



# City of Los Angeles

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City of Los Angeles Personnel Department

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## WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES

THIS LIST PREPARED: **March 20, 2015**

JOBS OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED		JOBS OPEN UNTIL THE DATE INDICATED		
JOB TITLE	ANNUAL SALARY	LAST DATE TO APPLY	JOB TITLE	ANNUAL SALARY
Advance Practice Provider Correctional Care	78,487-104,922			
Background Investigator	57,607-84,209	Mar 26	*Division Librarian	127,347-158,207
	60,906-89,032		*Financial Development Officer	82,580-129,581
	68,924-100,766			
Correctional Nurse	60,739-90,076	Apr 2	*Chief of Operations	90,347-118,159
Criminalist	62,598-84,334;		Electrical Inspector	76,420-85,169
	81,954-110,455&			
	85,984-115,905			
*Electric Distribution Mechanic	Trainee 73,205-94,127			
	Journey-level 104,587; 109,703;			
	114,819; 120,707(flat-rate)			
*Elevator Mechanic	88,719 (flat-rate)			
	DWP 95,045 (flat-rate)			
*Heavy Duty Equipment Mechanic	77,610 (flat-rate)			
Helicopter Mechanic	83,039 (flat-rate)			
Licensed Vocational Nurse	46,812-58,150			
Load Dispatcher	Trainee 89,178-110,768			
	Permanent 102,186-137,369			
Polygraph Examiner	59,299-132,839			
*Safety Engineer Pressure Vessels	82,225-91,663			
	DWP 95,338-106,279			
*Signal Systems Electrician	79,719 (flat-rate)			
*Tree Surgeon	49,548-61,554			
	DWP 67,818-84,250			
*Veterinary Technician	48,462-60,197			
*Wastewater Collection Worker	44,704-55,519			
	51,510-63,997			
*Wastewater Treatment Electrician	80,346 (flat-rate)			
	88,322 (flat-rate)			
*Wastewater Treatment Mechanic	75,230-80,200			
*Water Utility Worker	49,631-61,678			
	DWP 63,099-89,136			

### POLICE OFFICER

\$57,420 to \$88,427

For more detailed information regarding Police Officer, please call (866) 444-LAPD, visit the website at [joinlapd.com](http://joinlapd.com) or go to the Personnel Department, Room 150.

### POLICE SPECIALIST

\$57,420 to \$88,427

For more detailed information regarding Police Specialist, please call (866) 444-LAPD, visit the website at [joinlapd.com/lateral.html](http://joinlapd.com/lateral.html) or go to the Personnel Department, Room 150.

### PORT POLICE OFFICER

\$48,713 to \$81,474

For more detailed information, please call (866) PORT-PD1, visit the website at [http://www.portoflosangeles.org/security/port\\_police.asp](http://www.portoflosangeles.org/security/port_police.asp), or go to the Personnel Department, Room 150.

### AIRPORT POLICE OFFICER

\$51,448 to \$83,019

For more detailed information, please call (866) GO-AIR-PD, visit the website at <http://lawa.org/police/default.cfm> or go to the Personnel Department, Room 150.

**\*Open and Promotional  
On-line application only**



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## WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS LIMITED TO PRESENT EMPLOYEES OF THE CITY

THIS LIST PREPARED: **March 20, 2015**

EXAMINATIONS OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED			EXAMINATIONS OPEN UNTIL THE DATE INDICATED		
JOB TITLE		ANNUAL SALARY	LAST DATE TO APPLY	JOB TITLE	ANNUAL SALARY
*Electric Distribution Mechanic	Trainee	73,205-94,127	Mar 26	Chief Construction Inspector	109,745-136,346
	Journey-level	104,587; 109,703; 114,819; 120,707 (flat-rate)		*Division Librarian	127,347-158,207
*Elevator Mechanic		88,719 (flat-rate)		*Financial Development Officer	82,580-129,581
	DWP	95,045 (flat-rate)	Mar 26	Head Custodian Supervisor	47,439-58,944
*Heavy Duty Equipment Mechanic		77,610 (flat-rate)		LAWA 50,279-62,472	
*Safety Engineer Pressure Vessels		82,225-91,663		Police Administrator	127,347-206,419
	DWP	95,338-106,279	Mar 26	Departmental Promotional Basis:	
*Signal Systems Electrician		79,719 (flat-rate)		Apparatus Operator	86,693-102,082
*Tree Surgeon		49,548-61,554			
	DWP	67,818-84,250	Apr 2	*Chief of Operations	90,347-118,159
*Veterinary Technician		48,462-60,197			
*Wastewater Collection Worker		44,704-55,519		9 Principal Utility Accountant	113,733-243,794
		51,510-63,997		Senior Transportation Engineer	109,098-135,552
*Wastewater Treatment Electrician		80,346 (flat-rate)			
		88,322 (flat-rate)			
*Wastewater Treatment Mechanic		75,230-80,200	<b>*Open and Promotional On-line application only</b>		
Water Utility Worker		49,631-61,678			
	DWP	63,099-89,136			

NOTE: While you are away on vacation, the filing period for a promotional examination for which you have been waiting may open . and close. So, to be safe, leave a completed application with a reliable person, such as your supervisor, to file for you.

THIS LIST PREPARED: **March 19, 2015**

**NOTE:** While you are away on vacation, the filing period for a promotional examination for which you have been waiting may open – and close. So, to be safe, leave a completed application with a reliable person, such as your supervisor, to file for you.

**NOTE:** Except where a resume is required, candidates for transfer should use the Departmental Application for Employment form, available on the Personnel Department Intranet site at: <http://per.ci.la.ca.us/Forms/DeptApp.pdf>. If you do not have Intranet access, please contact your department personnel section or the personnel section in the department you are applying to.

**NOTE:** For specific information and reporting dates, you should call the designated contact person as soon as possible.

## **ACCOUNTANT II**

- **Animal Services:** Administration . Accounting, Antonio Zepeda (213) 978-1808. *COMMENTS:* The Department of Animal Services is seeking to fill one Accountant II position. Duties and responsibilities include supervision and performance of accounting functions, including Appropriation accounting, budgeting, Supply Management System (SMS) processing of orders and requisitions, e-commerce, Special Fund grants and accounts receivables. This position requires familiarity with the City's Financial Management System (FMS), SMS and budget monitoring that offers tremendous professional knowledge, development and beneficial experience. Interested candidates should fax a departmental job application and resume to (213) 978-1813. This position will remain **open until sufficient applications are received.** [TL12/31/14]
- **Board of Public Works:** Office of Accounting, Tommy Siu 213-978-0993. *COMMENTS:* TRANSFER OPPORTUNITY. One Accountant II transfer opportunity in the Board of Public Works/Office of Accounting/General Accounting Division. This position has been approved by the Managed Hiring Committee. Interested candidates should submit Departmental Application and Résumé to the Office of Accounting, 200 N. Spring St., Ste. 967, City Hall, Stop 470, Fax No. (213) 978-0998, Attn: Tommy Siu or email to [tommy.siu@lacity.org](mailto:tommy.siu@lacity.org). **Open until a sufficient number of applications are received.** [TL2/4/15]
- **General Services:** Finance & Accounting, Edyth Alquiros (213) 922-8580. *COMMENTS:* Interested candidates please email City application and resume to [Edyth.Alquiros@lacity.org](mailto:Edyth.Alquiros@lacity.org). **This position is open until sufficient applications are received.** [TL3/3/15]

## **ACCOUNTING CLERK I**

- **Animal Services:** Administration . Accounting, Antonio Zepeda (213) 978-1808. *COMMENTS:* The Department of Animal Services is seeking to fill one Accounting Clerk I position. This position's main responsibilities are Accounts Payable and the processing of Supply Management System (SMS) orders and requisitions; however, opportunities exist to work with Accounts Receivable, Spay and Neuter Program and other accounting functions. This position requires familiarity with the City's Financial Management System (FMS) and SMS and offers tremendous professional development, gainful knowledge and varied experience. Interested candidates should fax a departmental job application and resume to (213) 978-1813. This position will remain **open until sufficient applications are received.** [TL12/31/14]
- **General Services:** Finance & Accounting, Edyth Alquiros (213) 922-8580. *COMMENTS:* Please send a City application by February 23, 2015, including a complete work history, to Dept. of General Services, Personnel Services, Room #307, City Hall South, Mail Stop #508 or fax to (213) 922-8514 or email to [Edyth.Alquiros@lacity.org](mailto:Edyth.Alquiros@lacity.org). [TL2/3/15]

- **Public Works –Street Services:** Financial Management/Procurement & Accounts Payable Section (Transfer Opportunity), Maricel Reyes/Personnel Department Liaison Services, Grp I (213) 847-0844. *COMMENTS:* Please submit your Civil Service application, a copy of last employee evaluation and resume to Luz Fabric, Mail Stop 550 . 1149 S. Broadway Street, 4th floor . You may also send the required documents by email to Luz Fabric@lacity.org. Please see advertisement in the back for more details. APPLICATION DEADLINE: *March 27, 2015 by 4:00 pm* [TL3/13/15]

## **ACCOUNTING CLERK II**

- **Public Works–Street Services:** Financial Management/Payroll Section (Transfer/Paygrade Advancement), Maricel Reyes/Personnel Department Liaison Services, Grp I (213) 847-0844. *COMMENTS:* Please submit your Civil Service application, a copy of last employee evaluation and resume to Maricel Reyes, Mail Stop 550 . 1149 S. Broadway Street, 4th floor . You may also send the required documents by email to Maricel.Reyes@lacity.org. Please see advertisement in the back for more details. APPLICATION DEADLINE: *March 27, 2015 by 4:00 pm* [TL3/13/15]
- **Transportation:** Administration . Accounting, Contact: HR Consolidated Records (213) 972-5980. *Comments:* ACCOUNTING CLERK II Transportation: Transfer or pay grade opportunity for one (1) Accounting Clerk II position to perform all payroll-related functions, including but not limited to collecting timely and accurate payroll data, issuing pay-related information to employees, scanning and editing of timesheets, and uploading records to the Controller's mainframe. To apply, candidates must submit a completed and signed City of Los Angeles Application for Employment via e-mail to hrconsolidatedrecords@lacity.org. The subject line of the email should read: %ADOT . Accounting Clerk II Application+. The selection process will consist of: 1) Performance Exercise, 2) Interview, 3) Reference Check. Deadline to apply: *Wednesday, April 1, 2015 at 3:00 p.m.* or **until a sufficient number of applications have been received.** [TL3/18/15]

## **AIR CONDITIONING MECHANIC**

- **Airports:** LAX . Engineering and Facilities Management Division, Anita Cormier (424) 646-7507. *COMMENTS:* (2 positions) Please email or fax city application and resume (optional) to www.acormier@lawa.org or fax (424) 646-9346. **Open until sufficient applications are received.** *Brief description of duties of position:* At LAWA, an Air Conditioning (A/C) Mechanic maintains and repairs all heating, ventilating and air conditioning equipment (HVAC). An A/C Mechanic participates in construction and remodeling projects, personally responds to emergency calls 24-hours a day, and also repairs equipment related to the HVAC system, i.e. the electronic controls, programs, etc. An A/C Mechanic monitors construction and installation of mechanical systems at all LAWA construction projects. Selected candidates must possess and maintain a valid California Driver's License at all times of employment. [TL10/9/13]

## **ANIMAL CARE TECHNICIAN (4310)**

- **Animal Services:** Field Operations, CONTACT: Personnel Section (213) 978-1808. *COMMENTS:* Part-time (See attached for details). [TL1/21/15]

## **AUDITOR I**

- **Los Angeles Police Department:** Internal Audits and Inspections Division, Heather Hake (213) 236-1451. *COMMENTS:* This position will work as project manager or as an assistant project manager in the Fiscal Audit Section, conducting audits in the areas of Special Funds, Payroll, Timekeeping, Overtime Compensation, and other financial audits. [TL11/25/14]

### **AUTO BODY REPAIR SUPERVISOR I**

- **POLICE: Motor Transport Division**, Betty Collins (213) 486-4660. *COMMENTS:* (Emergency Appointment) ONE POSITION. **Filing will remain open until sufficient applications are received.** See attached job description. [TL11/26/14]

### **BENEFITS SPECIALIST**

- **Los Angeles City Employees' Retirement System: Retirement Services Division**, Jasmine Hernandez (213) 473-7104. Benefits Specialist . LACERS Retirement Services Division, Service Retirement Unit . Jasmine Hernandez (213) 473-7111. LACERS offers a tuition reimbursement program, a 9/80 work schedule, and on-site parking. Deadline to Apply: **Friday, March 13, 2015** or **until sufficient applications have been received.** A 9/80 shift is available for this position, with an end of shift time no earlier than 5:00 pm. This position will serve as a Retirement Counselor in the Service Retirement Unit. Duties include, but are not limited to: counseling members and beneficiaries on benefit options, service retirement, disability and death benefits, deferral of benefits, withdrawals, and reciprocal provisions as they may apply to a defined benefits plan; Explaining legal requirements and consequences in divorce, advising retirees on their rights to complete contracts in progress and/or opportunity to purchase additional service credit through various buy-back programs, ensuring all relevant documents are collected, inputting counseling related information, presenting benefits information to groups, preparing a variety of reports and correspondence related to benefits counseling. Candidates who wish to be considered should submit a City application (<http://per.ci.la.ca.us/Forms/Application.pdf>), résumé, and two most recent annual evaluations via email to LACERS.HR@lacers.org. An application review may be utilized to determine the most qualified candidates to be interviewed. [TL2/25/15]
- **Fire & Police Pensions: Active Member Services**, Jennifer Shimatsu (213) 978-4441. *COMMENTS:* Los Angeles Fire and Police Pensions has a Transfer Opportunity for one Benefits Specialist in the Active Member Services Section. This position performs duties including, but not limited to:
  - Process member requests to purchase service credit for recruit training, workers compensation and prior government service.
  - Process refund of contributions for terminated or deceased members.
  - Assist members on the phone and in person.
  - Verify Lost Service Time, process new hires, and provide members with Pensions Contribution Letters upon request.
  - Assist with refund of contributions to former members and work on special projects as needed.
  - Perform other related duties as needed.A 9/80 or 5/40 work schedule is available for this position with a regular End Time of Shift of 5:00 p.m. The work location is 360 E. 2nd Street, 4th Floor, Los Angeles, CA 90012. Please email a Departmental Application (<http://per.ci.la.ca.us/Forms/DeptApp.pdf>) and resume, and two most recent performance evaluations (if available) to Jennifer.Shimatsu@lafpp.com or FAX at (213) 978-4463, no later than **4:00 pm on Tuesday, March 24th, 2015**. Submitted material will be reviewed to determine a reasonable number of candidates with the most relevant background and experience to interview. Candidates selected for an interview will be contacted by Los Angeles Fire and Police Pensions staff at a future date. [TL3/9/15rev3/11/15]

### **CARPENTER**

- **Airports: LAX** . **Maintenance Services Division**, Melinda Adams (424) 646-6364. Please email a resume and city application to madams@lawa.org. *COMMENTS:* DEADLINE TO APPLY . **Friday, March 27, 2015**. *Brief description of duties of position:* Carpenters perform rough and finish carpentry,



frame wood and metal, install drywall, repair buildings, install doors and perform other related duties. They are responsible for servicing and repairing malfunctioning ACAMS security doors throughout LAX. The selected candidate must possess and maintain a valid CA driver's license and LAWA badge during ALL times of employment. Must also obtain a customs seal and an airfield driving icon. Must operate City vehicle during employment. [TL3/9/15]

