment and selection needs.
- Provides for more direct, timely, and cost-effective recruitment.
- Increases line departments' accountability in managing their own recruitment and selection operational activities.

B. Legal Basis for Recruitment and Selection

The legal basis for recruitment and selection is established in the County Charter, Article IX, and the Civil Service Rules. In addition to specific County provisions, recruitment and selection operations must comply with Federal and State regulations related to these matters. See Attachment.

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

Merit System Standards

In general, examinations should be developed and administered in the spirit of merit system hiring and promotional practices as expressed in the following:

- 1) **An examination shall be competitive.** That is, a reasonable and appropriate effort is made to recruit qualified candidates. An examination shall be deemed to be competitive when applicants are tested and grouped as to their relative qualifications and abilities, or when a single applicant is scored against a fixed standard. All appointments to the positions in the classified service shall be made from the highest ranking group except when the highest ranking group does not include at least five persons who are available for appointment; the appointment may then be made from the next highest group or combination of groups to include at least five persons (CSR 7.04, 11.01E).

- 2) **An examination to be impartial.** All examinations shall be fair and impartial. That is, all candidates have equal opportunity to demonstrate their qualifications under the same conditions according to the same standards. No candidate shall be discriminated against in employment or opportunity for employment based upon race, color, religion, sex, physical disability, medical condition, marital status, age, national origin or citizenship, ancestry, political opinions or affiliation, organizational membership or affiliation, or other non-merit factors, any of which are not substantially related to successful performance of the duties of the position. Additionally, no candidate shall receive special advantages or disadvantages in the way the examination is designed, administered, or scored (CSR 7.25 and 25.01 and UGESP, Sec11).

- 3) **An examination shall be job-related.** That is, competitive examinations shall consist of one or more parts designed to assess factors that are indicative of success on the job and do not assess factors that are irrelevant to job success (CSR 7.07, 25.01).

C. Policy Statements and Program Standards

All departments must adhere to DHR examination performance standards and guidelines which have been developed to ensure systematic compliance with CSR,

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

Merit System Standards, UGESP, and State and Federal laws related to employment. However, every examination situation is somewhat unique and every examination requires some judgment on how professionalism and thoroughness are balanced with economy and expediency. Line departments are responsible for meeting the requirements specified in these standards, even when a department receives contracted assistance in any of its examinations.

The examination standards are as follows:

- Examinations should be developed, monitored, and controlled by staff who have received technical training on proper examining methodologies and techniques.
- Staff performing duties of job analysis, examination planning, examination validation, and examination process supervision should be trained in the following areas:
 - Basic examination processing, bulletin information preparation, recruitment, and test administration operational activities.
 - Job analysis and examination development and planning.
 - Development and use of assessment methods.
 - Test validity and reliability concepts.
 - Basic examination statistics.
 - Examination security.
- Staff performing the duties of examination scheduling, application evaluation, test administration, and test processing should be trained in the following areas:
 - Application processing.
 - Test processing and record keeping requirements and procedures.
 - Examination security.
 - Test administration including proctoring, scoring, and raw score transformation procedures.

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

- Each major phase of examination development and administration should be monitored by exam management to ensure it is properly structured, complies with all applicable rules and regulations, and minimizes the potential for exam fraud.
- Examination plans, data, and results are confidential and must be secured in a steel safe or steel cabinet equipped with security bars/locks or equivalent security measures.
- Access to examination materials must be limited to examination staff or other appropriate individuals on a need-to-know basis.
- Examination staff, including support personnel, shall be restricted from any involvement in the examination process in which they are candidates, have relatives or close associates who are candidates, or have immediate superiors who are candidates in the examination.

The source documents for these standards include:

- Los Angeles County Code, Title 5, Civil Service Rules.
- The Uniform Guidelines of Employee Selection Procedures, adopted by the Equal Employment Opportunity Commission, Civil Service Commission, Department of Labor, and Department of Justice.
- Principles for the Validation and Use of Personnel Selection Procedures, American Psychological Association, Division 14, Society for Industrial-Organizational Psychology.
- California Administrative Code, Title 2, Local Agency Personnel Standards.

D. Recruitment and Selection Program - Roles and Responsibility

Civil Service Rules provide the framework for the administration of the Program and include designated recruitment and selection activities to be performed by the

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

Director of Personnel. While applicable CSR set forth recruitment and selection responsibilities of the Director of Personnel, the actual administration of the Program is a collaborative process between DHR and line departments through DHR's delegation of certain recruitment and selection activities to line departments (CSR 3.03).

1. Department of Human Resources

The Department of Human Resources is assigned responsibility for the administrative and operational management of the Program. In this role, DHR's responsibilities are to:

- Establish and administer policies, procedures, and standards to govern the administration of all recruitment, examination, and selection activities including delegated activities in line departments.
- Develop and administer specific recruitment and examination programs at the request of line departments, in accordance with agreed upon arrangements and/or requirements.
- Develop and administer master calendar examinations for highly-populated Countywide classes.
- Develop Selection Plans for use by departments for the administration of examinations for Countywide classifications to ensure uniformity.
- Review and approve departmental examination plans for interdepartmental and open competitive examinations.
- Review all Departmental Promotional (DP) exams that are administered by line departments for Countywide classifications to ensure they follow the same examination plan used by DHR for Open Competitive (OC) and Interdepartmental Promotional (IP) examinations.
- Provide a central location for the public to obtain information on job opportunities with Los Angeles County.

