

February 8, 2019



GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 FLORENCE AVE., SANTA FE SPRINGS, CA 90670
HUMAN RESOURCES DEPARTMENT (562) 944-9656
E-MAIL: HR@GLACVCD.ORG

EMPLOYMENT OPPORTUNITY

COMMUNITY LIAISON

Full-Time; Non-exempt

Application Deadline: OPEN UNTIL FILLED

Step 1	Step 2	Step 3	Step 4	Step 5
\$4,156	\$4,389	\$4,632	\$4,891	\$5,163

*Per month

ABOUT THE DISTRICT

The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves approximately 6.8 million residents in a 1,338 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

JOB SUMMARY

Under direct supervision of the Director of Community Affairs and assigned supervision of the Public Information Officer (PIO), the Community Liaison (CL) will serve as a driving force behind the District's field outreach team working extensively in the community to mobilize, educate, and empower residents, community leaders, public/private partners, and others to play direct and meaningful roles to partner and combat mosquitoes and the diseases they transmit. Within their assigned zone, the CL will work both individually and as part of a dynamic team to 1) identify key community groups and partners, 2)

evaluate barriers and challenges to message acceptance, 3) develop, implement, and evaluate education strategies and 'grass-roots' communications and activities, 4) utilize oral, written, and digital communications to raise awareness and motivate lasting behavior change designed to reduce mosquito populations and vector-borne disease risks. This position will have frequent contact with the public, community leaders, and may be required to interact with public officials, conduct media interviews and serve as a District representative as assigned.

THE POSITION

The Community Liaison has the primary duty of increasing outreach in District communities to promote awareness of the District's operations and motivate the public, municipalities, and private sector to adopt key behaviors designed to reduce the risk of vector-borne disease. This position must be able to evaluate community knowledge, develop and implement outreach strategies, set priorities and timelines, and continually reassess programmatic efficacy and implement new strategies as needed. Must be reliable, self-motivated, able to work independently, and serve as a core member of a team. This position

DISTRICT BENEFIT OVERVIEW:

Salary: The salary range is based on a 5-step merit system for all classifications. The normal hiring range is commensurate with experience and education. Cost of Living Adjustment (COLA) is determined at the discretion of the General Manager on an annual basis.

Vacation: Two (2) weeks increasing with years of service.

Holidays: 13 fixed holidays per year plus additional 8 hours of floating holiday.

Sick Leave: 96 hours per year.

Retirement: The District participates in the California Public Employees Retirement System (CalPERS); no social security. New members pay 7% contribution towards retirement. PEPRA (2% @ 62).

Medical Plan: Choice of PPO and HMO plans offered by CalPERS with Employer Health Flex Contributions between \$800 to \$1800 per month to cover premiums.

Dental Insurance: Covered through The Standard Dental at the employee's cost.

Vision Insurance: Covered through Eye Med at the employee's cost.

Retirement Health Reimbursement Arrangement: District contributes \$50 per month allowance to employee HRA.

Deferred Compensation: Two optional plans available at employee's cost.

Short Term Disability: The District pays 100% of the premium towards STD insurance

Voluntary Benefits: Life AD&D, Long Term Disability, Short Term Disability, Critical Illness, Cancer, Accident, Term Life Insurance, Healthcare Flexible Spending Account plans available.

must understand and apply professional standards, ethics, and discretion when communicating with the public, governmental officials, the media, and others. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. The Community Liaison will become very familiar with assigned communities, provide input on decision-making processes, and evaluate impact of outreach activities. Routine activities will include identifying, coordinating and staffing information booths at community events; giving presentations; building partnerships with cities, agencies, businesses, chambers of commerce, faith-based groups, civic organizations, PTAs, and others to conduct outreach and disseminate outreach materials which may include visual displays, written documents, news articles, advertisements, graphics, photographs, videos, etc. and implement outreach initiatives designed to increase the adoption of disease prevention measures. The CL will also work to identify HOAs and property management companies and partner with them to increase awareness and compliance with maintenance requirements. This position will be required to routinely evaluate, report on activities, and coordinate efforts with the PIO, Outreach Assistant and Education Program Coordinators and other departments as needed. **Must be**

able to report to Santa Fe Springs & Sylmar locations based on assignments.

EDUCATION and EXPERIENCE:

Minimum of a Bachelor's Degree from an accredited college/university in public relations, communications, public administration, environmental health, biology, entomology or related; **AND** Two (2) years' experience providing education, community outreach, as a teacher or health educator, or in vector control or public health. Knowledge of standard office procedures and equipment; computerized record-keeping; data analysis/evaluation, report writing, and creation of documents including correspondence, presentations, spreadsheets, memos, business letters, and reports utilizing Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) Knowledge of photography, videography, digital design, digital and social media platforms, and advertising, highly desirable.

SELECTION PROCESS

Applications will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure continuing in the recruitment process. Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3)

business days in advance of the scheduled/examination/interview date. District appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures, or practices.

CONDITION OF EMPLOYMENT

Possession of a current valid driver's license will be required at the time of appointment and must be maintained throughout employment in this class. Must be insurable with the District's insurance carrier. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment with GLACVCD.

HOW TO APPLY: To be considered, applicants are required to submit an online application, including a cover letter and resume, which reflects the scope and level of your current/most recent positions and responsibilities to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd17ada5-5b6f-4150-a593-a3a802b80831&jobId=254911&lang=en_US&source=CC3&cclid=19000101_000001