### **CIVIL ENGINEERING ASSOCIATE III**

- **PW/Engineering:** West Los Angeles District Office, Juliet Ward (310) 575-8640. [TL2/3/15]

### **CLERK TYPIST**

- **Los Angeles Housing & Community Investment Department:** Compliance Division, Paula Hudak (213) 808-8804. *COMMENTS:* This Position has been approved by the Managed Hiring Committee. Screening may be conducted to select the most qualified candidates for interview. Please submit a City application. Also, submission of a resume is recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL9/30/14]
- **POLICE:** Scientific Investigation Division, Lisa Floyd (323) 415-8100. *COMMENTS:* The Los Angeles Police Department Scientific Investigation Division has two Clerk Typist transfer opportunities. These positions have been approved by the Managed Hiring Committee. The 9/80 schedule is available. Please email your Departmental application and last two evaluations to Lisa Floyd at G9465@lapd.lacity.org. An application review may be utilized to determine the most qualified candidates to be interviewed. **Open until sufficient applications are received.** [TL1/21/15]
- **POLICE:** Records & Identification, John Galitzen 213-486-8170. *COMMENTS:* The Los Angeles Police Department's Record & Identification Division has four Clerk Typist transfer opportunities. The positions will be assigned to the Vehicle Warrant Section (Day Watch) and the Automated Records Section (two are Day watch and one is PM watch). Please email your Departmental application and last two evaluations to John Galitzen at N2365@lapd.lacity.org. **Open until sufficient applications are received.** [TL1/28/15rev2/11/15]
- **Animal Services:** Administration . Licensing, Antonio Zepeda (213) 978-1808. *COMMENTS:* The Clerk Typist reports directly to the Senior Clerk Typist of the Licensing Section. This six-person Section processes 70,000 animal licenses yearly. The Clerk Typist is responsible for the following functions: Inputting Wells Fargo bank information and animal owner information into the Department's animal management software, known as Chameleon; processing animal license payments, including pulling and mailing license tags; obtaining licenses records for new and renewed animal licenses, paid for online, and inputting this information into Chameleon; processing mail with license information and payments and inputting this information into Chameleon; addressing customer questions over multi-line phone system or at the public counter. Assisting shelter staff with licensing transactions and correction of information over the phone; preparing cash receipts, generates correspondence, processes breeding permits, and refunds license overpayments; updating returned mail with new address information and inputting this data into Chameleon; updating rabies/sterilization information with information obtained from owners and veterinarians; ordering supplies, filing and photocopying. This position is on the 5/40 schedule, and works Monday through Friday. Interested candidates should fax a departmental job application and resume to (213) 978-1813. **This position will remain open until sufficient applications are received.** [TL2/9/15]
- **Fire Department:** Fire Prevention Bureau . Public Assemblage Unit, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position in the Public Assemblage Unit, located at 200 N. Main St., City Hall East, Los Angeles. 9/80 work schedule available. Position has been approved by the Managed Hiring Committee to be filled by transfer. Candidates wishing to be considered should submit a departmental application and resume to Elizabeth.Torres@lacity.org or fax

(213) 978-3618. Please note, all applications will be reviewed and each candidate's personal and professional qualifications as delineated in his/her application will be reviewed for qualifications relative to those of other candidates. Candidates who present qualifications, which most closely match those necessary for the position, will be invited to interview. **Open until a sufficient number of applications are received.** Please call (213) 978-3761 to request a copy of the position description.

[TL3/6/15]

- **General Services:** Fuel Services & Environmental Compliance Division (Part-time, Exempt), Andrew Jedlinsky 213-922-8519. *COMMENTS:* See attached Part-time Opportunity Memo. Qualified candidates may submit a Civil Service application to: Drew Jedlinsky, Mail Stop 508, or Fax to (213) 922-8514, no later than **4:00pm, March 20, 2015**. An application review may be utilized to determine the most qualified candidates. Interviews will be held at a later date. [TL3/9/15]

#### **CONSTRUCTION EQUIPMENT SERVICE WORKER** – (Emergency Appointment)

- **General Services:** Fleet Services Division, Andrew Jedlinsky 213-922-8519. *COMMENTS:* Please send your Civil Service application to Mail Stop 508 . 111 E. 1st Street, 3rd floor Attn: Drew Jedlinsky, Los Angeles, CA 90012. Or, fax to 213-922-8514. *Please see advertisement in the back for more details.* Deadline for submission of application is **Friday, March 27, 2015**. [TL3/12/15]

#### **CUSTODIAN**

- **Zoo:** Custodial, Teresa Seipel (323) 644-4779. *COMMENTS:* Please submit Departmental application by fax to (323) 644-4776 or by email to lazoo.personnel@lacity.org. Open until sufficient applications are received. [TL3/17/15]

#### **DATABASE ARCHITECT**

- **Fire Department:** Administrative Services Bureau . Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the Management Information Systems Division at 200 N. Main St., CHE, Los Angeles. 9/80 work schedule available. Position has been approved by the Managed Hiring Committee to be filled by transfer. The LAFD is seeking a highly motivated, technically proficient, and skilled Database Architect to provide development, administration, and support for various databases currently used or being considered by the LAFD. Highly desired candidates shall have extensive skills and work experience with various databases, including but not limited to: Sybase Advantage, SQL Server 2008-2012 and Oracle 11g. The Database Architect's (DBA) responsibilities include: database design, implementation and maintenance of the LAFD database that supports Inspection Applications, FireStatLA and OpenData, Mobile devices, GIS, Training Tracking Systems, Automated Staffing System and other departmental applications. Please call (213) 978-3761 to request a copy of the position description. Candidates wishing to be considered for an interview should submit a departmental application and resume to Elizabeth.Torres@lacity.org or fax (213) 978-3618. Please note that only those candidates who present qualifications which most closely match those necessary for the position will be invited to interview. **Open until a sufficient number of applications are received.** [TL3/3/15]
- **Harbor Department:** Information Technology, CONTACT: Human Resources (310) 732-3480. *COMMENTS:* This position manages and supports Data Base Management Software (DBMS)/data servers including installation, configuration, upgrade, monitoring, patching, system administration; manages databases and related interfaces including data base creation, modification, ETL (Extract Transform Load) processing, backup, restore and disaster recover; performance tuning and monitoring; develops and implements standards and best practices for data base management. Microsoft SQL database skills/experience required. DEADLINE: Interested candidates, please fax

Department Application for Employment or resume to (310) 521-8344 by [Wednesday, April 1, 2015](#). [TL3/18/15]

#### **ELEVATOR MECHANIC HELPER**

- **Airports: LAX . Engineering & Facilities Management**, Londie Hill (424) 646-7859. Please e-mail city application and resume to ehill@lawa.org or fax (424) 646-9346. **COMMENTS:** DEADLINE TO APPLY . **Open until sufficient applications are received.** *Brief description of duties of positions:* An Elevator Mechanic Helper assists the Elevator Mechanic with scheduled preventive maintenance, repairs, and answers trouble calls on elevators, escalators and moving walks throughout the airport. Must possess a valid CA Driver's License at all times of employment. Please e-mail resume, City Application and copy of driver's license to ehill@lawa.org or fax (424) 646-9346 prior to interview. [TL2/6/14]

#### **ENVIRONMENTAL ENGINEER**

- **PW/Engineering:** Environmental Engineering Division, Ivilette Cook (310) 648-6123. [TL2/3/15]

#### **ENVIRONMENTAL SPECIALIST II** (Air Quality and Site Restoration Sections)

- **Harbor Department:** Environmental Management, CONTACT: Human Resources (310) 732-3480. **COMMENTS:** The Harbor Department has two (2) transfer opportunities for Environmental Specialist II positions. Duties for the Air Quality position include implementing the San Pedro Bay Ports Clean Air Action Plan and managing advanced technology projects. Duties for the Site Restoration position include conducting and managing environmental assessment and remediation associated with critical Port development projects. Appointment to Environmental Specialist III may be considered for highly-qualified candidates. For inquiries call (310) 221-4782. **DEADLINE:** Interested candidates, please fax Department Application for Employment or resume to (310) 521-8344 by [Thursday, March 26, 2015](#). [TL3/12/15]

#### **ENVIRONMENTAL SUPERVISOR II**

- **PW / Bureau of Sanitation:** Solid Resources Support Services Division, Kimberly Young (213) 485-2689. **COMMENTS:** Transfer/paygrade opportunity; interested candidates should fax a City application (rev 05/2014) to (213) 485-2973. See attached for details. **Open until sufficient applications are received** [TL3/18/15]

#### **EXECUTIVE ADMINISTRATIVE ASSISTANT II**

- **Los Angeles Housing & Community Investment Department:** Executive Management Division, Paula Hudak (213) 808-8804. **COMMENTS:** This Position has been approved by the Managed Hiring Committee. Screening may be conducted to select the most qualified candidates for interview. Please submit a City application. Also, submission of a resume is recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL2/3/15]

#### **FINANCIAL MANAGER II** (1 Position)

- **Airports: LAX . Finance & Budget**, Latrice Carter. Please email a city application to LCARTER@lawa.org. **COMMENTS:** DEADLINE TO APPLY . [Friday, March 20, 2015](#). *Brief description of duties of position:* The position will head/manage Rates & Charges Section of Finance & Budget Division. The position will plan, organize and direct the work of staff engaged in the determination, analysis, and development of various rate structures, including landing fees and terminal rental rates for LAWA-owned airports and other revenue-generating facilities. The position



requires multi-skilled individual due to its involvement in budgeting, forecasting, accounting, and debt and treasury management. Paygrade advancement opportunity. [TL3/11/15]

### **GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST**

- **Fire Department:** Administrative Services Bureau . Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the LAFD GIS Mapping Unit at 200 N. Main St., City Hall East, Los Angeles. 9/80 work schedule available. Position has been approved by the Managed Hiring Committee to be filled by transfer. The LAFD is seeking a highly motivated, technically proficient, skilled GIS Specialist to meet the needs of this dynamic environment. Primary responsibilities include data creation and maintenance, map creation and production, python scripting, graphics editing and some field work may be required. Successful candidates will have extensive skills using ArcGIS Desktop, MS Excel and Access, some programming and analytic experience. Time management is a critical part of this position because GIS positions support the 911 dispatch and other emergency operation needs. Highly desired candidates shall be skilled in ArcGIS 10.0 or above with a good analytical skill set. Candidates wishing to be considered should submit a departmental application and resume to Elizabeth.Torres@lacity.org or fax(213) 978-3618. Please note that only those candidates who present qualifications which most closely match those necessary for the position will be invited to interview. **Open until a sufficient number of applications are received.** Please call (213) 978-3761 to request a copy of the position description. [TL3/3/15]

### **LANDSCAPE ARCHITECT I** - (Emergency Appointment)

- **Public Works –Street Services:** Engineering/Off-Budget Program, Maricel Reyes: (213) 847-0844 / (213) 847-0814. *COMMENTS:* (TRANSFER OPPORTUNITY) Please send your Civil Service application and resume to Mail Stop 550 . 1149 S. Broadway Street, 4th floor Attn: Luz Fabric, or email to Luz.Fabric@lacity.org. Please see advertisement in the back for more details. Deadline for submission of applications is *Friday, Mar. 20, 2015 by 4:00 pm.* [TL3/6/15]

### **MANAGEMENT ANALYST I**

- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. *COMMENTS:* RESIDENTIAL SEWER SERVICE CHARGE SECTION POSITION. The Management Analyst I assignments with RSSC will include but not be limited to: review and process Sewer Service Charge (SSC) adjustment requests and appeals; supervise SSC adjusters and clerical staff; handle customer telephone inquiries regarding SSC; conduct site visits and investigations; coordinate with the Department of Water and Power in SSC billing process; prepare commission reports; schedule and attend SSC hearings with a Commissioner of the Board of Public Works; prepare Board reports to be presented to the Board, prepare SSC information brochures. Candidates must have Civil Service Status as a Management Analyst. Management Assistants may apply. **Open until sufficient applications received.** Applications may be faxed to (213) 485-2969. [TL2/4/15]
- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. *COMMENTS:* SOLIDS FISCAL MONITORING SECTION POSITION The Management Assistant in-lieu of a Management Analyst I assignments with the Solids Fiscal Monitoring section will include but not be limited to: engage in financial administration and budget implementation of various solid resources programs; track and evaluate expenditures by fund and by program; determine special fund expenditure eligibility; manage, process and monitor inter-fund transfers and adjustments; project year-end surplus and deficits; prepare regular special fund reports; develop service rates; prepare invoices; and monitor account receivables. Candidates must have Civil Service Status as a Management

Analyst. Management Assistants may apply. **Open until sufficient applications received.**  
Applications may be faxed to (213) 485-2969. [TL2/4/15]

## **MANAGEMENT ANALYST II**

- **POLICE:** Detective Support And Vice Division/Administrative Section, Detective Solis 213 486 0910.  
*COMMENTS:* Paygrade opportunity available for Management Analyst Iq. **Filing will remain open until sufficient applications are received.** [TL1/28/15]
- **POLICE:** Communications Division (Projects Unit), Norma Espinoza-Cato 213-978-6585.  
*COMMENTS:* Will accept Management Analyst I in lieu. [TL2/11/15]
- **Airports: LAX .** Commercial Development Group Division - Landside Business and Terminal Business Management Sections, Stephanie Young (424) 646-7226. Please email a City application to [SYOUNG@lawa.org](mailto:SYOUNG@lawa.org). *COMMENTS:* DEADLINE TO APPLY . **Open until sufficient applications are received.** *Brief description of duties of position:*  
*Landside Business Management (1):* Contract administration, analytical functions, report writing, project management. A valid California Driver's License is required. Screening process to be used based on contract management and RFP experience. (Will accept Management Assistant in lieu)  
*Terminal Business Management (2):*  
Business Relationship Manager for International Airlines/Terminals Team . Manage contracts/leases/concessions agreements, monitor tenant activity, negotiate agreements, provide assistance to tenants to facilitate successful revenue generation. [TL2/15/15]
- **Fire Department:** Emergency Operations, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. Four positions available; Central Bureau, located at 108 N. Fremont Ave. Los Angeles, Valley Bureau, located at 5101 N. Sepulveda Bl., Sherman Oaks, South Bureau, located at 638 S. Beacon St., San Pedro, CA 90731, and West Bureau, located at 1800 N. Bronson Ave., Los Angeles. 9/80 work schedule available. Positions have been approved by the Managed Hiring Committee to be filled by transfer. Candidates wishing to be considered should submit a departmental application and resume to Elizabeth.Torres@lacity.org or fax (213) 978-3618. Please note, all applications will be reviewed and each candidate's personal and professional qualifications as delineated in his/her application will be reviewed for qualifications relative to those of other candidates. Candidates who present qualifications, which most closely match those necessary for the position, will be invited to interview. **Open until sufficient applications are received.** Please call (213) 978-3761, and leave your name, current department name, and contact phone number. A copy of the position description will be provided at a later date. [TL3/4/15]