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

- Conduct test validation studies to ensure compliance with professional standards.
- Conduct executive searches or arrange for and coordinate activities with executive search firms to seek qualified persons to compete for top County executive and management positions.
- Develop and maintain the Countywide Job Information Hotline and Open Competitive Job Listing, including DHR's Web Page, for open competitive and promotional exams and disseminate bulletins, vacancy announcements, and Open Competitive job listings to line departments.
- Provide technical recruitment and selection training upon request and as needed to line departments' staff to ensure uniformity and ongoing effectiveness of the Program.
- Provide technical guidance and support to line departments' staff regarding all recruitment and selection related matters.
- Conduct compliance audits of line departments' administration of examinations.
- Assist in reviewing, analyzing, and responding to appeals related to recruitment and selection.
- Organize and coordinate line departments' participation in selected job fairs, career days, and other recruitment activities.

2. Line Departments

Line departments have a delegated role in the administration of the Recruitment and Selection Program including identifying, prioritizing, and conducting delegated examinations.

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

In administering the delegated recruitment and selection activities, line departments are accountable for adhering to applicable CSR, State and Federal laws and established standards, policies, and procedures issued by the Director of Personnel. Line departments' management may develop internal guidelines and procedures to administer their day-to-day recruitment and selection operational activities.

Specifically, departments will:

- Adhere to DHR's policies, guidelines, and performance standards for the conduct of examinations (See the Human Resources Management System Policies, Procedures, and Guidelines Manual - Delegated Examination Program Self-Monitoring Guidelines, #180).
- Administer all examinations in accordance with EEO and merit system standards, CSR and applicable rules and laws.
- Make appointments according to CSR, legal provisions, and County policies.
- Identify staff training needs and assign staff who are involved in recruitment and selection activities to attend relevant training conducted or coordinated by DHR.
- Administer and conduct OC, IP and DP examinations.
- Send all OC, IP and DP (for Countywide classes) examination bulletins to DHR for review and approval.
- Adhere to selection plans developed by DHR for Countywide examinations unless otherwise authorized by DHR.
- Distribute and post exam bulletins at official department locations.

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

- Notify DHR when OC examinations are bulletined in order for DHR to place the information on the Countywide Job Information Hotline, Open Competitive Job Listings, and on DHR's Web Page.
- Administer test review activities for candidates in delegated exams.
- Maintain complete records of examination materials and open to DHR for audit and review.
- Request from DHR written approval to extend eligible lists or to utilize substitute lists.
- Utilize IP lists and departmental certifications from IP lists rather than conduct independent DP examinations unless authorized by DHR.
- Conduct self-monitoring audits to ensure compliance with the Delegated Examination Program.
- Review, analyze, and respond to recommendations and audit reports prepared by DHR.
- Accept decisions by the Director of Personnel regarding appeal issues as binding and implement such decisions.
- Investigate and respond to examination appeals and participate in related Civil Service hearings for examination parts for which line departments are responsible.
- Seek County Counsel support and advice when lawsuits are filed on departments' examinations.

Departments shall not:

- Conduct examinations for sensitive positions within its organization such as those related to Human Resources functions or management positions within the Human Resources' chain of command.

TITLE: RECRUITMENT AND SELECTION PROGRAM ADMINISTRATION

NUMBER: 100

- Conduct master calendar examinations unless approved by DHR.
- Conduct examinations for positions not listed on its staffing ordinance except with approval from DHR.

More detailed information regarding standards, guidelines, and day-to-day examination administration can be found in the Performance Standards for Departmental Operations Manual, Section 1, Departmental Centered Examinations Systems; and the Human Resources Management System, Policies, Procedures, and Guidelines Manual, Tab 1, Recruitment and Employee Placement.

For guidance on specific human resources issues or policies, contact the manager of Recruitment and Selection in the Department of Human Resources at (213) 974-2616.

Attachment

mr(g:\policy100a) 3/27/01

LEGAL AUTHORITY GOVERNING RECRUITMENT AND SELECTION

I Charter of the County of Los Angeles

A. County Charter, Article IX, Section 30

Provides for . . . "recruiting, selecting, and advancing employees on the ~~basis of their relative ability, knowledge, and skills relevant to the work performed.~~" Also, "Assuring fair treatment of applicants and employees in all aspects of personnel administration without discrimination based on political affiliation, race, color, national origin, sex, religious creed or handicap and with proper regard for their privacy and constitutional rights as citizens."

B. County Charter, Article IX, Section 35

The Rules of the Civil Service System shall provide "Recruitment of persons to fill positions, either on an open or promotional basis, evaluations of qualifications of applicants, the establishment and maintenance of lists of qualified persons ranked according to their relative qualifications to hold designated positions, and certification of such lists to appointing powers"

C. County Charter, Article IX, Section 361/2

In all open competitive examinations, provides for "a credit of ten percent of the total credits specified for such examinations to all persons passing the examination who have, or who shall have, served in the armed forces of the United States in time of war, armed insurrection or international police action and are honorably discharged, or whose service was honorable, and also the wife of such person who while engaged in such service . . . was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow of any such person who died or was killed while in such service."

D. County Charter, Article IX, Section 41

Provides that "no person in the classified service, or seeking admission thereto, shall be appointed, reduced or removed or in any way favored or discriminated against because of race, color, national origin, political or religious opinions or affiliations."

II Los Angeles County Code (1999), Appendix I to Title 5, Civil Service Rules

A. Civil Service Rule 3.01(H)

The Director of Personnel shall “order, prepare and conduct all examinations.”

B. Civil Service Rule 6

Civil Service Rule 6 covers issues related to applications and applicants' qualifications for examinations.

- Qualifications for Examinations (6.01);
- Qualifications for Promotional Examinations (6.02);
- Filing Applications (6.03);
- Nonacceptance of Applicant (6.04);
- Notice of Nonacceptance (6.05);
- Random Selection (6.06);
- Appeals (6.07);
- Admission to Examination Pending Appeal (6.08);
- Amendment of Applications (6.09); and
- Application not Returned (6.10).

