



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR TRAFFIC SUPERVISOR

**Class Code: 3218**

**Open Date: 01-09-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$55,519 to \$68,966; \$62,285 to \$77,381; and \$69,864 to \$86,819

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade.

### **NOTES:**

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

### **DUTIES**

A Senior Traffic Supervisor assigns, reviews, and evaluates the work of a group of employees engaged in traffic direction, parking control, impoundment of vehicles, traffic control at special events, and other related traffic and pedestrian safety functions; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENTS**

Two years of full-time paid experience as a Traffic Officer with the City of Los Angeles.

### **NOTES:**

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. A valid California driver's license and good driving record is required prior to appointment. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

### **WHERE TO APPLY**

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

### **NOTE:**

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

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, JANUARY 29, 2015.**

## **SELECTION PROCESS**

<b>Examination Weight:</b>	<b>Multiple-Choice Written Test</b> .....	<b>50%</b>
	<b>Essay</b> .....	<b>Advisory</b>
	<b>Interview</b> .....	<b>50%</b>

In the multiple-choice test, candidates may be examined for knowledge of: the California Vehicle Code and Los Angeles Municipal Code provisions pertaining to parking control and traffic direction; proper traffic control techniques, such as hand signals and safety devices; elements of effective patrolling to enforce parking regulations; organization, responsibilities, function, and limitations of the City Parking Management Program; the ability to perform mathematical computations; interpersonal skills; supervisory knowledge/judgment, which may include knowledge and application of: supervisory principles, practices, and procedures including equal employment opportunity; safety; effective scheduling and assigning methods; disciplining subordinate personnel; performance evaluation; grievance handling; and the Memorandum of Understanding for the Safety/Security Representation Unit as it relates to subordinate personnel; and other necessary knowledge, skills, and abilities.

On the same day as the multiple-choice test, candidates will also be required to complete an advisory essay relating to the duties of a Senior Traffic Supervisor. The advisory essay will not be separately scored but will be presented to the interview board for discussion with the candidate and considered in the overall evaluation of the candidate's qualifications. Candidates who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the multiple-choice test and advisory essay, both of which will be held in a single half-day session on **SATURDAY, MARCH 7, 2015**, in Los Angeles.

In the interview, which will be held at a later date in Los Angeles, emphasis will be placed on the nature and adequacy of the candidate's experience, training, and personal qualities as they have provided the background needed to supervise a group of employees engaged in traffic direction, parking control, impoundment of vehicles, traffic control at special events, and other related traffic and pedestrian safety functions; knowledge of the basic principles and practices of supervision; the ability to: deal tactfully and effectively with other employees and the public; communicate policies, procedures, and regulations in a clear and effective manner; analyze situations and adopt quick, effective and reasonable courses of action in a given situation; and other necessary knowledge, skills, and abilities.

### **NOTES:**

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. Unless otherwise stated, in promotional examinations, a minimum score of 65.00% in a weighted test, including Seniority Credit added to your examination score at the rate of 0.25 of a point for each year of continuous service as a Traffic Officer with the City of Los Angeles, is necessary in order to be called for subsequent portions of the examination.
6. A final average score of 70% is required to be placed on the eligible list.

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS**

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