## **MANAGEMENT ASSISTANT**

- **Los Angeles Housing & Community Investment Department:** Compliance Division, Paula Hudak (213) 808-8804. *COMMENTS:* This Position has been approved by the Managed Hiring Committee. Screening may be conducted to select the most qualified candidates for interview. Please submit a City application. Also, submission of a resume is recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL9/30/14]
- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687.  
*COMMENTS:* RESIDENTIAL SEWER SERVICE CHARGE SECTION POSITION The Management Assistant in-lieu of a Management Analyst I assignments with RSSC will include but not be limited to: review and process Sewer Service Charge (SSC) adjustment requests and appeals; handle customer telephone inquiries regarding SSC; conduct site visits and investigations; coordinate with the Department of Water and Power in SSC billing process; prepare commission reports; schedule and attend SSC hearings with a Commissioner of the Board of Public Works; prepare Board reports to be presented to the Board, prepare SSC information brochures. Candidates must have Civil Service Status as a

Management Assistant. **Open until sufficient applications received.** Applications may be faxed to (213) 485-2969. [TL2/4/15]

- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687.  
*COMMENTS:* SOLIDS FISCAL MONITORING SECTION POSITION The Management Assistant in-lieu of a Management Analyst I assignments with the Solids Fiscal Monitoring section will include but not be limited to: engage in financial administration and budget implementation of various solid resources programs; track and evaluate expenditures by fund and by program; determine special fund expenditure eligibility; manage, process and monitor inter-fund transfers and adjustments; project year-end surplus and deficits; prepare regular special fund reports; develop service rates; prepare invoices; and monitor account receivables. Candidates must have Civil Service Status as a Management Assistant. **Open until sufficient applications received.** Applications may be faxed to (213) 485-2969. [TL2/4/15]
- **Airports: LAX .** Commercial Development Group Division - Landside Business (2 Positions), Stephanie Young (424) 646-7226. Please email a city application to [SYOUNG@lawa.org](mailto:SYOUNG@lawa.org).  
*COMMENTS:* DEADLINE TO APPLY . **Open until sufficient applications are received.** *Brief description of duties of position:* Management Assistant will be responsible for the following programs and functions: 1) Administering Employee Parking Pass Program for LAX, includes data entry and maintaining a customer database. 2) Procuring parking supplies, and monitoring inventory, 4) Generating and reviewing statistical reports related to parking, and 5) Addressing services complaints, including investigation and resolution. Reporting location P2A Parking Office. Contract administration, analytical functions, report writing, project management. A valid California Drivers License is required. Screening process to be used based on contract management and RFP experience. [TL2/13/15]

#### **OFFICE ENGINEERING TECHNICIAN I**

- **Building and Safety:** Engineering Bureau, CONTACT: Personnel Services (213) 482-6722.  
*COMMENTS:* The Department of Building and Safety (LADBS) has a Transfer Opportunity for one Office Engineering Technician I in the Metro Office of the Engineering Bureau. This position has been approved by the Managed Hiring Committee. The responsibilities include, but are not limited to the following: Performs moderately difficult office engineering work; makes computations; and, reviews plans for completeness; assists in the submission and/or check of the review status of Plan Check reports for called or walk-in customers. Answer simple technical questions and inquiries regarding plan submittal requirements. Additionally, the successful candidate must possess excellent communication, organizational, and time management skills. A 9/80 or 5/40 work schedule is available for this position. Overtime may be required as needed. Screening may be conducted to select the most qualified candidates for interview. As part of the selection process, present and former supervisors shall be contacted for references and a review of employee personnel folder will be conducted. The work location is 201 N. Figueroa Street, Los Angeles, CA 90012. Please submit a Departmental Application and Resume to LADBS Personnel Services by fax at (213) 482-6733. For questions or additional information, please contact LADBS Personnel Services at (213) 482-6722. **Open until sufficient applications are received.** [TL5/15/14]

#### **OFFICE ENGINEERING TECHNICIAN III**

- **PW/Engineering:** West Los Angeles District Office, Juliet Ward (310) 575-8640. [TL2/3/15]
- **PW/Engineering:** Valley District Office, Joyce Mierez (818) 374-4600. [TL2/6/15]

#### **PERSONNEL ANALYST II**

- **Library Department:** Human Resources Office, Kimberly Aviles / [kaviles@lapl.org](mailto:kaviles@lapl.org) 213-228-7430.  
*COMMENTS:* Transfer Opportunity Only; 9/80 work schedule is available. Interested candidates must

submit a departmental application and resume via fax to 213-228-7439. An application/resume screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient number of applications are received.** SUMMARY OF DUTIES: This position is tasked with performing a myriad of personnel assignments including but not limited to: advising managers and supervisors on disciplinary actions, grievances, conducting investigations on disciplinary matters and formulating charges, conducting Skelly hearings and recommending appropriate action to the Personnel Director and the City Librarian, handling all aspects of the disciplinary appeal process. Additionally, this position prepares reports, correspondence, and represents management at Civil Service Commission and Employee Relations Board hearings. [TL9/10/14]

#### **PRINCIPAL COMMUNICATIONS OPERATOR** (1 Position)

- **Airports: LAX.** Airport Police Division, Lucinda Rezendes (424)646-5602. Please email a city application to [APD-HRLU@lawa.org](mailto:APD-HRLU@lawa.org). **COMMENTS: DEADLINE TO APPLY . Open Until Sufficient Applications Are Received.** *Brief description of duties of positions:* Second level supervision/management of the 24-hr public safety dispatch center of the Airport Police Division. Responsible for performing a wide range of supervisory duties including monitoring and evaluating employees performance, providing training, timekeeping, maintaining dispatch equipment, ensuring procedures are disseminated and adhered to, managing audio requests and dispatch records requests, ensuring Department of Justice compliance, participating in the selection of personnel and assisting on the dispatch floor as needed. [TL6/6/14]

#### **PROGRAMMER ANALYST III**

- **City Clerk: Systems Division,** Election Applications and Operations Support Section. **COMMENTS:** The City Clerk's Office has one (1) transfer opportunity for a Programmer Analyst III position. The Systems Division is looking for candidates with programming experience developing for Windows client/server and Web environments using one or more of the following languages: C#, Javascript, HTML, CSS and/or ColdFusion. GIS software experience and SQL database queries/reporting experience is desirable. For inquiries call (213) 978-1104. Interested candidates, please submit a City Application and/or Resume via fax at (213) 978-3115 or via e-mail to [Lynn.Haro@lacity.org](mailto:Lynn.Haro@lacity.org). **Open until a sufficient number of applications are received.** [TL7/22/14]
- **Office of Finance: Systems,** Finance Personnel Services Section (213) 978-1762. The Office of Finance (Finance) is seeking to fill one Programmer/Analyst III position. Finance is willing to consider Programmer/Analyst II candidates for a pay grade advancement. This position will operate in a collaborative team environment developing, supporting, and administering a citywide cash receipting system (CashWiz). The Systems Division is looking for candidates with experience in the following languages, frameworks, and databases: C#.NET, ASP.NET Javascript, JSON, MVC, CSS, HTML, SQL Server, and SQL Reporting Services. In addition, this position will provide support for Finance's Intranet Site, including developing an Online Forms page. Interested candidates are requested to submit a completed City application and their most recent employee evaluation to [financepersonnel@lacity.org](mailto:financepersonnel@lacity.org) or via fax to 213-978-1752. This bulletin will remain posted until a sufficient number of applications are received. **This bulletin will remain posted until a sufficient number of applications are received.** [TL2/5/15rev2/13/15]

#### **PROGRAMMER ANALYST III and IV**

- **Information Technology Department: Public Safety Application Division,** CONTACT: H.R. Consolidated Records (213) 972-5980. **COMMENTS:** The Information Technology Agency has two Transfer Opportunities for Programmer Analyst III in the Public Safety Application Division (will consider a pay grade advancement based on experience). The responsibilities include: -Work



independently on tasks required in 1 or more of the following areas: a major technical or software area such as new, re-platformed and/or major enhancement application/system development, on-going support maintenance for large and/or complex city-wide or office automation system(s); working alone in as part of a group, performs journey level+programming/analytical duties required to support major systems, information systems or office automation systems. May report to a Technical Project Lead Programmer/Analyst V or Section Manager. Perform technical programmer/analytical tasks in 1 or more of the Divisions technical environment areas(NET . ASP and MVC, ColdFusion, MS-SQL, Windows, LINUX, VM-ESX, XHTML, HTML5, Javascript, CSS, C#, web services development/maintenance, related development tools, and legacy mainframe applications/database). The work location is 200 N. Main St., CHE. A 9/80 work schedule is available. Candidates wishing to be considered should submit a resume to [hrconsolidatedrecords@lacity.org](mailto:hrconsolidatedrecords@lacity.org). Please e-mail this address to request a copy of the position description. Screening may be conducted to select the most qualified candidates for interview. Promotion from Programmer Analyst II may be considered. **Open until a sufficient number of applications are received.** [TL10/23/14]

#### **PROGRAMMER ANALYST IV**

- **Fire Department:** Administrative Services Bureau . Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the Human Resources Services Section of the Information Technology Bureau at 200 N. Main St., City Hall East, Los Angeles. 9/80 work schedule available. Position has been approved by the Managed Hiring Committee to be filled by transfer or paygrade advancement. The LAFD is seeking a highly motivated, technically proficient, skilled programmer to act as a lead decision-making software developer primarily responsible for maintaining, managing, enhancing and modifying the Automated Staffing and Timekeeping System. Successful candidates will have extensive programming and analytic experience. Highly desired candidates shall have a Computer Science B.S. degree from a 4-year recognized university, skilled in Open Source and industry standard application development tools, fluent in RDBMS and Third and Fourth Generation programming languages, such as Java, JSP, Java Servlets, C/C++, NetBeans IDE 8, Delphi, MySQL and Sybase with Apache Web Services and its Tomcat Web Container and hardware. Candidates wishing to be considered should submit a departmental application and resume to [Elizabeth.Torres@lacity.org](mailto:Elizabeth.Torres@lacity.org) or fax (213) 978-3618. Please note that only those candidates who present qualifications which most closely match those necessary for the position will be invited to interview. Open until a sufficient number of applications are received. Please call (213) 978-3761 to request a copy of the position description. **Open until a sufficient number of applications are received.** Please call (213) 978-3761 to request a copy of the position description. [TL2/20/15rev3/6/15]

#### **PROGRAMMER ANALYST V**

- **Fire Department:** Administrative Services Bureau . Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the Management Information Systems Division (MISD) of the Los Angeles Fire Department (LAFD) at 200 N. Main St., City Hall East, Los Angeles. The 9/80 work schedule is available. The Position has been approved by the Managed Hiring Committee to be filled by transfer. The LAFD is seeking a highly motivated, technically proficient, and skilled candidate to act as a lead software developer responsible for the development of highly robust, resilient, and efficient Two and Three Tier applications. The successful candidate will have extensive programming and analytic experience and possess a four-year degree from an accredited school in one of the following educational fields: Computer Science, Computer Information Systems or any other Engineering discipline. Highly desired candidates shall have a minimum of five-years experience in the development of database



normalization, Two or Three Ties application development, Object-based programming, and Open Source development tools. Candidates wishing to be considered should submit a departmental application and resume to Elizabeth.Torres@lacity.org or fax(213) 978-3618. Please note that only those candidates who present qualifications which most closely match those necessary for the position will be invited to interview. **Open until a sufficient number of applications are received.** Please call (213) 978-3761 to request a copy of the position description. [TL3/3/15]

## **SECRETARY**

- **Fire Department:** Emergency Operations . South Division Bureau Office, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the Operations South Bureau Office located at 638 S. Beacon Street, Suite 374, San Pedro CA, 90731. 9/80 work schedule available. Position has been approved by the Managed Hiring Committee to be filled by transfer. Candidates wishing to be considered should submit a departmental application and resume to Elizabeth.Torres@lacity.org or fax (213) 978-3618. Candidates who present qualifications, which most closely match those necessary for the position, will be invited to interview. **Open until a sufficient number of applications are received.** Please call (213) 978-3761 to request a copy of the position description. [TL3/3/15]

## **SECURITY OFFICER**

- **POLICE:** Security Services Division (Three Positions), John Czerwinski (213) 978-4667. [TL11/25/14]
- **POLICE:** Central Area/ Day Watch, Sgt. Mark Aceves 213 486-1094. [TL1/15/15]

## **SENIOR CLERK TYPIST**

- **ZOO:** Administration and Operations, Teresa Seipel (323) 644-4779. Please fax Departmental application to (323) 644-4776. Prior purchasing experience preferred. **Open until sufficient applications are received.** [TL11/5/14]
- **Board of Public Works:** Office of Accounting, Tommy Siu 213-978-0993. **COMMENTS:** TRANSFER OPPORTUNITY. One Senior Clerk Typist transfer opportunity in the Board of Public Works/Office of Accounting/General Accounting Division. This position has been approved by the Managed Hiring Committee. Interested candidates should submit Departmental Application and Résumé to the Office of Accounting, 200 N. Spring St., Ste. 967, City Hall, Stop 470, Fax No. (213) 978-0998, Attn: Tommy Siu or email to tommy.siu@lacity.org. **Open until a sufficient number of applications are received.** [TL2/4/15]
- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. **COMMENTS:** The Senior Clerk Typist assignments with the Solids Fiscal Monitoring Section will include but not limited to: preparing the monthly financial status report (FSR) and pending request for expenditure report; maintaining an Access database for requests to expend funds and track the status of Rule-11 requests; perform monthly reconciliation of DWP payments for Solid Equipment Charges (SEC); preparing memos containing financial instructions needed to manage the Solid Resources Funds; tracking tonnage and revenue for recyclable metals and material recovery facilities (MRFs); update and reconcile equipment purchase lists with GSD audit sheets; maintaining a centralized records/document management system; research Council Files for ordinances impacting the funds we manage; and overseeing clerical and administrative support functions for section. Candidates must have Civil Service Status as a Senior Clerk Typist. **Open until sufficient applications received.** Applications may be faxed to (213) 485-2969. [TL2/4/15]
- **Personnel:** Liaison Services Division I, Rosalia Aispuro (213) 473-9058. **COMMENTS:** The Personnel Department is seeking to fill one Senior Clerk Typist position. This position will serve as a liaison to the Bureaus of Engineering, Street Lighting and Street Services. Responsibilities include processing Form

41 documents for the following transactions using PaySR (Payroll System Replacement) system by appropriate deadlines and in accordance with MOU, Admin Code, Civil Service Rules, Personnel Procedures, CAO Rules and Rule of Three Whole Scores: original appointments, class changes, emergency appointments, step placement, special licenses, terminations, retirements, transfers, bonuses, uniform allowance, retroactive rate changes, shift changes, address changes, vacation date and balance adjustments, probation and sick anniversary adjustments, record suspension dates, family leaves, confidential designation, personal leaves and military leaves. Additional duties include: processing unpaid leave forms, restoration forms and transfer request forms; requesting and confirming release dates; and completing mail run and distribution on a rotation basis with other staff. This position also requires the knowledge of NEOGOV system for certification lists. Office Hours are 6:30 am to 5:00 pm. 5/40 or 9/80 work schedules are available. Interested candidates are requested to submit a City application or resume to Rosalia Aispuro via fax at (213) 473-9113 or via email at [per.PersonnelServices@lacity.org](mailto:per.PersonnelServices@lacity.org). Emails should contain **Sr. Clerk Typist Transfer** in the subject line. Selection will be determined after interview, background check and review of the employee's Departmental Folder. Deadline to apply: *Friday, March 20th, 2015*.