C. Civil Service Rule 7

Civil Service Rule 7 sets principles for ordering, administering and maintaining records for competitive examinations.

- Ordering Examinations (7.01);
- Continuous or Periodic Examining Programs (7.02);
- Notice of Examination (7.03);
- Competitive Examinations (7.04);

- Types of Examinations (7.06);
- Character of Examinations (7.07)
- Method of Testing (7.08);
- Time and Place of Examinations (7.09);
- Postponement or Cancellation of Examinations (7.10);
- Late Applicants (7.11);
- Inability to Appear (7.12);
- Parts and Weights (7.13);
- Passing Grades (7.14);
- Veteran's Credit (7.15);
- Key-copy Inspection (7.16);
- Protests Against Key Answers (7.17);
- Promulgation and Notification of Test Results (7.18);
- Inspection of Examination Materials, Rating Standards and Scoring Key (7.19);
- Protests Against Ratings to the Director of Personnel (7.20);
- Correction of Clerical Errors (7.21);
- Record of Examination (7.22);
- Record of Oral Examination (7.23);
- Other Records of Examination (7.24); and
- Examination to be Impartial (7.25).

D. Civil Service Rule 8

Civil Service Rule 8 governs the procedures for conducting noncompetitive examinations and labor appointments.

- Noncompetitive Examinations (8.01);
- Procedure for Noncompetitive Examinations (8.02);
- Labor Appointments (8.03);
- Procedure for Making Labor Appointments (8.04);
- Applicability of Other Rules (8.05); and
- Review and Appeals (8.06).

E. Civil Service Rule 10

Civil Service Rule 10 establishes the promulgation, termination and canvassing of eligible lists.

- Eligible Lists Created (10.01);
- Order of Names on Eligible Lists (10.02);
- Tie Scores (10.03);
- Disclosure of Names of Eligibles (10.04);
- Termination of Eligible Lists (10.05);
- Duration of Eligible Lists (10.06);
- Automatic Termination of List (10.07);
- Canvass of Eligible List (10.08);
- Addition of Names of War Veterans to Eligible Lists (10.09);
- Rejection of Eligible - Dropped from List (10.10); and
- Effect of Appeals (10.11).

F. Civil Service Rule 11

Civil Service Rule 11 governs the procedures for the use of and appointments from eligible lists.

- Certification and Appointment from Eligible List (11.01);

- Certification from List for Another Class (11.02);
- Selective Certification (11.03);
- Withholding Names from Certification (11.04);
- Restoration to Certification (11.05);
- ~~Effect of Removal, Withholding, or Restoration (11.06);~~
- Appointment of Eligibles (11.07); and
- Age (11.08).

G. Civil Service Rule 25

This rule sets forth the principles on non-discrimination.

- Employment Practices (25.01); and
- Employment Standards (25.02).

III Federal Regulations

A. Title VII of the 1964 Civil Rights Act

Title VII makes it unlawful for an employer to “discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual’s race, color, religion, sex, or national origin.” 42 U.S.C. § 2000e 2(a)(1).

B. Equal Pay Act of 1963

The act prohibits pay differential on the basis of sex.

C. The Americans With Disabilities Act (ADA)

The ADA protects qualified persons with disabilities from discrimination in hiring and promotion, pay, job training, benefits, referral, and all other aspects of employment.

D. The Age Discrimination in Employment Act of 1967 (ADEA)

It is unlawful for an employer: “To fail or refuse to hire or discharge any individual or otherwise discriminate against any individual with respect to

his compensation, terms, conditions, or privileges of employment, because of such individual's age." 29 U.S.C. Section 623(a)(1). Local law enforcement and fire fighters are exempt from this statute at this time.

IV State Regulation

A. California Fair Employment and Housing Act (FEHA)

The FEHA makes it an unlawful employment practice "[f]or an employer, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation of any person...to discriminate against the person in compensation or in terms, conditions or privileges of employment." Cal. Government Code § 12940(a).

mr(g:recprg2)3/20/01

EXHIBIT 4



County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject: TRANSFER OPPORTUNITY ANNOUNCEMENTS	Policy Number: 113	Pages: 2
	Effective Date: September 15, 2011	
	Approved By 	

POLICY

All transfer opportunity announcements shall be posted on the official bulletin board of the Department of Human Resources. Transfer opportunity announcements may only be used to fill vacant funded positions and shall be limited to employees who currently hold or have held the payroll title of the announced position or of similar classifications with the same rank and grade.

GUIDELINES

Transfer opportunity announcements are intended to enhance departmental recruitment strategies. Contrary to civil service examinations, transfer opportunity announcements shall not be used to promote employees.

All transfer opportunity announcements should include the name of the department where the vacancy is located, position title, filing type (e.g., departmental or interdepartmental), examples of duties, desirable qualifications (if applicable), departmental contact information, submission procedures and filing dates.

Transfer opportunity announcements must include language informing employees that they must have demonstrated that they meet the minimum qualifications for the position by holding the payroll title of the position or of similar classifications with same level and breadth of experience, scope of responsibility, and salary schedule. As applicable, the section for desirable qualifications may contain special requirement information or desired experience in a specialty pertaining to the vacant position.

Relevant information regarding submission of the required documents (e.g., resume, cover letter, performance evaluations, and time records) should also be included in the announcement.

Subject:

TRANSFER OPPORTUNITY ANNOUNCEMENTS

Policy Number: 113

Effective Date: September 15, 2011

Any questions regarding this policy should be directed to the manager of the Department of Human Resources, Countywide Examinations Administration Division at (213) 738-2244.

AUTHORITY

Civil Service Rules 15 – Assignment, Interdepartmental Transfer, and Change of Classification

DATE ISSUED

Issue Date: September 15, 2011

EXHIBIT 5

10.02 Order of names on eligible lists.

The names of applicants shall be entered upon the eligible list in a competitive examination in order of standing in the examination, including veterans credit, or credits for efficiency, character and seniority, where applicable.

