



# City of Los Angeles

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City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## ZOO CURATOR

**Class Code: 4297**

**Open Date: 04-08-16**

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

### **ANNUAL SALARY**

\$78,300 to \$94,712

### **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 Curator is responsible for the health and welfare of a portion of the animal collection at the Los Angeles Zoo; determines exhibition requirements including food, shelter, special environmental requirements, and care; advises on all transactions concerning the sale or purchase of animals; and determines breeding requirements; may coordinate and supervise the purchase, sale, and loan of zoo animals; may advise on animal conservation and international captive management; assigns, reviews, and evaluates the work of subordinate animal keeping personnel responsible for the routine care of the collection; fulfills equal employment opportunity responsibilities; and does related work.

A Zoo Curator may be required to work evenings, weekends and holidays.

### **REQUIREMENTS**

1. Graduation from an accredited four-year college or university with a major in zoology, biology, or a closely related field; **and**
2. a. Three years of full time paid professional zoo experience as an assistant or associate curator, curator, assistant zoo director, or zoo director; **or**  
b. Three years of full time paid experience supervising the care, selection, or identification of exotic and wild animals as a Senior Animal Keeper, or in a class at that level, with the City of Los Angeles.

Applicants may substitute one year of full time paid experience at the level of Senior Animal Keeper in supervising the care, selection, or identification of exotic and wild animals for each year of education required.

### **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 has been 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 DUI).
3. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from an accredited four-year college or university in order to obtain that position. Therefore, to be considered "professional," non-City qualifying experience must be gained in positions after obtaining a four-year degree.
4. 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>.
5. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying degree and coursework.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **WHERE TO APPLY**

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the “Apply” icon.** Online job bulletins are also available at <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations and at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional Examinations.

## **NOTE:**

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

## **APPLICATION DEADLINE**

Applications must be submitted online by **THURSDAY, APRIL 21, 2016.**

## **SELECTION PROCESS**

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

The examination will consist entirely of an interview. In the interview, the following competencies may be evaluated: Judgment and Decision Making, Supervision, Interpersonal Skills, Credibility, Resolves Conflict, Champions Change, and Job Knowledge, including knowledge of: zoology as related to a specific taxon including its identification, food, shelter, care, and habits; methods used in conditioning and managing specimens; laws related to the acquisition, disposition, record keeping, purchase, sale, loan, donation, shipment, and quarantine of exotic animals; existing techniques and current major developments in exotic animal management; proper and safe methods of handling animals; and the proper conditions of zoo buildings, equipment, cages, enclosures, grounds, and surrounding vegetation.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Zoo Curator.

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 **MAY 23, 2016 to JUNE 3, 2016.**

## **NOTES:**

1. This examination is based on a validation study.
2. 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 seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
3. 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).
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. 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 in the bulletin.
6. A final average score of 70% is required to be placed on the eligible list.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protest as provided in 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.
8. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City employment application by Personnel Department staff to ensure that the minimum requirements are met.

## **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.