#### **SENIOR CONSTRUCTION INSPECTOR**

- **Harbor Department:** Construction Division, CONTACT: Human Resources (310) 732-3480. *COMMENTS:* Applicants must hold at least one licensed Deputy Inspector Ticket. Interested candidates, please fax Department Application for Employment or resume to (310) 521-8344 by *Tuesday, March 24, 2015*. [TL3/10/15]

#### **SENIOR EQUIPMENT MECHANIC**

- **Police:** Motor Transport Division, LaDrina Lee 213-486-1020. *COMMENTS:* Various locations and watches. [TL10/30/14]

#### **SENIOR MANAGEMENT ANALYST I**

- **Fire Department:** Administrative Services Bureau . Budget Management Section, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the Budget Management Section, at 200 N. Main St., City Hall East, Los Angeles. 9/80 work schedule available. Position has been approved by the Managed Hiring Committee to be filled by transfer. Candidate must possess strong financial and analytical skills needed to successfully perform all assigned job duties; strong computer skills to prepare reports and spreadsheets, and create complex databases for analysis and tracking purposes; strong writing skills to prepare various types of reports; and knowledge of personal computer operation, data processing methods, and software applications, including but not limited to, MS Word, Excel, Access, PowerPoint, Access, NSS, FMS and PaySR. Candidates wishing to be considered should submit a departmental application and resume to [Elizabeth.Torres@lacity.org](mailto:Elizabeth.Torres@lacity.org) or fax (213) 978-3618. Please note that only those candidates who present qualifications which most closely match those necessary for the position will be invited to interview. **Open until a sufficient number of applications are received.** Please call (213) 978-3761 to request a copy of the position description. [TL3/11/15]
- **General Services:** Building Maintenance Division, Raymund Santos 213 922-8573. *COMMENTS:* Will consider Management Analyst II in lieu of Sr. MA I. Interested candidates should submit Departmental application and resume to Raymund Santos Mail Stop 508 or via fax to 2139228514, no later than *Friday, March 27, 2015*. [TL3/17/15]

#### **SENIOR STOREKEEPER**

- **PW/Street Lighting:** Field Operations, Martha Maldonado (213) 847-0800. *COMMENTS:* 1 Senior Storekeeper in Field Operations. Position will be **open for filing until a sufficient number of applications have been received.** [TL10/22/14]

#### **STREET SERVICES INVESTIGATOR** (Emergency Appointment)

- **Public Works –Street Services:** Street Services Investigation and Enforcement, Maricel Reyes (213) 847-0844 / (213) 847-0814. *COMMENTS:* Please send your Civil Service application and resume to Mail Stop 550 . 1149 S. Broadway Street, 4th floor Attn: Luz Fabric or, email to Luz.Fabric @lacity.org. Please see advertisement in the back for more details. Deadline for submission of application is *Friday, March 27, 2015.* [TL3/17/15]

#### **STUDENT PROFESSIONAL WORKER**

- **Fire Department:** Office of the Independent Assessor, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. Please post the attached job bulletin as a separate attachment to your weekly transfer opportunities and website. [TL11/12/14]

#### **STUDENT WORKER**

- **Information Technology Department:** Finance and Administrative Services, CONTACT: H.R. Consolidated Records (213) 972-5980. *COMMENTS:* Information Technology Agency: Finance and Administrative Services, has one Transfer Opportunity. This position will provide clerical support to the staff. Responsibilities include: creating purchase orders in the City's purchasing system, track and monitor phone bills, maintain general files and records in accordance with the City's Records Retention policies, scan and organize document to electronic folders, and other related duties. This position is part time and is located at 200 N. Main St. CHE. Candidates wishing to be considered should submit a resume to hrconsolidatedrecords@lacity.org. Screening may be conducted to select the most qualified candidates for interview. See attached for details. Deadline to apply is *3/20/15.* [TL3/10/15]

#### **SYSTEMS AIDE**

- **Building and Safety:** Resource Management Bureau, Personnel Services (213) 482-6722. *COMMENTS:* The Department of Building and Safety (LADBS) has a Transfer Opportunity for Systems Aide positions in the Department's Resource Management Bureau. The positions are approved by the Managed Hiring Committee. The responsibilities include, but are not limited to: Install, test, maintain, and upgrade computer desktop hardware and software; maintenance and support of Department's client applications; assist with System's help desk and desktop support; assist with System's training and office software support; maintain and update System's documentation, logs and hardware and software inventory. Additionally, the successful candidate must possess good communication skills and good attendance. A 9/80 or 5/40 work schedule is available. Work location is 201 North Figueroa Street, Los Angeles. Interested candidates please fax your Departmental Application for Employment to (213) 482-6733 or send to Mail Stop 115, LADBS - Personnel Services Section. For questions or additional information, please contact LADBS Personnel Services at (213) 482-6722. **Open until sufficient applications are received.** [TL5/15/14]

#### **SYSTEMS ANALYST II**

- **Building and Safety:** Resource Management Bureau, Personnel Services (213) 482-6722. *COMMENTS:* The Department of Building and Safety (LADBS) has a Transfer Opportunity for Systems Analyst II in the Department's Resource Management Bureau. The position was approved by the Managed Hiring Committee. The responsibilities include, but are not limited to:

- Install, configure, support, and maintain Microsoft Windows 7 operating systems and Microsoft SQL server environment
- Maintenance and support of Department's client applications including financial, reporting, telephonic, customer service, residential property, and compliance
- Assist with Active Directory user, desktop, and client security maintenance and support
- Technical support lead for large remote office
- Analyze and troubleshoots complex systems issues

Additionally, the successful candidate must possess good communication skills and good attendance. A 9/80 or 5/40 work schedule is available. Work location is 201 North Figueroa Street, Los Angeles. Interested candidates please fax your Departmental Application for Employment to (213) 482-6733 or send to Mail Stop 115, LADBS - Personnel Services Section. For questions or additional information, please contact LADBS Personnel Services at (213) 482-6722. **Open until sufficient applications are received.** [TL5/15/14]

- **Los Angeles Housing & Community Investment Department: Systems Division**, Paula Hudak (213) 808-8804. **COMMENTS:** This Position has been approved by the Managed Hiring Committee. Screening may be conducted to select the most qualified candidates for interview. Please submit a City application. Also, submission of a resume is recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL10/24/14]
- **Office of Finance: Systems**, Finance Personnel Services Section (213) 978-1762. The Office of Finance (Finance) is seeking to fill one Systems Analyst II position within its Systems Division. Interested candidates must have experience in SQL database queries/reporting, Crystal Reports and programming experience using one or more of the following languages: VB, C#, JavaScript, HTML, and CSS. This position will operate in a collaborative team environment providing maintenance and support for the Department's Tax Discovery System (TDS), Crystal Enterprise, Documentum Imaging System (DMS), LATAX and other systems based on business needs. Screening may be conducted to select the most qualified candidates for interview. Interested candidates are requested to submit a completed City application and their most recent employee evaluation to [financepersonnel@lacity.org](mailto:financepersonnel@lacity.org) or via fax to 213-978-1752. **This bulletin will remain posted until a sufficient number of applications are received.** [TL2/13/15]
- **Personnel: Administrative Services Division . Information Technology Section**, Binh Le (213) 473-0175. **COMMENTS:** The Personnel Department is seeking to fill a Systems Analyst II position via emergency appointment opportunity. Deadline to apply is **Friday, March 20, 2015**. Please see the attached Emergency Appointment Opportunity for detailed information. [TL2/25/15rev3/12/15]
- **Public Works–Street Services: Administration** (Transfer/Paygrade Advancement), Maricel Reyes/Personnel Section (213) 847-0844. **COMMENTS:** Please submit your Civil Service application and resume to Maricel Reyes, Mail Stop 550 . 1149 S. Broadway Street, 4th floor. You may also send the required documents by email to [Maricel.Reyes@lacity.org](mailto:Maricel.Reyes@lacity.org). Please see advertisement in the back for more details. APPLICATION DEADLINE: **Open until sufficient applications are received.** [TL2/26/15]
- **POLICE: Scientific Investigation Division**, Tatiana Garcia 323-415-8121. **COMMENTS:** Duties include but are not limited to systems support for various laboratory programs and software applications. Tasks include server administration, set-up and troubleshooting of workstations and peripheral equipment, database administration, and software upgrades. Provide technical assistance with digital imaging systems and PC support. Experience in SQL database queries/reporting, Crystal Reports and programming experience using one or more of the following languages: VB, C#, JavaScript, HTML, and CSS is highly desirable. A 4/10 or 5/40 work schedule is available. Interested candidates are requested to submit a completed Departmental Application for Employment and their most recent

employee evaluation to N1782@lapd.lacity.org. **This bulletin will remain posted until sufficient applications are received.** [TL3/3/15rev3/5/15]

### **SYSTEMS PROGRAMMER I**

- **Information Technology Department:** Public Safety Fire Dispatch Division, CONTACT: H.R. Consolidated Records (213) 972-5980. *COMMENTS:* One Position in the Public Safety Fire Dispatch Division, located at 200 N. Main St., CHE. Position Duties: The Division is in charge of the development, maintenance and support of the Fire 911 dispatch systems. The division is also responsible for the integration of various systems and technologies for the public safety systems at the Primary and back dispatch facilities. The system span over a multitude of complex and multi-platform environments. The staff in the division is responsible for the systems administrations, configurations, development of software, integration of systems and 24x7 support of all systems. Candidates wishing to be considered should submit a resume to hrconsolidatedrecords@lacity.org. Please call (213) 972-5980 to request a copy of the position description. **Open until a sufficient number of applications are received.** [TL9/30/14]
- **Animal Services:** Administration . Systems, Antonio Zepeda (213) 978-1808. *COMMENTS:* The primary responsibilities of the job will be to administer, maintain and continue to develop the Department's internet and intranet websites and custom, web based applications. Experience with web servers and web development using CSS/ HTML, WordPress, and Cold Fusion is required. Experience with jQuery, Linux and MSSQL Server is highly desired. Duties will also include assisting with administration and maintenance of the Department's Windows 2008, Windows 2008 R2 and MSSQL 2008 servers and Active Directory network. Interested candidates should fax a departmental job application and resume to (213) 978-1813. **This position will remain open until sufficient applications are received.** [TL12/31/14rev2/9/15]

### **SYSTEMS PROGRAMMER II**

- **Information Technology Department:** Enterprise Systems & Operations Services, CONTACT: H.R. Consolidated Records (213) 972-5980. *COMMENTS:* The Information Technology Agency has a Transfer Opportunity for two Systems Programmer II positions in the Mainframe Systems Operations and Enterprise Services Management Divisions. The responsibilities include: supports citywide application infrastructure for major financial management and public safety systems in Enterprise Systems Support section which constitutes (FMS, SMS, LATAX, 311, PAYSR, TEAMS II) along Distributed Systems Support which supports citywide SAN, VMWARE, server, and backup infrastructure. These positions are critical in providing off-hours, on-call support to critical financial, public safety applications, and Distributed Systems with its related components. Prompt resolution and expertise during off hour is critical to minimize both application and system disruption. The work location is 200 N. Main St., CHE. A 9/80 work schedule is available. Candidates wishing to be considered should submit a resume to hrconsolidatedrecords@lacity.org. To request a copy of the position description, send your request to that e-mail address. Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient number of applications are received.** [TL10/24/14]
- **Fire Department:** Administrative Services Bureau . Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. Two positions are available in the Management Information Systems Division. One position is located at 200 N. Main St., City Hall East, LA, CA 90012 and the other is located at our Frank Hotchkins Memorial Training Center at 1200 Stadium Way, LA, CA 90012. Both positions will report to CHE, as needed. 9/80 work schedule available. Positions have been approved by the Managed Hiring Committee to be filled by transfer. The LAFD is seeking highly motivated, technically proficient, skilled Systems Programmer II to



act as a lead and manage the daily operations of the data center for both locations. Positions are primarily responsible for maintaining, managing, enhancing and modifying LAFD's servers, VMware, Active Directory, Microsoft System Center, HP 3PAR SAN, NAS, networks, security, and data center operations. Successful candidates will have extensive server, SAN, networking, programming and analytic experience. Candidates wishing to be considered should submit a departmental application and resume to Elizabeth.Torres@lacity.org or fax (213) 978-3618. Please note that only those candidates who present qualifications which most closely match those necessary for the position will be invited to interview. **Open until a sufficient number of applications are received.** Please call (213) 978-3761 to request a copy of the position description. [TL3/3/15]

### **SYSTEMS PROGRAMMER III**

- **Information Technology Department:** Public Safety Application Division, CONTACT: H.R. Consolidated Records (213) 972-5980. COMMENTS: The Information Technology Agency has a Transfer Opportunity for a Systems Programmer III in the Public Safety Application Division The responsibilities include: -Performs and directs the evaluation, development, implementation, maintenance and modification of systems software and complex enterprise applications on self-hosted VM ESX hardware platforms. Performs and directs the development and maintenance of systems procedures and documentation, hardware, software and system studies, performance tunings, problem determination and resolution, coordinates and provides technical assistance to other data processing personnel and use divisions of departments. Performs the more difficult and complex soft/hardware systems work. Reports to the Division Manager; advises management on activities; may act as Division manager in his/her absence. Provides technical guidance to Division staff as technical specialist in 1 or more of the division's technical environment areas (Entrust Remote and Mobile, NET-ASP and MVC, ColdFusion, MS-SWL, Windows, LINUX, VM-ESX, XHTML, HTML5, Javascript, CSS, C#, web services development/maintenance, related development tools, and legacy mainframe applications/database), in support of the system and application. The work location is 200 N. Main Street, CHE. A 9/80 schedule is available. Candidates wishing to be considered should submit a resume to hrconsolidatedrecords@lacity.org. To request a copy of the position description, send your request to that e-mail address. Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient number of applications are received.** [TL10/16/14]

### **TRANSPORTATION ENGINEER (TRANSFER OPPORTUNITY)**

- **Public Works –Street Services:** Engineering/Off-Budget Program, Maricel Reyes (213) 847-0844 / (213) 847-0814. COMMENTS: Please send your Civil Service application and resume to Mail Stop 550 . 1149 S. Broadway Street, 4th floor Attn: Luz Fabric, or email to Luz.Fabric@lacity.org. Please see advertisement in the back for more details. Deadline for submission of applications is *Friday, Mar. 20, 2015 by 4:00 pm.* [TL3/6/15]

### **VETERINARIAN II (2365-2)**

- **Department of Animal Services:** Shelter Operations, CONTACT: Personnel Section (213) 978-1808. See attached for details. [TL9/24/14]

### **VOCATIONAL WORKER I**

- **Public Works/Bureau of Sanitation:** Hyperion Treatment Plant, Alicia Ordaz, Hyperion Personnel Section (310) 648-5782. COMMENTS: Three (3) positions available. DEADLINE TO APPLY: *March 24, 2015.* Please see attached bulletin for details. [TL3/11/15]



## **RESERVE ANIMAL CONTROL OFFICER (RACO) PROGRAM**

The Department of Animal Services is currently seeking volunteers for our Reserve Animal Control Officer (RACO) Corps. This is an exciting opportunity that will provide participants with the chance to serve alongside regular Animal Control Officers in enforcing State and City ordinances related to the care, treatment and licensing of animals.