(Ord. 88-0020 § 1 (part), 1988.)

EXHIBIT 6

11.01 Certification and appointment from eligible list.

- A. In filling vacancies from an eligible list, the appointing authority shall make appointment from eligible lists certified by the director of personnel.
- B. The director of personnel shall assemble candidates into groups based on their weighted total score in the examination, for the purpose of grouping, scores shall be rounded to the nearest whole number. In the case of open competitive examinations, veteran's credit shall be added before assembling the candidates into groups.
- C. Ordinarily, passing candidates shall be assembled into separate groups having fixed ranges as follows:

Group 1	95%—100%
Group 2	89%—94%
Group 3	83%—88%
Group 4	77%—82%
Group 5	70%—76%
- D. In any open competitive examination where the addition of veteran's credit points produces final candidate scores above 100 percent, a sixth group shall be created to include the eligible candidates. In instances where the director of personnel has established through a validation or other special study prior to the examination that another grouping procedure should be employed, the alternative procedure so defined may be used, providing that the procedure is described in the official examination bulletin.
- E. All appointments to positions in the classified service shall be made from the highest ranking group on such lists, except that when the highest ranking group does not include at least five persons who are available for appointment, the appointment may be made from the next highest group or groups to include at least five persons.

(Ord. 88-0020 § 1 (part), 1988.)

EXHIBIT 7

15.02 Interdepartmental transfers.

- A. 1. In the case of employees in nonsupervisory classes, supervisory classes in bargaining units as certified by ERCOM and managerial classes in the Sheriff, on the request of the appointing powers, the director of personnel may authorize the interdepartmental transfer of an employee from one position to another similar position of the same class, or to any other position to which his/her appointment, transfer or change of classification would be authorized by these Rules, in another department.
 2. In the case of employees in all other supervisory and all other managerial classes, at the request of the appointing power of the receiving department, an interdepartmental transfer shall be authorized. This includes transfer as the result of promotion.
- B. Unless otherwise agreed to by the departments, the effective date of the transfer must be no less than 14 days and no more than 30 days from the date of the request.
- C. An employee in a classified position in a district having a civil service system administered ex officio by the board of supervisors may be transferred to a similar position of the same class or grade in the county service, provided a similar transfer may be made from a classified position in the county service to a classified position in the same class or grade in such district.

(Ord. 88-0020 § 1 (part), 1988.)

EXHIBIT 8

From: Weinstein, Jeri <jweinstein@bos.lacounty.gov>

Sent: Tuesday, January 23, 2024 9:13 AM

To: Monica Johnson <mjohnson@ceo.lacounty.gov>; Greg Kandaharian <GKandaharian@ceo.lacounty.gov>; Tim Pescatello <TPescatello@ceo.lacounty.gov>

Cc: Jeffreys, Shonna <SJeffreys@bos.lacounty.gov>

Subject: Petition for Certification PC 001-24

Good Morning,

Attached is the PC that Tris Carpenter filed pertaining to the Paralegals and Senior Paralegals at PD. For info, here is a chart with the Paralegals across the County. We did the Card count yesterday and Tris fulfilled the 30% requirement if you count only the Paralegals in the PD.

This will appear on the February agenda.

Please let me know if you have any questions.

Jeri

Count of EMPLOYEE HOME_DEPT_CD	TITLE_CD		Grand Total
	9232	9233	
AD – Alternate Public Defender	6	8	14
BS – Board of Supervisor	1		1
CC – County Counsel	42	12	54
CD – Child Support	10	2	12
DA – District Attorney	94	5	99
PD – Public Defender	50	35	85
Grand Total	203	62	265

EXHIBIT 9

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Los Angeles, CA Full Time

POSTED ON 12/9/2023 CLOSED ON 12/22/2023

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Job Posting for PARALEGAL at County of Los Angeles

When to Apply

We will be accepting applications from Friday, December 8, 2023, at 8:00 a.m. (PT) to Friday, December 22, 2023 ***BEFORE*** 5:00 p.m. (PT).

About the Role

As a paralegal, you will assist attorneys by conducting legal research, analyzing cases, interacting with clients and witnesses, and providing specialized legal support under attorney supervision. If selected, you'll have the chance to collaborate with and contribute your expertise to a range of

Paralegal

Wilson Elser Moskowitz Edelman & Dicker LLP - Los Angeles, CA

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Paralegal

University of Southern California - Los Angeles, CA

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Paralegal

Office of the General Counsel - Los Angeles, CA

dynamic departments, including:

Alternate Public Defender - Comprised of skilled attorneys, dedicated investigators, and support staff, handling a wide range of misdemeanor and felony cases and specializing in complex and serious county cases, showcasing exceptional skills and dedication to clients.

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Paralegal

ACTS LLP - Encino, CA

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Salary.com Estimation for **PARALEGAL** in **Los Angeles, CA**

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FOR EMPLOYER

EXHIBIT 10



County of Los Angeles
PARALEGAL

SALARY	\$4,432.00 - \$6,137.00 Monthly \$53,184.00 - \$73,644.00 Annually	LOCATION	Los Angeles County, CA
JOB TYPE	Full time	JOB NUMBER	R9232A
DEPARTMENT	HUMAN RESOURCES COUNTYWIDE EXAMS	OPENING DATE	04/02/2018
CLOSING DATE	4/16/2018 5:00 PM Pacific		

Position/Program Information



FILING PERIOD

Thursday, April 5, 2018 at 8:00 a.m. to Monday, April 16, 2018 at 5:00 p.m. (PST)

EXAM NUMBER

R9232A

TYPE OF RECRUITMENT

Open Competitive

REBULLETIN INFORMATION

THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD. **PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY.**

DEFINITION

Performs a wide variety of paralegal duties under the direction of an attorney.

