



# City of Los Angeles

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City of Los Angeles Personnel Department

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## ZOO REGISTRAR

**Class Code: 4290**

**Open Date: 09-25-15**

**Revised: 10-08-15**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$57,628 to \$77,673

### **NOTE:**

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Zoo Registrar assists in the development and implementation of the Zoo's collection management policy and the resulting collection plans. The responsibilities include managing the Zoo's animal records and related policies, validating the quality of recorded data, and ensuring the legal compliance of all animal transactions. The Zoo Registrar will serve as a Zoo's liaison to relevant government agencies, other zoological institutions, and conversation organizations, including the Association of Zoos and Aquariums (AZA).

### **REQUIREMENTS**

1. Graduation from an accredited four-year college or university with a major in zoology, biology, or a closely related field; and one year full-time paid experience as an assistant or associate zoo curator; **or**
2. Two years of full-time paid experience supervising the care, selection, or identification of exotic and wild animals at the level of Senior Animal Keeper; **or**
3. Two years of full-time paid experience performing the duties of a Zoo Registrar.

### **NOTES:**

1. **In addition to the regular City application all candidates must complete the Zoo Registrar Qualifications Questionnaire at the time of filing. The Zoo Registrar Qualifications Questionnaire is located within the Supplemental Questions of the City Application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination and their application will not be processed.**
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.

### **WHERE TO APPLY**

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

**Applications and Qualifications Questionnaires must be received by THURSDAY, OCTOBER 15, 2015.**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from September 25, 2015 in the event that additional applicants need to be tested to meet hiring needs.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **QUALIFICATIONS REVIEW**

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Zoo Registrar may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Zoo Registrar based solely on the information submitted for qualifications review will continue in the selection process.

## **SELECTION PROCESS**

**Examination Weight:** Essay ..... **Advisory**  
Interview ..... **100%**

Your examination score will be based entirely on an evaluation of your professional and personal qualifications by interview. In the interview, emphasis may be placed on the adequacy of the candidate's experience, training, education and personal qualifications as they have provided the background necessary to perform the duties of a Zoo Registrar, including the knowledge of: zoological taxonomy, natural history, and animal husbandry; animal welfare and wildlife laws and regulations specific to animal acquisition, disposition, breeding and domestic and international transport; the principles, practices, policies, and legislation applicable to animal registration and collection records management standards and practices; the Association of Zoos and Aquariums cooperative animal management programs, such as studbooks, Species Survival Plans, and Taxon Advisory Groups; animal record keeping software, word processing, spreadsheet, and database software programs; and the ability to collect and collate data from a variety of sources into concise and accurate reports; effectively use a personal computer and computer software, such as Microsoft Office, Excel, and PowerPoint, sufficient to prepare reports; use animal registration software, including ZIMS, to maintain an inventory of the animals in the zoo's collection; train staff and volunteers in various administrative activities, including animal records keeping, records management, and animal data standards; communicate effectively, both orally and in writing; deal tactfully and effectively with employees and volunteers; and other necessary skills, knowledge, and abilities.

At the time of the interview, candidates will be required to respond to an advisory writing exercise related to the duties and responsibilities of a Zoo Registrar. This essay material will not be separately scored, but will be presented to the interview board for discussion with each candidate and for consideration in the overall evaluation of the candidate's qualifications. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their essay responses.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **NOVEMBER 30, 2015 TO DECEMBER 11, 2015**.

## **NOTES:**

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
6. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

## **NOTICE:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

## **THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.