### **DUTIES**

A volunteer RACO impounds stray, sick, vicious and unwanted animals; conducts humane investigations, conducts permit investigations, issues citations, and makes arrests; and keeps records and prepares reports which may be used as legal evidence. RACOs may be required to humanely euthanize animals in the field using a firearm or other humane methods. RACOs may also be called upon to serve at night.

### **REQUIREMENTS**

1. Prior to appointment, applicants must have completed 54 hours of (paid or volunteer) service performing animal care, and maintenance or control of domestic or wild animals. RACO volunteer service must be completed at the rate of not less than eighteen hours per month in an Animal Services Shelter.
2. High school graduation or equivalent.
3. A valid California driver's license. Applicants must have a driving record free of accidents and/or moving violations within the last year. Individuals who have three or more moving violations or at-fault accidents, or any combination of moving violations or at-fault accidents totaling three or more within the last five years are not eligible for participation in this program.
4. Applicants must be at least 21 years of age at the time of appointment.
5. Current Department of Animal Services employees will only be permitted to perform RACO duties for a different shelter than their assigned work location. No exceptions.
6. Moreover, Animal Services employees volunteering as RACOs are not entitled to overtime for RACO duties. No exceptions.

### **HOW TO APPLY**

Interested individuals should complete and submit a regular City application and the attached Reserve Animal Control Officer Supplemental Questionnaire to:

Personnel Department  
Liaison Services Bureau . Group 1  
200 North Spring Street, Room 1805

Los Angeles, CA 90012  
**Attn: Antonio Zepeda**

Applications can be downloaded at: <http://per.lacity.org/application.pdf>

### **SELECTION PROCESS**

The selection process will consist of three parts: 1) an oral interview, 2) a writing exercise, and 3) a qualifying (pass/fail) Physical Assessment Test (PAT). In the interview and written exercise, applicants may be assessed for written communication skills; reading comprehension; knowledge of animal care, feeding, and handling; the ability to deal tactfully and effectively with the public and others; arithmetic; the ability to read street maps; the ability to follow instructions; and other necessary knowledge and abilities.

The PAT consists of four parts: one to measure flexibility, one to measure upper body strength, one to measure lower body strength and one to measure gross body coordination. Only those applicants that pass the interview and writing exercise may take the PAT.

### **RACO VOLUNTEER APPOINTMENT IS SUBJECT TO:**

1. Passing a PAT.
2. Passing a thorough and comprehensive medical and psychological examination, including a personality inventory evaluation, administered by the Personnel Department.
3. Passing a thorough and comprehensive Peace Officer status background investigation conducted by the Personnel Department (AS 2194).
4. Completion of a six-month (a minimum of 280 hours) training program encompassing all fields of animal control and activity.

### **Notes:**

1. RACOs must be able to perform duties that frequently include lifting up to 70 pounds and occasionally up to 100.
2. Current City employees will be subject to the same background investigation as other candidates for RACO. **Any unfavorable information obtained from the current background investigation could adversely impact current City employment.**

### **CONDITIONS FOR CONTINUED VOLUNTEER RACO PARTICIPATION**

1. After completing the six-month training program, RACOs must provide eighteen hours of volunteer service each calendar month to qualify for continued participation in this program (Administrative Code Section 22.10.1). A one-year commitment to this program is highly desired.
2. RACOs must maintain a valid California driver's license.

3. RACOs must successfully complete PC 832 modules I, II, and III as a part of their required training.
4. On a semi-annual basis, RACOs must successfully qualify with all approved department firearms at the firing range.

**RESERVE ANIMAL CONTROL OFFICER (RACO) VOLUNTEER  
SUPPLEMENTAL QUESTIONNAIRE**

This supplemental Questionnaire is designed to help you understand the nature of work you would be performing as a volunteer Reserve Animal Control Officer (RACO). Many aspects of the work are unpleasant and present RACOs with physically and emotionally challenging activities. Writing your initials following each statement below is an acknowledgement of your understanding of the given working conditions. If you cannot work with the given conditions, you may wish to reconsider applying for this type of volunteer opportunity.

1. I understand that a RACO is required to successfully complete P.C. 832 modules I, II, and III as a part of the required training, and on a semi-annual basis a RACO is required to successfully qualify with all approved Department firearms at the firing range. Initial \_\_\_\_\_
2. I understand that this position may require me to deal frequently with people who are upset, angry, and/or hostile. Initial \_\_\_\_\_
3. I understand that I may be required to work outdoors in extreme weather conditions. Initial \_\_\_\_\_
4. I understand that I may be required to pick up or capture animals that may be sick, injured, or vicious and/or may weigh up to 100 pounds. Initial \_\_\_\_\_
5. I understand that I may be required to lift and carry badly injured, mutilated, and bleeding animals. Initial \_\_\_\_\_
6. I understand that I may be required to humanely euthanize animals in the field using a firearm or other appropriate method. Initial \_\_\_\_\_
7. I understand that RACOs are required to communicate over a radio, through the telephone, and in person. Initial \_\_\_\_\_
8. I understand that I may be required to capture and transport wild animals such as snakes and skunks. Initial \_\_\_\_\_
9. I understand that I may be required to find and humanely euthanize or capture and transport a rabid wild or domestic animal. Initial \_\_\_\_\_
10. I understand that there may be times when I will be required to take action to humanely euthanize a family or remove such a pet from a home where there are children who do not understand the necessity of my actions. Initial \_\_\_\_\_
11. I understand that, if I am a City employee, RACO will provide me with professional development. However, I also understand that there is no guarantee that this professional development will lead to a promotion. Initial \_\_\_\_\_

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Name (print)

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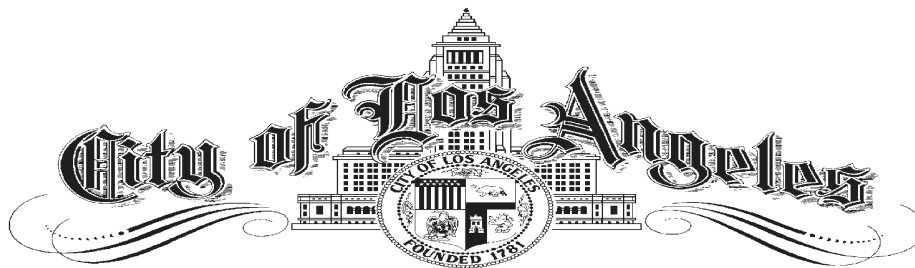
Signature

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Date

RESERVE ANIMAL CONTROL OFFICER (RACO) PROGRAM (Revised 1/1/2015)





**MICHAEL N. FEUER**  
CITY ATTORNEY

**POSITION ANNOUNCEMENT**

**LEGAL SECRETARY I**

**CIVIL, CRIMINAL AND MUNICIPAL BRANCHES**

**VARIOUS SECTIONS**

**ANNUAL SALARY:** \$49,026 to \$60,906

**OPENING:**

The Office of the City Attorney is currently accepting applications for Legal Secretary I positions.

**DUTIES AND RESPONSIBILITIES:**

This position serves as secretary to attorneys or administrators performing a full range of secretarial duties, including taking and transcribing dictation, taking minutes of meetings, typing and proofreading; maintaining databases, filing systems and appointment calendars; answering inquiries from the public or employees of other agencies over the telephone or in person; and ordering office supplies. Must demonstrate the ability to maintain the status of cases being handled; have knowledge of legal and administrative procedures, and sources of information. In addition, this position will assist with the general office workload and will learn all of the functions of the office and complete other duties as assigned.

**REQUIREMENTS:**

Applicants are required to pass a typing test at 60 wpm net with five (5) errors maximum, a spelling test with five (5) errors maximum and a dictaphone test. One year performing clerical or secretarial duties is required. Applicants must be proficient in Microsoft Word and have knowledge of legal procedures and terminology. This position requires a fast and accurate typist who pays close attention to detail, is able to work under pressure with minimal supervision, and can perform in a team environment. Reliable attendance and punctuality are essential. Applicants must be able to lift boxes (up to 25 lbs).

The City Attorney's Office **will not** be administering typing tests to candidates. Please see the attached "**Typing Certification Requirements.**"

The hours for this position are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**DESIRED  
QUALIFICATIONS:**

The following qualifications are highly desirable:  
Knowledge of state and federal court rules, litigation document preparation under the California Court system's filing requirement and procedures including electronic filings.

**PROBATION:**

Appointment to this exempt position (non Civil-Service) will be subject to a one (1) year probationary period as required by Section 1050 of the City Charter. Successful completion of the one (1) year probationary period will result in tenure with the office.

**APPLICATION  
AND DEADLINE:**

Applicants interested in applying should submit their resume, valid typing certification, and cover letter indicating **LEGAL SECRETARY I**, via email only to [atty.recruit@lacity.org](mailto:atty.recruit@lacity.org).

The City Attorney's Office, Human Resources Division, will contact those applicants who have met the typing requirement and administer the Dictaphone test and spelling test at a later date.

Selected applicants will be invited to interview.

Hiring ongoing as positions become available.

THIS OFFICE IS COMMITTED TO EQUAL OPPORTUNITY IN ALL PHASES OF ITS EMPLOYMENT PRACTICES.  
THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.  
TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7150.

# City of Los Angeles – City Attorney’s Office

## **TYPING CERTIFICATION REQUIREMENTS**

Applicants for the position of **Legal Secretary** are required to submit a typing certification to demonstrate they meet the minimum typing requirements. Candidates who fail to provide a typing certification will be disqualified from the examination process. The Los Angeles City Attorney’s Office will not be administering typing tests to candidates. The typing certification must be issued by an agency or an accredited school within the last 12 months. **On-line issued typing certification will not be accepted.**

The typing certification **must meet the minimum 60 net words per minute**, have no more than five (5) errors, and be scored according to the following method: 5 minute timed typing exercise, showing a gross rate of speed and a net speed calculated by deducting one (1) word per minute for each error in the exercise.

Certification may be in the form of a certificate, letter, or test results form and **must** contain the following:

- ***Agency’s official emblem or watermark***
- ***Name of applicant***
- ***Number of minutes of the timed typing test***
- ***Number of gross words per minute***
- ***Number of net words per minute***
- ***Number of errors***
- ***Date of certificate***
- ***Signature of person certifying the certificate***
- ***Address and telephone number of agency***

The above information **MUST** be included on the certification. Applicants **WILL NOT** be contacted to correct the deficiency.

*On the next page is a list of suggested local agencies and schools that administer typing tests and issue certification. It is advised that you call first to see if an appointment is required to take the typing test. Additional agencies that may provide typing certification can be found on [www.servicelocator.org](http://www.servicelocator.org) by entering the desired zip code.*

<b>ORGANIZATION NAME</b>	<b>5 MINUTE EXAM</b>	<b>CERTIFICATE PROVIDED</b>	<b>COST</b>	<b>HOURS</b>
El Proyecto Work Source Center 9024 Laurel Canyon Blvd. Sun Valley, CA 91352	YES	YES	NO COST	<b>Monday–Friday</b> 8:00 a.m.-5:00 p.m. <b>(818) 504-0334</b>
Gardena One Stop Center 16801 S. Western Avenue Gardena, CA 90247	YES	YES	NO COST	<b>Monday–Friday</b> 8:00 a.m.-3:00 p.m. <b>By Appointment Only</b> <b>(310) 217-9579</b>
Inglewood One Stop Center 110 South LA Brea Avenue Inglewood, CA 90301	YES	YES	NO COST	<b>By Appointment Only</b> <b>(310) 680-3700</b>
Carson Career Center 801 E. Carson St., #117 Carson, CA 90745	YES	YES	NO COST	<b>Monday–Thursday</b> 7:00 a.m.-6:00 p.m. <b>(310) 952-1762</b>
Goodwill Industries of Southern CA 342 N San Fernando Rd. Los Angeles, CA 90031	YES	YES	NO COST	<b>Monday–Friday</b> 8:00 a.m.-5:00 p.m. <b>(323) 539-2106</b>
Montebello Adult School 149 N. 21st St Montebello, CA 90640	YES	YES	\$5	<b>Monday–Wednesday</b> 8:30 a.m.-3:00 p.m. 6:00 p.m.-9:00 p.m. <b>Thursday</b> 12:00 p.m.-3:00 p.m. 6:00 p.m.-9:30 p.m. <b>Friday</b> 9:00 a.m.-12:30 p.m. <b>(323) 887-7844</b>
North-West College 530 E. Union St. Pasadena, CA 91101	YES	YES	\$10	<b>Monday–Thursday</b> 8:30 a.m.-10:00 p.m. <b>Friday</b> 8:30 a.m.-5:00 p.m. <b>(626) 796-5815</b>
Los Angeles Harbor College 1111 Figueroa Place Wilmington, CA 90744	YES	YES	\$20	<b>By Appointment Only</b> <b>(310) 233-4450</b>

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT TYPING CERTIFICATION ISSUED BY ANY AGENCY INCLUDING THOSE LISTED MEETS THE REQUIREMENTS STATED ABOVE.**



## JOB ANNOUNCEMENT **VETERINARIAN II**

The City of Los Angeles envisions the day that every pet born is ensured a good home and good care. Los Angeles Animal Services is looking for Veterinarians who desire to be part of our team by providing top quality care to animals in the City's new and expanded shelters. We value the integrity of every employee, we care about our customers, and we are dedicated to the humane treatment of animals. Join us. The City of Los Angeles is an Equal Opportunity/Affirmative Action Employer.

### **DUTIES:**

A Veterinarian diagnoses and gives first aid treatment, including surgery as needed, to animals in the care and custody of the Los Angeles Animal Services Department and inspects their care and treatment; assigns, reviews, and evaluates the work of employees assisting in the above work; advises the public and Department employees on matters within the field of veterinary medicine; exercises medical judgment and skill in the independent performance of responsibilities, applying current veterinary medical principles.

### **REQUIREMENTS:**

- Doctor's degree in veterinary medicine from an accredited veterinary school
- Valid California State License to practice Veterinary medicine
- Valid California driver's license is required for all positions and must be maintained throughout employment

### **SALARY:**

Full-Time starting salary: \$3,552.80 biweekly; medical and dental benefits provided  
Part-Time hourly rate: \$44.41; no medical/dental benefits

### **HOW TO APPLY:**

Submit a City job application for employment, resume, and a copy of your California License to practice Veterinary medicine, and three references to:

Personnel Department . Liaison Services Bureau  
200 North Spring Street, Room 1805  
Los Angeles, CA 90012

**Attn: Antonio Zepeda (antonio.zepeda@lacity.org)**

Applications can be downloaded at: <http://per.ci.la.ca.us/Forms/Application.pdf>

[TL9/24/14]





**ANIMAL LICENSE CANVASSER (4330)**  
**SPECIAL OPERATION'S LICENSING TEAM**  
**PART-TIME "AS NEEDED"**

The Department of Animal Services is recruiting for as-needed part-time Animal License Canvassers. A part-time Animal License Canvasser walks in residential and business districts enforcing animal license ordinances; collecting money for license fee payments and issuing receipts to animal owners; verifying current rabies vaccinations and sterilization of dogs in the field; and reconciling and balancing daily collections. Animal License Canvassers may also issue official notices. Successful candidates must be able to walk long distances, handle large volumes of work and provide excellent customer service.