CLASSIFICATION STANDARDS

Positions allocable to this class provide paraprofessional legal assistance to one or more attorneys in the Alternate Public Defender, County Counsel, District Attorney, Public Defender and Child Support Services. Incumbents may be required to have extensive contact with clients and witnesses. Incumbents may be assigned specialized legal support responsibilities requiring initiative and the ability to elicit information from local, state and federal law enforcement agencies, courts, and penal institutions. Positions allocable to this class may report to an attorney or higher level paralegal, but in either case, substantial legal work shall be specifically delegated by, and performed under the direction, supervision and technical

review of, an attorney. The work performed requires knowledge of legal concepts, principles, terminology and procedures and the extensive use of legal reference material. Paralegals are distinguished from positions allocable to Legal Office Support Assistant by their responsibility for conducting factual or legal research; analyzing situations and recommending an effective course of action; working with a substantially greater degree of skill and independence; communicating effectively both orally and in writing; reading and understanding statutes, court decisions, and legal documents; and obtaining data through interviewing clients.

Essential Job Functions

- Researches and analyzes law sources such as statutes, ordinances, court decisions, criminal pleadings, police reports, legal documents and articles for use in preparing legal documents and articles for use in preparing legal documents such as briefs, pleadings, contracts, deeds, opinions, etc., for review, approval, and use of an attorney.
- Drafts motions, memoranda of points and authorities, interrogatories and answers, complaints and answers, cross claims, affidavits and declarations.
- Reviews legal documents and forms for completeness and conformance to specific requirements set forth in applicable legal codes.
- Reviews and processes requests for criminal records background information in order to determine the existence or nonexistence of prior convictions; obtains criminal record information and related documents and screens for legal sufficiency.
- Gathers and documents factual information by interviewing clients and performs routine legal research to assist an attorney in determining appropriate legal action.
- Performs preliminary analysis of legislative bills and researches legislative histories.
- Summarizes, organizes, and indexes prior opinions, testimony, depositions, and documentary material from interrogatories.
- Organizes and indexes trial documents, prepares exhibits and assist attorneys at trial by keeping track of exhibits, testimony and documents.

Requirements

MINIMUM REQUIREMENTS

Option 1. Current and valid certificate of completion of a paralegal training program* approved by the American Bar Association, or by the California Department of Education, or by an equivalent accrediting agency from another state -
OR-

Option 2. Graduation from law school.*

NOTE: For Option 1, it is the applicant's responsibility to maintain a current and valid certification. Applicants are required to maintain a current and valid certification from the time of application submission until final appointment.

LICENSE

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

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

OTHER REQUIREMENTS: CONTINUING EDUCATION

All paralegals shall be required to certify completion every three years of four hours of mandatory continuing legal education in legal ethics. Every two years, all paralegals shall be required to certify completion of four hours of mandatory

continuing education in either general law or in a specialized area of laws. All continuing legal education courses shall meet the requirements of California Business and Professions Code Section 6070. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping a record of the paralegal's certification.

SPECIAL REQUIREMENT INFORMATION:

*In order to receive credit for your paralegal certificate for Option 1 -OR- diploma for Option 2, you must include a legible copy of the certificate or diploma with your application at the time of filing or within fifteen (15) calendar days from application submission. Required documents may be emailed to YRodriguez@hr.lacounty.gov.

Additional Information**EXAMINATION CONTENT**

This examination will consist of a multiple choice test weighted 100% covering:

- written expression
- reading comprehension
- data analysis and decision making
- office practices and procedures
- customer service
- achievement orientation
- conscientiousness
- customer service potential
- customer focus
- dependability, and
- retention

MULTIPLE CHOICE TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

CANDIDATES MUST MEET THE MINIMUM REQUIREMENTS AND RECEIVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Please note: Test Invitation Letters and other correspondences will be sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add YRodriguez@hr.lacounty.gov and info@governmentjobs.com to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

TRANSFER OF SCORES

Applicants that have taken identical written tests for other exams within the last 12 months will have their written responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test part(s) for at least 12 months.

TEST PREPARATION

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html.

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

ELIGIBILITY INFORMATION

Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

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

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies at various Los Angeles County departments.

APPLICATION AND FILING INFORMATION

Applications must be filed online only. We must receive your application by 5:00 p.m. (PST) on the last day of filing. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Any required documents must be received at the time of filing or within fifteen (15) calendar days from application submission. If you are unable to attach documentation to your online application, you may email it to YRodriguez@hr.lacounty.gov. Please be sure to include name and examination title and number on documentation.

APPLICATIONS WITH MISSING REQUIRED DOCUMENTATION WILL BE DISQUALIFIED.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER: Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Yendy Rodriguez

Department Contact Phone: (213) 738 - 2125

Department Contact Email: YRodriguez@hr.lacounty.gov

COUNTY OF LOS ANGELES

Employment Information

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

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a Los Angeles County employee and have held multiple positions, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive credit, include required documents (e.g., copy of your diploma, transcript, certificate, or license) as directed on the job posting. International degrees in a foreign language must be translated to English and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements on Job Posting:

- a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Experience is evaluated on the basis of a verifiable 40- hour week, unless specified otherwise. Prorated part-time experience may be acceptable.

3. Application Deadline: All job applications must be completed and submitted before the closing time on the last day of the filing period as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

4. Change of Name or Address: To change personal information such as your name or address, log into your profile on www.governmentjobs.com and make the necessary change. This can be done at any time.

5. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you are an individual requesting reasonable accommodation(s) in the examination process, please contact the testing accommodation coordinator listed on the job posting. The provision of accommodation may be subject to verification as allowable with State and Federal law. All accommodation-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites),

or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translating, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study Guides and other resources are available to help candidates prepare for employment tests. An interactive system for taking practice tests may be accessed on the Department of Human Resources website at <https://hr.lacounty.gov/>. Additional resources may be listed on the job posting. COUNTY OF LOS ANGELES Employment Information Any language contained in the job posting supersedes any language contained below.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE). More information available at:

http://file.lacounty.gov/SDSInter/dhr/070812_PPG123.pdf (Download PDF reader) and http://file.lacounty.gov/SDSInter/dhr/205105_PPG_123_AC E_Resource_Guide.pdf

Background Check: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). **If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.**

Career Planning: Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <https://career-pathfinder.hr.lacounty.gov/#/>.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a “new member” of the County’s defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants. COUNTY OF LOS ANGELES Employment Information Any language contained in the job posting supersedes any language contained below.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with courtordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772- 1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of 1) identity and 2) U.S. employment eligibility.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

COVID-19 VACCINATION: Some County workforce members may be required to be fully vaccinated against COVID-19. Successful candidates for those positions/classifications may be required to submit proof of vaccination against COVID-19

or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

Updated April 2023

Agency

County of Los Angeles

Address

Los Angeles, California, 90010

Website

<http://hr.lacounty.gov>

PARALEGAL Supplemental Questionnaire

***QUESTION 1**

The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at anytime in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. Legible copy of official documents **MUST** be attached at the time of application filing or email/fax within 15 calendar days from the date of application filing.

Yes, I understand the above information and instructions

***QUESTION 2**

Which certificate of completion of Paralegal Training do you possess (certification **MUST** be attached at the time of application filing/submission or within 15 calendar days):

- approved by the American Bar Association
- approved by the California Department of Education
- approved by an equivalent accrediting agency from another state
- Not available

***QUESTION 3**

If your certification is approved by an equivalent accrediting agency, please provide the details: name of issuing agency, location, and date of certification. Please indicate **NOT APPLICABLE**, if this question does not apply to you.

***QUESTION 4**

Are you a graduate from an accredited law school?

- Yes
- No

***QUESTION 5**

If you are a graduate from an accredited law school, please provide details of graduation: name of accredited law school, location, and date of graduation. If you answered **NO**, please indicate **NOT APPLICABLE**.

***QUESTION 6**

Are you currently in compliance with California Business and Professions Code Section 6070 which requires paralegals to certify completion of mandatory continuing education in legal ethics, general law or in a specialized area of laws?

- Yes
 No

***QUESTION 7**

If you answered YES to the previous question, please provide details of your recent certification: title of certification, issuing agency, location, and date. If you answered NO, please indicate NOT APPLICABLE.

***QUESTION 8**

The following set of questions will be used to determine your eligibility to be placed on Selective Certification lists. Read each question carefully and be as specific as possible, including all information related to the functional area identified for Selective Certification. Comments such as "see resume or application" will NOT be considered as response.

THE EXPERIENCE YOU CLAIM MUST BE CONSISTENT WITH THE EXPERIENCE LISTED IN YOUR APPLICATION.

Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

Selective Certification Lists will be established in accordance with Civil Service Rule 11.03.

- I understand the above information and instructions.

***QUESTION 9**

CONTRACTS: Do you possess one year of experience providing paralegal support in contracts?

- Yes
 No

***QUESTION 10**

If you answered "YES" above, you must describe your experience that supports the response. Indicate the position title, employer, supervisor name and phone, employment date, and scope of responsibilities.

Comments such as "see resume or application" WILL NOT BE CONSIDERED.

If you answered "NO", please indicate "N/A".

***QUESTION 11**

HEALTHCARE: Do you possess one year of experience providing paralegal support in healthcare?

- Yes
 No

***QUESTION 12**

If you answered "YES" above, you must describe your experience that supports the response. Indicate the position title, employer, supervisor name and phone, employment date, and scope of responsibilities.

Comments such as "see resume or application" WILL NOT BE CONSIDERED.

If you answered "NO", please indicate "N/A".

***QUESTION 13**

LITIGATION: Do you possess one year of experience providing paralegal support in litigation?

- Yes
 No

***QUESTION 14**

If you answered "YES" above, you must describe your experience that supports the response. Indicate the position title, employer, supervisor name and phone, employment date, and scope of responsibilities.

Comments such as "see resume or application" WILL NOT BE CONSIDERED.

If you answered "NO", please indicate "N/A".

***QUESTION 15**

LAW ENFORCEMENT: Do you possess one year of experience providing paralegal support in law enforcement?

- Yes
 No

***QUESTION 16**

If you answered "YES" above, you must describe your experience that supports the response. Indicate the position title, employer, supervisor name and phone, employment date, and scope of responsibilities.

Comments such as "see resume or application" WILL NOT BE CONSIDERED.

If you answered "NO", please indicate "N/A".

***QUESTION 17**

PUBLIC WORKS: Do you possess one year of experience providing paralegal support in public works?

- Yes
 No

***QUESTION 18**

If you answered "YES" above, you must describe your experience that supports the response. Indicate the position title, employer, supervisor name and phone, employment date, and scope of responsibilities.

Comments such as "see resume or application" WILL NOT BE CONSIDERED.

If you answered "NO", please indicate "N/A".

***QUESTION 19**

CHILD DEPENDENCY: Do you possess one year of experience providing paralegal support in child dependency?

- Yes
 No

***QUESTION 20**

If you answered "YES" above, you must describe your experience that supports the response. Indicate the position title, employer, supervisor name and phone, employment date, and scope of responsibilities.

Comments such as "see resume or application" WILL NOT BE CONSIDERED.

If you answered "NO", please indicate "N/A".

