



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

RIDESHARE PROGRAM ADMINISTRATOR

Class Code: 2485

Open Date: 10-02-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$97,697 to \$142,819

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

The Rideshare Program Administrator plans, organizes, and directs the work of professional, technical, and clerical staff engaged in providing comprehensive rideshare transportation services and programs for City employees as set forth in the City's Trip Reduction Plan, or plans, develops, and administers specific services and programs contained in the Plan; promotes the increased use of trip reduction measures at all levels of City government; directs the administrative operations of the City's Employee Parking Program; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Graduation from an accredited four-year college or university; **and**
2. Two years full-time paid professional experience at the level of Senior Management Analyst in an organization with at least 5,000 employees administering the activities of a comprehensive employee transportation management program which includes vanpool, carpool, public transportation subsidy, parking management or other employee rideshare services.

NOTES:

1. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire 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).
2. 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>.
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. For qualifying experience gained outside of the City of Los Angeles, to be at the level of Senior Management Analyst requires at least three years of full-time paid professional experience providing administrative, budget, or personnel work with increasing responsibilities. Therefore, non-City qualifying experience must be gained in positions after three years full-time paid professional work.

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 must be received by **THURSDAY, OCTOBER 15, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 October 2, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight:	Essay	Advisory
	Interview	100%

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience, training and professional development as they have provided knowledge of: transportation demand management; trends and practices in the field of transportation demand management; principles, practices, and procedures of marketing and promoting rideshare alternatives; methods and problems in operating an employee vanpool program; governmental legislation and sources of funding that affect trip reduction activities; principles and practices of supervision, including planning, delegating, and reviewing the work of subordinates and progressive discipline; supervisory responsibility for equal employment opportunity; City personnel rules, policies, and procedures; problem and conflict resolution techniques; and the ability to: exercise sound administrative judgment, originality, and initiative in the development of new programs and services; plan, organize, implement, and evaluate effective programs, services, and activities; deal tactfully and convincingly with others; speak before groups and direct meetings for the purpose of providing information or promoting rideshare services; write and review reports and correspondence for clarity and effectiveness; and other necessary knowledge, skills, and abilities.

Prior to the interview, candidates will be required to prepare some written material on a topic related to the duties and responsibilities of a Rideshare Program Administrator. This material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory writing session will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their responses.

Candidates will be notified later 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.
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. 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.
4. 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 competitive candidates ahead of the promotional candidates.
5. A final average score of 70% in the interview is required to be placed on the eligible list.
6. 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, 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.
7. 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 applications by Personnel Department staff to ensure that the minimum qualifications have been 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.