## **DUTIES**

The duties of this position may include, but are not limited to:

- Canvassing residences and businesses enforcing animal license ordinances;
- Driving a personal vehicle during the course of employment;
- Verifying rabies vaccinations;
- Verifying sterilization records to determine appropriate license fee;
- Collecting payment for licenses and issues receipts;
- Maintaining records and preparing reports that could be used in court as legal evidence;
- Disseminating public education materials to City residents;
- Observing and reporting suspicious activities involving animal related concerns, such as inhumane treatment, animal fighting, breeding activities, exotic animals, etc., to the appropriate section of the Department; and
- Performing other duties as required.

## **QUALIFICATIONS**

- A valid California driver's license and a good driving record. Applicants may be disqualified and not eligible for hire if within the past 36 months they have been convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months;
- Ability to interpret and communicate Department policies and procedures and Municipal codes;
- Ability to clearly explain laws relating to licensing animals and the spay/neuter ordinance;
- Possess good writing skills and ability to communicate in writing clearly and legibly;
- Excellent communication and public speaking skills;
- Ability to use standard office equipment, such as a personal computer and perform data entry;
- Self-starter, self-motivated;
- Demonstrates a competent work history and attendance record in good standing;
- Ability to perform simple math calculations;

- Ability to work under minimum supervision;
- Ability to understand and follow directions;
- Ability to make good decisions;
- Ability to communicate effectively and tactfully in a clear and concise manner with the public;
- Must be able to work with, handle and be around animals without hindrances or barriers;
- Must be able to work in an enclosed office environment with other staff; and
- Must possess a %Can-Do+attitude.

## MILEAGE RATE AND MINIMUM VEHICLE INSURANCE REQUIREMENTS

- 56 cents reimbursed per mile for business miles driven;
- \$25,000 in the case of injury to or death of one person;
- \$50,000 per accident/incident; and
- \$5,000 of property damage, in an accident.

**SALARY:** \$15.98 per hour; no medical/dental benefits

## SELECTION PROCESS

Examination	Weights
Interview	100%
Written Exercise	Advisory
Math Performance Test	Advisory

The examination will consist of three parts: 1) an oral interview and 2) a written exercise and 3) math performance test to determine the candidates whose qualifications best fit the duties and responsibilities of the position. The results of the written exercise and math performance test will be evaluated in the interview. The final interview score will account for 100% of the total score.

## HOW TO APPLY

Submit a Departmental application for employment with an original signature by mail:

Personnel Department . Liaison Services Bureau  
 200 North Spring Street, Room 1805  
 Los Angeles, CA 90012  
**Attn: Antonio Zepeda**

**Open until sufficient applications are received.**

Applications can be downloaded at: <http://per.lacity.org/application.pdf>

**NOTE:** At the time of the interview, all candidates must possess and present a valid Class C Driver's License, and an original driving history that is issued by the California Department of Motor Vehicles no greater than 30 days prior to the interview.

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# LOS ANGELES FIRE COMMISSION

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BOARD OF  
**FIRE COMMISSIONERS**

DELIA IBARRA  
PRESIDENT

ANDREW GLAZIER  
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STEVEN R. FAZIO  
JIMMY H. HARA, M.D.  
JIMMIE WOODS-GRAY

LETICIA GOMEZ  
COMMISSION EXECUTIVE ASSISTANT II

SUE STENGEL  
INDEPENDENT ASSESSOR

EXECUTIVE OFFICE  
200 NORTH MAIN STREET, SUITE 1840  
LOS ANGELES, CA 90012-4112

ERIC GARCETTI  
Mayor

(213) 978-3838 PHONE  
(213) 978-3814 FAX

## OFFICE OF THE INDEPENDENT ASSESSOR **STUDENT PROFESSIONAL WORKER - JOB OPPORTUNITY** HOURLY RATE: \$15.41

The Office of the Independent Assessor (OIA) for the Los Angeles Board of Fire Commissioners is seeking a graduate student intern, preferably from a law or public policy school (first year law students may apply). Students interested in public safety (fire and police) law and policy, public employment law, municipal law, and/or transparency in government are encouraged to apply.

In 2009, the residents of the City of Los Angeles voted to amend the City Charter to create the position of Independent Assessor (IA). The IA has the power and duty to:

- a) Audit, assess and review the Los Angeles Fire Department's (LAFD or Fire Department) handling of complaints of misconduct committed by employees;
- b) Conduct any audit or assessment requested by majority vote of the Board of Fire Commissioners; and
- c) Initiate any assessment or audit of the Fire Department or any portion of the Fire Department.

The Independent Assessor reports directly to the Board of Fire Commissioners, the civilian head of the LAFD, and assists the Fire Commission in providing independent civilian oversight of the Fire Department. The small size of the OIA affords a Student Professional Worker (SPW) an opportunity to play an integral role in the day-to-day work, including interaction with LAFD personnel and observance of daily operations. Duties may include, but are not limited to:

- Researching best practices of fire and other public safety agencies;
- Conducting legal research;
- Reviewing and analyzing LAFD policies; and
- Assisting with audits of a variety of LAFD functions.

The SPW may work full or part time.\* An SPW is restricted to work a maximum of 1039 hours for the City of Los Angeles in a 12-month period. Please note that this position is not a permanent Civil Service position with the City of Los Angeles. Therefore, the position is not eligible for any employee benefits.

The selected candidate will be required to take and pass a pre-employment medical exam and clear a background investigation.

To apply, please email a resume and writing sample to:

Sue Stengel  
Independent Assessor  
Los Angeles Board of Fire Commissioners  
[sue.stengel@lacity.org](mailto:sue.stengel@lacity.org)

**Open until a sufficient number of applications are received. May close at any time. Please feel free to contact the office with questions.**

**Eligibility Requirements:**

1. Current full-time enrollment in an accredited four-year college or university or an accredited law school and must maintain 3.0 GPA.
2. Must be enrolled in and successfully complete a minimum of 6 semester (or 8 quarter) units of degree-oriented classes each semester (quarter) while employed as a Student Professional Worker. For quarter system programs, students must attend at least 3 quarters each year.
3. Satisfactory proof (enrollment verification, official college transcript, etc.,) must be submitted upon hire.
4. Student Professional Workers **must maintain** enrollment as a full-time student to continue employment, and must submit proof of enrollment not later than two weeks after the commencement of each Semester or Quarter.

\*The SPW is required to work no less than 10 hours per week and a maximum of 40 hours per week, between the hours of 8:00 a.m. . 6:00 p.m.

11/12/14

## **AUTO BODY REPAIR SUPERVISOR I**

### **(EMERGENCY APPOINTMENT)**

Salary \$2,804.80 (bi-weekly)

**The Los Angeles Police Department's Motor Transport Division is interested in filling ONE Auto Body Repair Supervisor I position on an emergency basis.\***

#### **Duties:**

An Auto Body Repair Supervisor is a civilian employee of the Police Department. An Auto Body Repair Supervisor assigns, reviews and evaluates the work of a group of employees engaged in fabricating, installing, remodeling, or repairing bodies and body accessories of automotive and miscellaneous equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

An Auto Body Repair Supervisor is regularly assigned to the day watch. However, if required, they must be available to work weekends, holidays, night and early morning shifts based on the Department needs.

#### **Requirements**

1. Two years of full-time paid experience as an Auto Body Builder and Repairer, or in a class at least at that level and which provides journey-level experience in fabricating, installing, remodeling, or repairing bodies and body accessories of automotive equipment.
  - Prior to appointment, a thorough and comprehensive pre-employment background investigation will be conducted by the Los Angeles Police Department.

#### **NOTE:**

- **Candidates must not have a history of criminal or improper conduct including any felony convictions.**
  - **Candidates must not have poor employment, military, or driving record, which would affect candidate's suitability for this type of work.**
  - **Candidates must have displayed a pattern of respect and honesty in their dealings with individuals and organizations.**
  - **Candidates 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.**
- Must pass a comprehensive medical examination given by a City physician.
  - Must have reliable transportation.
  - Must have a valid California driver's license.
  - Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand and finger dexterity with at least one hand involved in reaching, handling, or feeling, and using small tools; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this classification. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.



*Note: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

**\*NOTE:**

The Auto Body Repair Supervisor position will be filled through an Emergency Appointment, which can be up to one year. An Emergency Appointment is a **temporary appointment** and will be contingent upon approval from the City's Personnel Department. A permanent appointment will be made upon completion of the Civil Service Examination process for Auto Body Repair Supervisor. The successful incumbent for this emergency position will be required to take the examination and obtain a high enough score on the eligibility list in order to be selected for the permanent appointment.

**\*\*\*CANDIDATES MUST MEET THE MINIMUM ELIGIBILITY REQUIREMENTS BY THE APPLICATION DEADLINE DATE.**

Interested applicants may access a PDF copy of the application by visiting:  
<http://per.lacity.org/application.pdf>

The completed and hardcopy application must be mailed or hand-delivered to the following address.

Los Angeles Police Department  
Personnel Division/Civilian Employment Section  
100 West First Street, Suite 228  
Los Angeles, CA 90012

**Hours: Monday . Thursday, 7:30 am . 4:30 pm**

(213) 486-4660

**ONLY ORIGINAL SIGNED APPLICATIONS WILL BE ACCEPTED. NO FAXES OR EMAILED COPIES.**

Filing will remain open until sufficient applications are received.

Applications are subject to review and only the most qualified will be invited to participate in the interview process. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.

11/26/14



**JOB ANNOUNCEMENT**  
**ANIMAL CARE TECHNICIAN - 4310**  
**PART-TIME “AS NEEDED”**

The Department of Animal Services is recruiting for as-needed part-time Animal Care Technicians. A part-time Animal Care Technician receives and cares for all types of domestic and wild animals; assists with transferring animals to other shelters; explains regulations regarding disposition of animals to the public; works with the public to adopt animals both in the shelter and at mobile adoption events; cares for dangerous and/or diseased and injured animals; interfaces with medical staff regarding the health of animals; and cleans kennels, cages, vehicles, buildings, yards and equipment. Animal Care Technicians must assist in humanely euthanizing animals due to disease, injury or overcrowded conditions. Animal Care Technicians require contact with the public, volunteers, adoption partners, local veterinarians/clinics, internal staff and staff in other departments and provide excellent customer service and animal care.

**NOTE: Must be available for assignment to various shifts, weekends, and holidays, at any one of the Department of Animal Services animal care centers.**

**EDUCATION AND EXPERIENCE:**

1,040 hours (paid or volunteer) experience in the care or maintenance of companion animals, which must include dogs, cats, or rabbits; **or**

Completion of 3 semester units or 4 quarter units from a recognized college or university in animal health or animal care.

**WORK PERFORMED:**

- Assist the general public in the selection of animals available for adoption;
- Explain Department procedures, laws, ordinances and regulations pertaining to impoundment, redemption, purchase, licensing, care and euthanization of animals to the public;
- Unload animals from animal collection vehicles and place animals in cages, or secure medical attention, if necessary;
- Segregate animals by species, sex, age, size and temperament;
- Clean and maintain euthanasia room, kennels, cat room, observation room, all cages, facilities, grounds and equipment;
- Segregate sick or injured animals for special medical attention;
- Feed, water, groom and exercise animals when necessary;
- Report sick or unusual behavior of animals to Veterinary staff in treatment of animals;
- Assist Veterinary Technicians in the euthanization of sick, injured and unwanted animals;
- Drive animal collection vehicles and horse-trailers when making emergency pick-ups or when assisting the Animal Control Officers;
- Clean vehicles;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification.  
This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

**QUALIFICATIONS:** Incumbents must have the following knowledge and abilities:

Knowledge of:

- Principles, practices, and techniques of proper animal care;
- Common breeds of dogs and cats;
- Habits, care, feeding, and shelter of various wild and domestic animals;
- Safety principles, practices, and regulations as they relate to animal care;

The ability to:

- Learn laws and ordinances concerning the care, impounding and destruction of animals;
- Learn methods used to clean and disinfect animal shelters;
- Learn the symptoms and first-aid or emergency treatment for common diseases and injuries of dogs and cats;
- Understand and follow instructions;
- Keep routine records and make reports;
- Deal tactfully and effectively with the public.

**LICENSE:**

A valid California driver's license is required for all positions and must be maintained throughout employment.

**TO APPLY:**

Submit a Departmental application for employment with an original signature by inter-office mail, email, or in-person to:

Personnel Department . Liaison Services Bureau  
200 North Spring Street, Room 1805  
Los Angeles, CA 90012  
**Attn: Antonio Zepeda (antonio.zepeda@lacity.org)**

**Open until sufficient applications are received.**

Applications can be downloaded at: <http://per.lacity.org/application.pdf>

The above statements describe the general nature and level of work being performed by individuals assigned to this classification.  
This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

1/21/15



**SYSTEMS ANALYST II**  
**PERSONNEL DEPARTMENT**  
**ADMINISTRATIVE SERVICES DIVISION – INFORMATION TECHNOLOGY SECTION**

**EMERGENCY APPOINTMENT OPPORTUNITY\***

**Duties:** The Administrative Services – Information Technology Section Systems Analyst II position will be responsible for maintaining and supporting existing Access reports and applications; creating reports using Crystal Reports; analyzing and troubleshooting systems issues and providing support to users; application development in both ColdFusion and ASP.NET, using C# or VB. This position also requires great customer service and interpersonal skills.

**Requirements:**

1. One year of full-time paid programming experience using development tools such as Power Builder, Delphi, ASP, ASP.NET, Visual Basic, Visual Basic.NET, Microsoft.NET, Java, C, C#, or C++, XML, XHTML, Ajax, Python, Ruby, PHP, Cold Fusion, Microsoft.Net, or Websphere, or other tools for business analysis, IT design, or diagramming; and using SQL with a relational database such as ORACLE, DB2, SYBASE or SQL Server.
2. Filed for the 2015 Personnel Department Systems Analyst Exam.
3. Current City of Los Angeles employee.

**How to Apply:** Interested candidates must complete a City of Los Angeles Application for Employment. Applications will be screened to determine a reasonable number of candidates with the most relevant background and experience to interview.

Please send an electronic copy of your City application to [per.PersonnelServices@lacity.org](mailto:per.PersonnelServices@lacity.org). Emails should contain 'Systems Analyst' in the subject line.

**Please submit applications no later than 4:00 p.m. on Friday, March 20<sup>th</sup>, 2015.**

\*Emergency Appointment – Prior to accepting an emergency appointment, you should be aware that this is not a “regular civil service appointment.” It may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. If you wish to compete for a regular appointment, you must submit an application for the next civil service examination for this position. If you are a current City employee (received a regular appointment) and you accept an emergency appointment, you will automatically be on “protective” leave from your current classification. If you are not currently a regular City of Los Angeles employee when you accept the emergency appointment and you cannot be appointed from an eligible list at the time your emergency appointment ends (one year or establishment of an eligible list, whichever comes first), you will be terminated from City employment.

***The City of Los Angeles is an Equal Employment Opportunity Employer***

*[TL2/25/15rev3/12/15]*

**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** March 20, 2015

**TO:** All Current Systems Analyst I's and IIs

**FROM:** Personnel Section, Bureau of Street Services/Public Works

**SUBJECT:** **SYSTEMS ANALYST II –  
TRANSFER/PAYGRADE ADVANCEMENT OPPORTUNITY**

**DUTIES:**

Duties will include, but are not limited to:

Analyze/design/develop/documentation/training/implementation and support of Bureau systems solutions; install/configure/and provide support to Bureau personnel as well as trouble-shoot complex technical hardware/software issues; install and upgrade MS Windows and MS SQL Server technology; perform SQL queries and generate Crystal reports; coordinate systems projects and issues with Bureau personnel, outside vendors, and other City agencies.