***QUESTION 21**

RECORDS MANAGEMENT: Do you possess one year of experience providing paralegal support services in records management including the identification, retrieval, archiving and collection, interpretation and preservation of hard copy

and electronically stored information (ESI)?

Yes

No

***QUESTION 22**

If you answered "YES" above, you must describe your experience that supports the response. Indicate the position title, employer, supervisor name and phone, employment date, and scope of responsibilities.

Comments such as "see resume or application" WILL NOT BE CONSIDERED.

If you answered "NO", please indicate "N/A".

* Required Question

EXHIBIT 11



LEGAL OFFICE SUPPORT ASSISTANT I

Class Code:
2160

COUNTY OF LOS ANGELES
Established Date: Mar 3, 2009
Revision Date: Mar 3, 2009

SALARY RANGE

\$4,036.46 - \$5,900.28 Monthly

DEFINITION/STANDARDS:

DEFINITION:

Under close supervision, performs routine legal clerical work in a County law office.

CLASSIFICATION STANDARDS:

Positions allocable to this entry-level class are found in the offices of the District Attorney, Public Defender, Alternate Public Defender, Child Support Services, and County Counsel and are responsible for providing a full range of legal clerical services for attorneys engaged in the practice of criminal or civil law. Incumbents work under close supervision and are required to possess a basic knowledge of legal terminology, legal procedures, and various legal forms and documents and their processing.

EXAMPLES OF DUTIES:

Types from handwritten drafts, tapes, or verbal instructions various legal documents such as briefs, complaints, contracts, investigation reports, motions, legislation, opinions, petitions, points and authorities, subpoenas, warrants, letters, memos and other documents as required.

Processes various legal documents by preparing forms with complete and accurate information extracted from various sources, obtaining necessary signatures, attaching required addenda, and ensuring the complete document is received by or filed with the appropriate parties within statutory time limits.

Obtains, by telephone or correspondence, additional necessary information such as CII rap sheets, proof of prior convictions, proof of subpoena service, doctors and laboratory reports, and probation reports.

Prepares routine correspondence on own initiative such as transmittal letters, letters regarding extensions, notifications of depositions, agreed medical examiner letters, and appointment verifications.

Contacts judges, court commissioners, attorneys, court clerks, witnesses, doctors, governmental agencies, and other County departments to obtain and confirm information or to arrange medical appointments, depositions, hearings, etc.

Maintains case status records and files by posting court actions and court dates to electronic databases or other media, calendars, index cards, and file jackets; files cases prior to next court appearance dates or closes files.

Screens and routes telephone calls; furnishes information to the public, attorneys, and authorized law enforcement personnel over the telephone or at a counter in accordance with established departmental policies and procedures regarding the release of confidential information.

Performs general office duties such as filing, ordering and maintaining office supplies, opening and distributing mail, compiling data for reports, and keeping logs and date books.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

Option 1: One year of specialized office clerical experience as a Senior Typist-Clerk in the service of Los Angeles County, -OR- Two years of clerical experience as an Intermediate Typist-Clerk in the service of Los Angeles County. The required experience must have consisted of preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology, and must have been gained while working for attorneys in the offices of the District Attorney, Public Defender, Alternate Public Defender, Child Support Services, or County Counsel.

Option 2: Two years of office clerical experience in a private law firm or corporate law office.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

OTHER REQUIREMENTS:

Typing Rate: 40 net words per minute.

SPECIALTY REQUIREMENTS:**COMMENTS:**

EXHIBIT 12

**LEGAL OFFICE SUPPORT ASSISTANT II**Class Code:
2161COUNTY OF LOS ANGELES
Established Date: Mar 3, 2009
Revision Date: Mar 3, 2009**SALARY RANGE**

\$4,498.56 - \$6,229.18 Monthly

DEFINITION/STANDARDS:**DEFINITION:**

Under general supervision, performs difficult and complex legal clerical work in a County law office.

CLASSIFICATION STANDARDS:

Positions allocable to this journey-level class are found in the offices of the District Attorney, Public Defender, Alternate Public Defender, Child Support Services, and County Counsel and are responsible for providing a full range of legal clerical services for attorneys engaged in the practice of criminal or civil law. Incumbents work under general supervision and are required to use independent judgment and to possess a working knowledge of legal terminology, legal procedures and various legal forms and documents and their processing.

EXAMPLES OF DUTIES:

Types from handwritten drafts, tapes, or verbal instruction various legal documents such as briefs, complaints, contracts, investigation reports, motions, legislation, opinions, petitions, points and authorities, subpoenas, warrants, letters, memos and other documents as required.

Processes various legal documents by preparing forms with complete and accurate information extracted from various sources, obtaining necessary signatures, attaching required addenda, and ensuring the complete document is received by or filed with the appropriate parties within statutory time limits.

Obtains, by telephone or correspondence, additional necessary information such as CII rap sheets, proof of prior convictions, proof of subpoena service, doctors' and laboratory reports, and probation reports.

Prepares routine correspondence on own initiative such as transmittal letters, letters regarding extensions, notifications of depositions, agreed medical examiner letter, and appointment verifications.

Contacts judges, court commissioners, attorneys, court clerks, witnesses, doctors, governmental agencies, and other County departments to obtain and confirm information or to arrange medical appointments, depositions, hearings, etc.

Maintains case status records and files by posting court actions and court dates to electronic databases or other media, calendars, index cards, and file jackets; files cases prior to next

court appearance dates or closes files.

Screens and routes telephone calls; furnishes information to the public, attorneys, and authorized law enforcement personnel over the telephone or at a counter in accordance with established departmental policies and procedures regarding the release of confidential information.

