



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SECURITY OFFICER

**Class Code: 3181**

**Open Date: 05-30-14**

### ANNUAL SALARY

\$42,762 to \$59,737

The salary in the Department of Water and Power is \$42,762 to \$65,959.

### NOTE:

For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).

### DUTIES

A Security Officer patrols and safeguards City-owned buildings, parks, reservoirs, facilities, grounds, and equipment; answers questions and directs visitors/patrons; assures that only authorized persons enter buildings, yards, and other restricted areas; prepares reports and keeps records; may make preliminary investigations of accidents, thefts, and disturbances; may issue warnings or citations for illegal parking; may testify in court and may detain violators pending the arrival of a peace officer.

### REQUIREMENTS

1. One year of full-time paid experience as a security guard, security officer, security aide, law enforcement officer, correctional officer, traffic officer, park ranger, firefighter, or Police Student Worker (with the City of Los Angeles); **or**
2. One year of preparation as a police explorer with a law enforcement agency or fire explorer with a fire department; **or**
3. One year of full-time service, with satisfactory performance, or two years as a reservist, with satisfactory performance, in the United States Armed Forces; **or**
4. Completion of **12** semester units or **18** quarter units from a recognized college or university, half of which (6 semester or 9 quarter units) must have been in criminal justice or a behavioral science.

### NOTES:

1. 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.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as a DUI).
3. A High School Diploma or equivalent is highly desired.

### HOW TO APPLY

- In addition to the regular City application, you **MUST complete an online Preliminary Background Application (PBA) and an online Security Officer Supplemental Training and Experience Questionnaire (T&E) at the time you submit your online application. The PBA and T&E are part of the City job application.** Candidates who fail to submit the City application, PBA, and T&E at the time of filing will not be considered candidates in this examination and their application will not be processed.
- The PBA will help you determine whether your background is suitable for the position of Security Officer.
- Prior to appointment, a thorough and comprehensive Background Investigation will be conducted. The information provided in your PBA will be used during this investigation. You must not have a history of criminal or improper conduct including any felony convictions. You must not have poor employment, military, or driving records, which would affect your suitability for security work. You must have a responsible financial history. You must have displayed a pattern of respect and honesty in your dealings with individuals and organizations. You must be fingerprinted and have no disqualifying record of law violations or other improper conduct. Potentially disqualifying violations or conduct includes convictions for more than one minor offense within the past year.
- Candidates may be required to undergo a DRUG and ALCOHOL screening test based on City policy.

### WHERE TO APPLY

City job applications, the Preliminary Background Applications (PBA), and the Security Officer Supplemental Training and Experience Questionnaires (T&E) **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 available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

1. You must complete the City application, PBA, and T&E during the initial session. We recommend that you preview the T&E at <http://per.lacity.org/exams/3181tne.pdf> prior to completing your on-line application to ensure you provide yourself with sufficient time to complete both the on-line application and the T&E.
2. There is an issue with using Google Chrome as your browser when submitting supplemental information. For additional information, see the link at <http://per.lacity.org/exams/chromeissue.pdf>.

### NOTE:

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

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **APPLICATION DEADLINE**

**City applications, Security Officer Supplemental Training and Experience Questionnaires (T&E), and the Preliminary Background Applications (PBA) WILL ONLY BE ACCEPTED ONLINE on the following three days: From 8:00 a.m. on TUESDAY, JUNE 10, 2014; WEDNESDAY, JUNE 11, 2014; to 11:59 p.m., THURSDAY, JUNE 12, 2014.**

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 written test 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 May 30, 2014 in the event that additional applicants need to be tested to meet hiring needs.

## **QUALIFICATIONS REVIEW**

Should a large number of qualified applicants file for this examination, each applicant's qualifications may be evaluated based on the information in the applicant's City employment application and PBA. Those applicants considered possessing the greatest likelihood of successfully performing the duties of a Security Officer based on this information will be invited to participate in the qualifying written test.

## **SELECTION PROCESS**

<b>Examination Weights:</b>	<b>Written Test . . . . .</b>	<b>.Pass/Fail</b>
	<b>Assessment of Training and Experience . . . . .</b>	<b>.100%</b>

The Written Test will be given on **SATURDAY, AUGUST 9, 2014** in Los Angeles. Those candidates selected for subsequent test administrations will be notified by mail of the exact date, time, and location of the test.

Candidates must pass a multiple-choice **QUALIFYING WRITTEN TEST**. The **qualifying multiple-choice test** includes questions that will examine candidates for: judgment; attention to detail; and ability to: read, write, and interpret material; give clear and coherent directions; and communicate and interact with others.

Candidates **must pass** the qualifying written test to have their Security Officer Supplemental Training and Experience Questionnaire evaluated. The candidates' responses to the Security Officer Supplemental Training and Experience Questionnaire and job application information will be submitted to an expert review panel for evaluation. The expert review panel will assign a numerical score to each candidate based on an assessment of each candidate's qualifications as described on the candidate's training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the review panel.

If you receive and accept a conditional job offer, appointment is subject to completing a **MEDICAL EXAMINATION**. Candidates must be determined to be medically qualified to perform the essential duties of a Security Officer. Candidates must undergo a comprehensive medical examination given by a City physician and if the City physician identifies concerns in that area, a psychological evaluation, conducted by a City psychologist, will also be conducted.

Some Security Officers will be required to be available to work night or morning assignments, weekends, holidays, rotating shifts, and in various locations throughout the City of Los Angeles.

Some positions may require carrying a firearm and/or a baton and/or chemical agent, and successful completion of an appropriate training for the use of such equipment. For positions requiring a firearm, candidates must be at least 18 years of age at the time of hire, and they must pass a thorough screening of their personal history and conviction record.

Some positions may require a Physical Assessment Test (PAT). For positions requiring a PAT, candidates must pass the PAT prior to appointment.

### **Note:**

Federal law prohibits anyone who has been convicted of a **misdemeanor** involving domestic violence from carrying a firearm. In addition, all candidates being assigned to work at any airport or seaport will be required to comply with federal background standards, including but not limited to, fingerprint based on Criminal History Records checks.

### **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 accommodation 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. This examination is based on a content validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
4. A final average score of 70% in the Training and Experience Questionnaire portion of the examination is required to be placed on 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 ONLY ON 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), and Acquired Immune Deficiency Syndrome.