**KNOWLEDGE**

Knowledge of MS Windows Servers, Microsoft Office, Novell Server, Workstation OS, general hardware/software/network systems, GIS, ColdFusion, MS SQL web applications, SQL database queries/reporting, Crystal Reports, HTML, CSS, and Java Script. Some knowledge of mainframe languages in SAS, FOCUS, and TSO desired but not required.

**SKILLS**

Requires excellent analytical, hardware/software problem-solving as well as systems analysis, design, and development skills. The successful candidate must possess strong verbal and technical/business writing skills

**ABILITIES**

Must be able to work independently to analyze, research, and develop solutions. Must possess a professional manner and communicate effectively both orally and in-writing with managers, users, vendors and coordinate with other City agencies. Must be able to work effectively under tight deadlines.

**SELECTION PROCEDURE:**

Screening of applications may be conducted to select the most qualified candidates for interview; thereafter, selection process will include interview and written sample. Final selection will include a review of personnel folders and past work history. 9/80 schedule available.

**APPLICATION DEADLINE: Open until sufficient applications are received.** Please submit a Civil Service application and resume to Maricel Reyes at (213) 847-0844, 1149 South Broadway, Suite 400, Los Angeles, California, 90015, Mail Stop 550. Or, email them to [Maricel.Reyes@lacity.org](mailto:Maricel.Reyes@lacity.org).



## **BUREAU OF STREET SERVICES** **TRANSFER OPPORTUNITY NOTICE**

**TO: ALL TRANSPORTATION ENGINEER's (7278) AND  
LANDSCAPE ARCHITECT I's (79291)**

The Bureau of Street Services (BSS) Engineering Division is seeking a Transportation Engineer or a Landscape Architect I for the "Off-Budget" Program.

The candidates must be resourceful, thorough, and a strong leader with the ability to lead and supervise civil engineering associates, landscape architectural associates, transportation engineering associates and/or other staff; oversee technical designs; organize construction using City crews; provide construction management and coordinate multiple projects. Specific tasks include scheduling, coordinating, training, reviewing and monitoring staff to deliver grant funded design-build projects on time, on budget, and within agreed scope of work; the ability to be decisive, timely, able to quickly assess the actual status of a project, identify problem areas and formulate resolutions; and the ability to independently represent the interests of the Bureau and Department. This person must also have a thorough knowledge of Federal, State, and Regional grant administration procedures; ensure project compliance with applicable rules and regulations, governing codes and policies; detailed familiarity of public works civil engineering, landscape architecture and transportation design; interpret requirements for streetscapes, bikeways, sustainable design, and complete street design principles; and working experience with the City's various financial accounting process, budget planning and procedures.

### **REQUIREMENTS**

- Two (2) years' experience supervising professionals in the design, construction, and management of design-build streetscapes and roadways projects constructed by City crews
- Excellent organizational and communication skills
- Working knowledge of the City, Department, and Bureau policies, procedures, supervisory guidelines, financial accounting and budgeting
- Strong experience preparing competitive grant applications and knowledge of Federal, State, and regional grant administration procedures is strongly preferred
- California licensure in good standing as a Transportation Engineer, Landscape Architect or Civil Engineer, respectively
- Valid California Class C Drivers License

### **HOW TO APPLY**

Candidates interested in applying for these positions must submit a Civil Service application and resume.

All application materials must be submitted to the Bureau of Street Services, Personnel Section, Attention: Luz Fabric, 1149 S. Broadway Street, 4<sup>th</sup> floor, Stop 550 or emailed to [Luz.Fabric@lacity.org](mailto:Luz.Fabric@lacity.org).

**APPLICATION DEADLINE:**     **March 20, 2015 by 4:00 pm**

**SELECTION**

Employee's application, work history and personnel folders will be reviewed and the most qualified candidates will be interviewed. The interview may include questions regarding supervisory experience; ability to plan, schedule, monitor assignments; ability to effectively communicate with elected offices, governing agencies, and general public; knowledge of street design, street construction, public works maintenance practices, grant compliance, design-build delivery and field engineering; City personnel/supervisory policies, rules, practices and procedures; report writing; and other necessary knowledge and abilities.

If a substantial number of applicants apply, the Bureau will initially screen the candidates through an evaluation of the application material submitted by the candidate. Final selection will be based upon an evaluation of the top candidates. The final evaluation will include an interview and a review of the candidate's personnel file and work history.

3/6/15

# City of Los Angeles



## POSITION AVAILABLE FOR PART-TIME CLERK TYPIST

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The Department of General Services - Fuel Services & Environmental Compliance Division (Fuel) is interested in filling a position for a part-time Clerk Typist

### **Job Description:**

- Part-time Clerk Typists are **entry-level, as-needed and exempt** employees. This is a day shift position.
- Under supervision, this position performs various administrative, accounting, marketing, customer service, and systems tasks.
- Provides a unique opportunity for those who are interested in a public sector career while developing their talents on a part-time basis.

### **Typical Duties May Include:**

Clerical and receptionist tasks such as typing correspondence, completing forms, inputting data, filing, answering phones, and greeting visitors; sorting and delivering correspondence, reports, and documents, including trips to various offices; ordering, distributing, and maintaining inventory of supplies; designing forms; assisting professional employees in various City departments; and performing other administrative and office tasks as directed.

### **Qualifications:**

- ✓ Work with standard office software, especially Microsoft Word, Excel and Access.
- ✓ Operate standard office equipment (i.e., copiers, fax machines, etc.).
- ✓ Perform basic math and accounting functions.
- ✓ Communicate effectively and professionally with the public.
- ✓ Get along with co-workers and clients in a fast-paced atmosphere.

### **Applicants must:**

- ✓ Be at least 18 years of age
- ✓ Show proof of identity and legal right to work in the U.S. prior to appointment
- ✓ Possess a valid California Driver License
- ✓ Have a typing speed of 40 words per minute

### **Work Schedule:**

Work hours range from 0-20 hours a week. There is no guarantee of hours for this position. Work schedule is based on the candidate's availability to work and the operational needs of this division.

**Salary:**

\$18.61 per hour

This is **not** a permanent civil service position. The candidate selected for this part-time position will be required to work on an as-needed basis with a maximum of 1000 hours per service year and no minimum guaranteed number of hours per week or per year. A service year begins on the start date of employment and on each anniversary date thereafter. The selected candidate must pass a physical exam administered by a City physician. All City employees are subject to a background check, including fingerprinting.

After six (6) months and 500 hours of service, employees are eligible for paid time off at the rate of 2.75 minutes per hour worked; restrictions apply. There are no medical, dental, or retirement benefits.

The selection process will consist of an oral interview.

Interested applicants can pick-up an application at the Personnel Department, 700 East Temple Street, Rm. 100, Los Angeles, California, 90012. The candidate may complete the application online, but will need to submit a hardcopy of the application by mail or fax. A PDF copy of the application may be accessed at <http://per.lacity.org/application.pdf>

**Interested applicants may fax or mail their completed City application to:**

City of Los Angeles, Department of General Services  
Liaison Services Bureau  
Attention: Drew Jedlinsky  
111 E. First Street, Room 301  
Los Angeles, CA 90012  
Telephone: (213) 922-8519 / Fax: (213) 922-8514

An application screening may be conducted to select the most qualified candidates for interview.

Incomplete applications will not be considered. Submitted application materials become property of the Department of General Services (GSD) and will not be returned to applicants. Submitted applications will be kept active for six (6) months only. A new application is required if an interview is not made within said period. Only candidates selected for interview will be contacted by personnel staff.

**All applications must be submitted no later than 4:00pm on March 20, 2015.**

Receipt of applications can stop at any time without further notice. Requirements, duties, and pay are subject to change at any time. The City of Los Angeles is an Equal Employment Opportunity Employer.

3/6/15



**EXEMPT**  
**Information Technology Agency**  
**Finance and Administrative Services Section**  
**Student Worker – Job Opportunity**  
**Hourly Rate: \$14.03**

The Information Technology Agency has one (1) Student Worker Appointment Opportunity in the Finance and Administrative Services Section.

Job duties associated with this position include:

- Responsible for creating purchase orders in the City's SMS system then sending approved purchase orders to vendors and staff;
- Maintain tracking of office supply inventory and assist in filling requests for supplies/toner including ordering new supplies if needed;
- Open, time stamp, and track phone bills. Make copies for department record;
- Run weekly reports in Service-desk Online System (SOS) of newly opened and closed Communication Service Requests (CSR). Track in Excel and maintain soft copies of CSRs for record;
- Maintain general files and records in accordance with the City's Records Retention policies;
- Scanning and organizing documents to electronic folders; and
- Other related duties as may be required, including, but not limited to, assisting other administrative units, performing clerical duties including front desk or receptionist for absent members as needed, and assisting in special projects.

The Student Worker position is a part time position and is restricted to work a maximum of 1039 hours for the City of Los Angeles in a 12-month period. Please note that this position is not a permanent Civil Service position with the City of Los Angeles. Therefore, the position is not eligible for any employee benefits. The selected candidate will be required to take and pass a pre-employment medical exam and fingerprinting.

The work location is 200 N. Main St., CHE. Candidates wishing to be considered should submit a resume to [hrconsolidatedrecords@lacity.org](mailto:hrconsolidatedrecords@lacity.org). Screening may be conducted to select the most qualified candidates for interview. Deadline to apply is **3/20/15**.

3/10/15

**DEPARTMENT OF PUBLIC WORKS**  
**BUREAU OF SANITATION**

**EXEMPT EMPLOYMENT OPPORTUNITY**

**DATE:** March 10, 2015

**EXEMPT EMPLOYMENT OPPORTUNITY FOR (3) VOCATIONAL WORKER Is (in-lieu of Custodian)**

**APPLICATION DEADLINE:** Tuesday, March 24, 2015 at 4:00 p.m.

**POSITIONS AVAILABLE:**

Three (3) Vocational Worker I positions in the Hyperion Treatment Division (HTD), Maintenance Section, located at 12000 Vista del Mar, Playa del Rey, California.

**MINIMUM REQUIREMENTS:**

These positions are open to all who apply with a valid California Driver's License.

**DUTIES AND RESPONSIBILITIES**

Under the direction of a Chief Custodian Supervisor, a Vocational Worker I (in-lieu of Custodian) will perform a variety of cleaning and janitorial tasks on Swing Shift. The assignment of the Vocational Workers to this Shift is necessary to perform work that would disrupt other employees.

Duties include: sweeping; stripping and waxing floors, stairwells, mopping hallways, and waiting rooms; cleaning showers, locker rooms, elevators, and lavatories; replenishing soap, towels and paper goods; washing walls, windows, ventilators, and doors; removing of dirt and scuff marks; cleaning offices, including dusting furniture and counters; emptying trash receptacles; polishing various items; vacuuming and shampooing carpeting; moving and arranging tables and chairs for scheduled activities and other related duties.

**SKILLS, KNOWLEDGES, ABILITIES, AND PERSONAL QUALIFICATIONS**

- Cleaning methods, materials, chemicals, disinfectants, custodial equipment and their care and general maintenance requirements;
- Safety practices as applied to custodial equipment and work;
- Safety practices as applied to the use of ladders;
- Fire prevention and control;
- Cleaning machinery and equipment;



- Operating electric cleaning and other light custodial equipment;
- Will sustain physical work;
- Handle fragile items carefully;

VOCATIONAL WORKER I

Page 2

- Understand and follow oral and written directions;
- Deal tactfully and effectively with other employees and the public; and
- **Possess sufficient communication skills to understand and carry out work instructions.**

**PLEASE NOTE:** A certificate and completion of 60 hours of training in the course **Custodial/Building and Grounds Fundamentals** is not required, but is recommended.

### **SELECTION PROCEDURE**

Depending on the number of candidates who apply, all City applications will be reviewed in order to identify candidates whose past and present work experience are most closely related to the duties and requirements.

Final selection will be based on an oral interview where candidates will be evaluated for their skills, knowledge, abilities, and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors and may review candidates' personnel folders as part of the selection process. All candidates who are interviewed will be notified of the final results of the selection process.

### **HOW TO APPLY**

Candidates interested in applying for these positions should fax or mail a City application by the application deadline date to:

City of Los Angeles, Bureau of Sanitation  
Personnel Section . Hyperion Treatment Division  
**Attention: Alicia Ordaz**  
12000 Vista del Mar  
Playa del Rey, California 90293  
Mail Stop: 535  
Telephone: (310) 648-5782  
Fax: (310) 648-5397

**All application material must be received by Tuesday, March 24, 2015 at 4:00 p.m.**

## EXEMPT EMPLOYMENT

If employment is said to be exempt, it is meant that the employment is exempted from the civil service provisions of the City Charter. In order to receive a regular civil service appointment, employees must have successfully participated in a civil service examination, received a high enough score on the examination to be placed on and receive an appointment from an eligible list, and they must serve a probationary period.

Exempt employees do not compete in a civil service examination, they are not placed on an eligible list and receive an appointment from that list, nor do they serve a probationary period. As a result, exempt employees do not have what is referred to as a ~~property interest~~ in their job. Exempt employees serve at the will of the appointing authority and can be terminated at any time without cause. Employees with a property interest in their job, i.e. civil service employees, cannot be deprived of their employment (discharged or suspended) without due process.

## GENERAL INFORMATION ABOUT EXEMPT EMPLOYMENT

Exempt employees serve at the will of the appointing authority, and as such, they may be discharged, suspended or otherwise disciplined without cause.

Exempt employees have no property interest in their employment, and any procedural benefit or other prerogative extended to them by their appointing authority is not intended to create and does not create any such property interest.

No officer or employee of the City may make to any other officer or employee any representation of a property interest in employment which does not correspond to Charter provisions unless the City Council, by ordinance, permits such representation. No unauthorized representation can serve as the basis of an employee's reliance on, or expectation of, a property interest.

## FOR EXEMPT EMPLOYEES SEEKING TO BECOME CIVIL SERVICE EMPLOYEES

There is no protective leave for an exempt employee appointed to a civil service position. Upon receiving a civil service appointment and passing probation, the former exempt employee will be subject to the Civil Service provisions described in Article X of the City Charter. Upon appointment, the civil service employee will begin to accrue displacement and layoff seniority on the first day of his/her civil service appointment and may file for promotional examinations for which s/he qualifies. A full or half-time exempt employee appointed to a full or half-time civil service position continues to: contribute to the Retirement System; accrue vacation time; accrue sick time; receive anniversary date salary increases; and, receive health and dental benefits identical to those received in the civil service position.

3/11/15

**GENERAL SERVICES DEPARTMENT  
FLEET SERVICES DIVISION**

**EMERGENCY APPOINTMENT OPPORTUNITY NOTICE**

**DATE: March 12, 2015**

**EMERGENCY APPOINTMENT OPPORTUNITY FOR ONE **CONSTRUCTION EQUIPMENT  
SERVICE WORKER** IN GENERAL SERVICES DEPARTMENT –  
FLEET SERVICES DIVISION**

**Application Deadline: March 27, 2015**

**Positions Available:**

- One (1) vacant Construction Equipment Service Worker position at North Hollywood

This position is located at 12201 Sherman Way, North Hollywood, CA 91605. Work hours will be 3:30pm to 1:00am, Monday . Friday. Work hours may change based on operational need.