Performs general office duties such as filing, ordering and maintaining office supplies, opening and distributing mail, compiling data for reports, and keeping logs and date books.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option 1: Two years of highly specialized office clerical experience as a Senior Typist-Clerk in the service of Los Angeles County. The required experience must have consisted of preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology, and must have been gained while working for attorneys in the offices of the District Attorney, Public Defender, Alternate Public Defender, Child Support Services, or County Counsel.

Option 2: One year as a Legal Office Support Assistant I in the service of Los Angeles County.

Option 3: Three years of office clerical experience in a private law firm or corporate law office.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

OTHER REQUIREMENTS:

Typing Rate: 40 net words per minute.

SPECIALTY REQUIREMENTS:

COMMENTS:

EXHIBIT 13

**OFFICE SUPPORT ASSISTANT**Class Code:
1137COUNTY OF LOS ANGELES
Established Date: Oct 7, 2008
Revision Date: Oct 7, 2008**SALARY RANGE**

\$3,155.92 - \$3,910.18 Monthly

DEFINITION/STANDARDS:**DEFINITION:**

Under general supervision, performs a variety of general office duties in support of an organizational unit; provides assistance to the public and staff in person and by telephone.

CLASSIFICATION STANDARDS:

Positions in this class provide clerical support related to departmental programs and activities, such as answering telephones, receiving and distributing mail, data entry, and processes applications, requisitions, and permits according to established procedures.

EXAMPLES OF DUTIES:

Processes requests for supplies, service orders, invoices, timesheets and routine reports manually or by utilizing electronic systems.

Maintains a variety of documents, records and logs by sorting, filing, photocopying, searching, verifying, and tracking information.

Provides information and referral by answering routine questions and/or routes inquiries to appropriate office.

Performs data entry to update and record statistical information.

Performs mathematical computations including adding, subtracting, multiplying and dividing accurately.

Maintains inventory and prepares supply requisitions as needed.

Arranges for meetings by coordinating calendars, distributing agenda material and reserving conference rooms.

Operates office equipment, such as: computer, 10-key adding machine, typewriter, facsimile machine, photocopier, postage meter, etc.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

High school graduate or its equivalent - OR - A Certificate of completion of the Los Angeles County Job Services' Job Readiness Training Program.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS:

NOTE: This class is restricted for use by the Department of Public Social Services' Employment Training Participants, and the Department of Human Resources for similar employment services programs.

EXHIBIT 14

ARTICLE 33 TRANSFER

Transfers may occur due to the business needs of the Department as permitted by the County Civil Service Rules. As such, Management may assign, transfer, or promote bargaining unit members as needed for the operational needs of the Department.

All attorneys shall submit an Attorney Assignment Preference Designation Form. The form will contain space for assignments where an attorney prefers to work (minimum of three) in order of preference. If an attorney wishes to remain in their current assignment, they should mark the designated box in the indicated location. The choices for assignments will be based on locations noted in the Attorney Assignment Preference Designation Form updated in 2022.

The Department shall maintain an electronic record which will be compiled from the attorney preference forms as submitted electronically by attorneys. The record shall contain each assignment preferences, in order of preference. Any subsequent submission of an attorney's list shall replace the previous list.

When transfers occur, provided that the skills required for the transfer will be met, decisions regarding staffing, assignment, re-assignment and personnel rotation are based on the needs of the Office, the professional development of the employee as perceived by Department management, the stated preference of the employee, the location of the employee's residence, length of time in the current assignment, and the length of time employee has been requesting that assignment.

If no attorney with the skills required has the vacant assignment listed, Management may transfer an attorney with the skills required for the assignment based on the operational needs of the Department. If the selection of an attorney who has the vacant assignment listed, would be contrary to the business and operational needs of the Department, that attorney will not be selected.

Upon notification of any transfer, an attorney will have 24 hours to notify management of an issue with the proposed transfer. This issue will then be considered by Management.

All transferred employees will receive written notice at least 10 business days prior to the effective date of any transfer except in unusual or emergency circumstances or unless mutually agreed upon.

Where there is no impact to client service as determined by Management, transferred attorneys will be allowed one (1) business day to pack and move files and other materials necessary due to a transfer.

In preparation for this transition, the Department will conduct a month-long “preference form drive” where this new system will be regularly announced and explained via office email and the Portal to inform attorneys of the pending change and the need to submit the new form. All current preference forms will be retired after the “preference form drive”. Thereafter, if no preference form is submitted or the submitted preference form is incomplete for any reason, operational need will determine assignment. After an initial preference form per this article is submitted, preference forms should be updated as attorney preferences change. If an attorney’s preference form is never updated, management will rely on the existing preference form for reassignment decisions.

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PROOF OF SERVICE

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

I am employed in the County of Los Angeles, State of California. I am over the age of 18 and not a party to the within action; my business address is: **6033 West Century Boulevard, 5th Floor, Los Angeles, California 90045.**

On **February 16, 2024**, I served the foregoing document(s) described as **COUNTY OF LOS ANGELES' OPPOSITION TO PETITION FOR DETERMINATION OF AN APPROPRIATE EMPLOYEE REPRESENTATION UNIT AND/OR CERTIFICATION AS MAJORITY REPRESENTATIVE** in the manner checked below on all interested parties in this action addressed as follows:

Tris Carpenter
California Labor Strategies
8033 Sunset Boulevard, Suite 505
Los Angeles, CA 90046
Telephone: 323.524.3303
Email: Tris@LaborStrategies.net

- (BY ELECTRONIC SERVICE)** By electronically mailing a true and correct copy through Liebert Cassidy Whitmore's electronic mail system from mgruen@lcwlegal.com to the email address(es) set forth above. I did not receive, within a reasonable time after the transmission, any electronic message or other indication that the transmission was unsuccessful.

Executed on **February 16, 2024**, at Los Angeles, California.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

/s/ Marsha J. Gruen
Marsha J. Gruen