**Minimum Requirements:**

1. One year of full-time paid experience in servicing and lubricating construction vehicles exclusively; **or**
2. Two years of full-time paid experience in servicing and lubricating a combination of **ALL** of the **following**: cars, trucks and construction vehicles.
3. Candidates **MUST** list the types of cars, trucks, and construction vehicles that you have serviced and lubricated in the Work Experience section of the application. Candidates who fail to include this information at the time of filing their application will not be considered further.
4. A valid California driver's license and a good driving record are required. A valid California Class A or Class B Commercial Driver License and a Tanker (TA) endorsement may be required for some positions in the class of Construction Equipment Service Worker.

**\*\*\*CANDIDATES MUST MEET THE MINIMUM ELIGIBILITY REQUIREMENTS BY THE APPLICATION DEADLINE DATE\*\*\***

Construction Equipment Service Workers maintain and repair equipment required to support a wide variety of City departments including; Street Services, Recreation and Parks and other operations.

**Major duties include:**

1. Preventive Maintenance on a wide variety of equipment
2. Working in the field
3. Driving & operating a lube truck
4. Assisting shop personnel when needed
5. Working on dirty & dusty equipment

6. Lifting heavy oil pans & equipment panels
7. Climbing ladders
8. Stocking your truck with supplies daily

#### **METHOD OF EVALUATING CANDIDATES:**

Depending on the number of candidates who apply, all applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position's duties and requirements. Final selection will be based on an oral interview, where candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors as part of the selection process.

#### **HOW TO APPLY:**

Interested applicants may pick-up an application at the Personnel Department, 700 East Temple Street, Rm. 100, Los Angeles, California, 90012. The applicant may complete the application online, but will need to submit a hardcopy of the application by mail or fax. A PDF copy of the application may be accessed at <http://per.lacity.org/application.pdf>

**Interested applicants may fax or mail their completed City application to:**

City of Los Angeles, Personnel Department  
Liaison Services Bureau  
Attention: Drew Jedlinsky  
111 East First Street, Room 301  
Los Angeles, CA 90012  
Telephone: (213) 922-8519 / Fax: (213) 922-8514

Incomplete applications will not be considered. Submitted application materials become the property of General Services Department (GSD) and will not be returned to applicants. Submitted applications will be kept active for six (6) months only. A new application is required if an interview is not made within said period. Only candidates selected for an interview will be contacted by personnel staff.

**All applications must be received no later than 4:00pm on March 27, 2015.**

#### **EMERGENCY APPOINTMENT INFORMATION SHEET**

Prior to accepting an emergency appointment, you should be aware of the following information:

An emergency appointment is not a regular appointment. It is a temporary appointment which does not require that you successfully compete in the Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. No emergency appointment can exceed one year. (City Charter Section 1013).

In order to receive an emergency appointment, you must submit a completed, signed City application form which will be provided to the Personnel Department along with the Emergency Nomination Form completed by the employing department. If you meet the minimum qualifications for the examination for the class to which you have been nominated for an emergency appointment, you will need to submit an application for the next administration of that examination. You will be required to complete and submit a new application to the Personnel Department when the examination is open for filing.

If you are a City employee (received a regular appointment) and you accept an emergency appointment, you will automatically be on ~~protective~~ leave. This means you may automatically return to your former position at the end of the emergency appointment.

If you are not currently a regular employee of the City of Los Angeles when you accept the emergency appointment and you cannot be appointed from an eligible list at the termination of your emergency appointment (one year or establishment of an eligible list, whichever comes first), you will be terminated from City employment.

**The City of Los Angeles is an Equal Employment Opportunity Employer.**

3/12/15

## **BUREAU OF STREET SERVICES**

### **TRANSFER OPPORTUNITY NOTICE (3-12-15)**

**TO: ALL ACCOUNTING CLERK Is**

The Bureau of Street Services has (1) position of **Accounting Clerk I** available for transfer. This position is assigned to Financial Management Division/Procurement & Accounts Payable Section.

**REQUIREMENTS:** Current employment in the class of Accounting Clerk I with the City of Los Angeles. **Must have a valid California Class "C" driver's License.**

#### **DUTIES & RESPONSIBILITIES:**

- Prepare Contract Purchase Orders and process invoices for payment.
- Process Supply Management System (SMS) orders and requisitions
- Research and resolve vendor inquiries regarding non-payment of invoices.
- Prepare General Encumbrance Forms, request for Contract Purchase Orders and other financial documents.
- Perform vendor set up and maintenance in the Financial Management System.
- Prepare and maintain expenditure spreadsheets.
- Assist in the completion of prior year encumbrance exercise.
- Perform other related task as may be assigned.

#### **HOW TO APPLY:**

Candidates interested in applying for this position should submit the following:

- A Civil Service application (a copy from a recent examination is acceptable),
- A copy of last employee evaluation, and
- If desired, applicants may also include a supplemental resume in addition to their application.

All application material must be submitted to the Bureau of Street Services, Personnel Section, Attention: Luz Fabric, 1149 South Broadway, 4<sup>th</sup> floor, Stop 550. You can also send the required documents by email ([Luz.Fabric@lacity.org](mailto:Luz.Fabric@lacity.org))

**APPLICATION DEADLINE: March 27, 2015 by 4:00 pm**

#### **SELECTION PROCESS:**

1. Review of Application
2. Oral Interview
3. Review of Personnel Folder

Selection will be based on an evaluation of the candidate's experience and background and ability to effectively prioritize work, meet tight deadlines and handle heavy workloads; ability to effectively interact with others; ability to communicate orally and in writing; and ability to maintain good work habits.

3/13/15



## **BUREAU OF STREET SERVICES**

### **TRANSFER/PAYGRADE ADVANCEMENT OPPORTUNITY (3-12-15)**

TO: **ALL ACCOUNTING CLERK Is and ACCOUNTING CLERK IIs**

The Bureau of Street Services has one (1) position of **Accounting Clerk II** available for transfer or pay grade advancement. The position is assigned to the Financial Management Division Payroll Section.

#### **DUTIES AND RESPONSIBILITIES**

- Process payroll in accordance with the guidelines and standards set forth by the Bureau, Controller's Office, CAO, MOU, Admin Code and FLSA to meet payroll deadlines.
- Scan, edit and process daily payroll timesheets for approximately 200 employees utilizing the Payroll/Cost Scanner System and PaySR.
- Research and resolve timekeeping errors, analyze payroll problems, and review payroll reports.
- Respond to timekeepers and supervisors regarding payroll-related inquiries and questions.
- Generate payroll reports using the Payroll/Cost Scanner System, PaySR and BSS Fiscal System including Salary Projection report if needed.
- Process prior Pay Period Adjustment, Form-41 adjustment, Mileage/Carfare/Telephone Reimbursements, Subpoena, Employment verification, Injury-on-Duty, Jury Duty, Emergency Check and Bonus Audit.
- Monitor employees on leave (FMLA, Medical, Personal)
- Download/Upload payroll files from PaySR to PC-Payroll/Cost Scanner System or vice versa.
- Communicate with other departments and the Office of the Controller to resolve/research payroll/cost accounting problems.
- Coordinate and assist in training division timekeepers, supervisors, and other employees on D-Time .

#### **HOW TO APPLY**

Candidates interested in applying for this position should submit the following:

- A Civil Service application (a copy from a recent examination is acceptable),
- A copy of last employee evaluation, and
- If desired, applicants may also include a supplemental resume in addition to their application.

All application material must be submitted to the Bureau of Street Services, Personnel Section, Attention: Maricel Reyes, 1149 South Broadway, Suite 400, Stop 550. You can also send the required documents by email ([Maricel.Reyes@lacity.org](mailto:Maricel.Reyes@lacity.org))

**APPLICATION DEADLINE:**      **March 27, 2015 by 4:00 pm**

#### **SELECTION PROCESS:**

1. Review of Application      2. Oral Interview      3. Review of Personnel Folder

Depending on the number of candidates who apply, all applications may be reviewed in order to identify approximately six candidates whose past and present work experience is most closely related to the position duties and requirements. Applicants who are selected for interview will be notified of the final results of the selection process.

## **BUREAU OF STREET SERVICES**

### **EMERGENCY APPOINTMENT NOTICE – 3/17/15**

Street Services Investigation and Enforcement Division (SSIED) has three (3) **Street Services Investigator** (Code 4283) positions available for **emergency appointment**.

#### **REQUIREMENTS**

- Three (3) years of full-time paid experience in enforcing or explaining laws, ordinances, or City regulations, OR, three (3) years of full-time paid experience in sub-professional engineering.
- 24 semester or 36 quarter units from a recognized college or university in criminal justice, administration of justice, code enforcement, or street maintenance technology, may be substituted year for one (1) year of experience lacking up to a maximum of two (2) years.
- Possession of a valid California Commission on Peace Officer Standards and Training (P.O.S.T.) Penal Code Section 832 Certificate (Laws of Arrest, Search and Seizure Training) is required.
- Must successfully complete a comprehensive background investigation as required by California Government Code Section 1029 for the exercise of peace officer power of arrest.
- Must possess a valid California driver's license and have a satisfactory driving record.
- Must be available to work evening, graveyard, weekend, and holiday shifts for the 24-hour/day operational schedule.
- Must be able to obtain required Level III POST certification and possess the knowledge, skills and abilities for the successful completion of duties assigned to the position.

NOTE: Future administration of this examination may require possession of a Level III or higher POST certificate prior to appointment.

#### **HOW TO APPLY**

Candidates interested in applying for this position must submit a Civil Service application and resume.

All application materials must be submitted to the Bureau of Street Services, Personnel Section, Attention: Luz Fabric, 1149 S. Broadway Street, 4<sup>th</sup> floor, Stop 550 or emailed to [Luz.Fabric@lacity.org](mailto:Luz.Fabric@lacity.org).

**APPLICATION DEADLINE:      March 27, 2015 by 4:00 pm**

#### **SELECTION PROCESS**

Candidates' applications and resumes, work history, and personnel folders will be evaluated and those deemed most qualified will be interviewed.

Desirable candidates should have knowledge of Departmental and Bureau policies related to the Investigation and Enforcement Division; experience conducting investigations and inspections, enforcing laws and regulations pertaining to the use/misuse and safe condition of City streets, sidewalks and other public ways; as a public officer with peace arrest authority effects arrests, impounds and seizes vehicles for

violations of related provisions of the Los Angeles Municipal Code; keeps records and prepares reports which may be used as legal evidence; may appear in court as a witness; skills required to communicate effectively both orally and in writing; ability to read property maps and interpret legal descriptions; ability to read street maps; ability to recognize life and property-threatening conditions as related to the work of Street Services Investigators; ability to operate a personal computer; and other necessary knowledge and abilities.

## **EMERGENCY APPOINTMENT INFORMATION SHEET**

**Prior to accepting an emergency appointment, you should be aware of the following information:**

**An emergency appointment is not a regular appointment. It is a temporary appointment which does not require that you successfully compete in the Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. No emergency appointment can exceed one year. (City Charter Section 1013).**

In order to receive an emergency appointment, you must submit a completed, signed City application form which will be provided to the Personnel Department along with the Emergency Nomination Form completed by the employing department. If you meet the minimum qualifications for the examination for the class to which you have been nominated for an emergency appointment, you will need to submit an application for the next administration of that examination. You will be required to complete and submit a new application to the Personnel Department when the examination is open for filing.

If you are a City employee (received a regular appointment) and you accept an emergency appointment, **you will automatically be on “protective” leave. This means you may automatically return to your former position at the end of the emergency appointment.**

If you are not currently a regular employee of the City of Los Angeles when you accept the emergency appointment and you cannot be appointed from an eligible list at the termination of your emergency appointment (one year or establishment of an eligible list, whichever comes first), you will be terminated from City employment.

**DEPARTMENT OF PUBLIC WORKS  
LA SANITATION**

**PAYGRADE/TRANSFER OPPORTUNITY NOTICE**

**DATE:** March 19, 2015

**TO:** ALL ENVIRONMENTAL SUPERVISOR I AND II(s) IN THE CITY OF  
LOS ANGELES

**PAYGRADE/TRANSFER OPPORTUNITY FOR ONE (1) [ENVIRONMENTAL SUPERVISOR II](#) IN THE  
DEPARTMENT OF PUBLIC WORKS, LA SANITATION**

**APPLICATION DEADLINE:** [Open until sufficient applications are received](#)

**POSITION AVAILABLE:**

One (1) Environmental Supervisor II position in the Environmental Compliance Section of the Solid Resources Support Services Division, LA Sanitation (LASAN).

**MINIMUM REQUIREMENTS:**

This position is open to all regular full-time Environmental Supervisor I & II(s) currently employed in the City of Los Angeles who have successfully completed probationary period.

**DUTIES AND RESPONSIBILITIES:**

The Environmental Supervisor II is responsible for advanced technical and policy level assignments dealing with air quality emission reduction policies, rules, legislation and programs, focusing on the analysis and evaluation of complex air quality issues that may affect LASAN's Solid Resources operations and programs. Specific areas may include general mobile source rules and regulations, programs to reduce emissions from on-road heavy-duty diesel vehicles, alternative fuel vehicles and infrastructure, environmental justice with regard to air quality issues, greenhouse gas emission reduction strategies, and other interdisciplinary efforts to reduce pollutants.

The Environmental Supervisor II is also responsible for managing complex air quality emission reduction projects. Tasks could include assisting the Executives and Management on developing and implementing air quality related projects, seeking internal and external funding to support related projects, recommending and monitoring mobile source emission reduction programs funded through the external grants and the City's Subvention funds, investigating special projects with potential air quality impacts, coordinating the City-wide efforts in reducing greenhouse gas emissions and implementing strategies to mitigate climate change impacts.

The Environmental Supervisor II may manage interdepartmental working groups, act as liaison and represent the Division and LASAN at meetings with other Divisions and City Departments, working group meetings of regulatory and other public agencies, analyze proposed policies, regulations, and legislation, brief Executives and Management on environmental issues, and make recommendations on technical and policy positions. The position requires the preparation of board reports, memoranda, and transmittals to other City departments, elected officials, and regulatory agencies.

The Environmental Supervisor II is responsible for supervising professional staff and/or the work of technical consultants. This position may contribute to administrative tasks of the division including providing input to budget and staffing decisions, or providing other information necessary for the efficient administration of the division.

This position also supports the department's community and business outreach and education efforts through preparing or reviewing written outreach materials and by making presentations to community, environmental and other interested groups.

**METHOD OF EVALUATION OF CANDIDATES:**

All City applications received will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position duties and requirements. Depending on the number of candidates who apply, final selection may be based on an oral interview, and candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications in the position.

In addition, the interviewers may contact present and former supervisors and may review candidates' personnel folders as part of the selection process.

**HOW TO APPLY:**

Candidates interested in applying for this position must submit the newly revised (05/2014) application which can be found at <http://per.lacity.org/Application.pdf>:

City of Los Angeles, LA Sanitation  
Attn: Kimberly Young  
1149 South Broadway, 9<sup>th</sup> Floor  
Los Angeles, CA 90015  
Mail Stop 520  
Telephone: (213) 485-2689  
Fax: (213) 485-2973

3/19/15