



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES

THIS LIST PREPARED: **July 10, 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 | Jul 16 | *Senior Industrial Hygienist | 99,054-123,066 | |
| Animal Control Officer | 48,003-68,319 | | | | |
| Background Investigator | 57,607-84,209 | 23 | Accountant | 45,956-74,165 | |
| | 60,906-89,032 | | Architectural Associate | 68,549-115,216 | |
| | 68,924-100,766 | DWP | | 77,360-133,130 | |
| Correctional Nurse | 60,739-90,076 | | | | |
| Criminalist | 62,598-84,334; | | | | |
| | 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) | | | | |
| Fingerprint Identification Expert | 50,153-69,426 | | | | |
| *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 | | | | |
| Police Surveillance Specialist | 92,524 & 106,320 (flat-rate) | | | | |
| 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 | | | | |
| *Open and Promotional On-line application only | | | | | |

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 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 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, 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.



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS LIMITED TO PRESENT EMPLOYEES OF THE CITY THIS LIST PREPARED: **July 10, 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 | Jul 16 | *Senior Industrial Hygienist | 99,054-123,066 |
| | Journey-level | 104,587; 109,703; 114,819; 120,707 (flat-rate) | 23 | Senior Civil Engineer | 109,098-135,552 |
| *Heavy Duty Equipment Mechanic | | 77,610 (flat-rate) | *Open and Promotional On-line application only | | |
| *Safety Engineer Pressure Vessels | | 82,225-91,663 | | | |
| | DWP | 95,338-106,279 | | | |
| *Signal Systems Electrician | | 79,719 (flat-rate) | | | |
| Tax Compliance Aide | | 45,956-67,191 | | | |
| *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 | | | |

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: **July 10, 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. **Open until a sufficient number of applications are received.** [TL2/4/15]
- **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/Sewer Construction & Maintenance Fund Accounting and Financial Reporting 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.** [TL4/14/15]
- **Building And Safety:** Financial Services, Contact: Personnel Services (213) 482-6722 *COMMENTS:* The Department of Building and Safety (LADBS) has a Transfer Opportunity for one Accountant II in the Financial Services Division of the Resource Management Bureau. The position has been approved by the Managed Hiring Committee. Responsibilities include, but are not limited to: General accounting functions, which includes payroll, accounts payable, accounts receivable and accounts reconciliation. Candidate must possess good communication skills and familiarity with the City's Financial Management System (FMS) and knowledge of MS Excel. Interested candidates please email your Departmental Application for Employment to Jacyn Clayton at jacyn.clayton@lacity.org, Or fax it 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 June 12, 2015 or until the position is filled.** [TL5/21/15]
- **Los Angeles Housing & Community Investment Department:** Accounting, Marcia Ruiz (213)808-8476. *COMMENTS:* Paygrade Advancement/Transfer Opportunity. This position has been approved by

the Managed Hiring Committee. Please submit a departmental application and resume (optional). Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL5/29/15]

- **Cultural Affairs:** Financial Services, Anthony Castro (213) 482-6722. COMMENTS: The Department of Cultural Affairs (DCA) has an opportunity for one Accountant II in the Financial Services Division. Will consider an Accountant I pay grade advancement or an Accounting Clerk II in-lieu. Duties include, but are not limited to, performing cashiering activities and processing and maintaining of accounting records. Candidate must possess good communication skills. Please submit a Departmental Application and Resume to DCA Personnel Services by fax at (213) 482-6733. Please contact DCA Personnel Services with any questions or additional information at (213) 482-6722. Deadline to apply: **4:00 p.m., Friday, July 10, 2015.** [TL6/25/15]
- **AGING:** Fiscal Division, Jacyn Clayton (213) 482-6727 COMMENTS: Interested and eligible Accountant II's should submit a Departmental Application and a current resume. Applications will be accepted via email at jacyn.clayton@lacity.org, fax: (213) 482-6733 and at Mail Stop 115. This position has been approved by the Managed Hiring Committee. Candidates must be willing to work a 9/80 schedule and will be responsible for processing invoices and fiscal reports for grant and general funded contracts for senior services. This position will be located in the department's temporary office located at 350 S. Grand Ave. Application and Resume must be received by **4:00 p.m. on Friday, July 24, 2015.** [TL7/7/15]

ACCOUNTING CLERK II

- **City Planning:** Administrative Services Division . Fiscal Management, Planning Personnel Services Section (213) 978-1763. The Department of City Planning's Fiscal Management Section has one Accounting Clerk II vacancy. The position is located at 200 N. Spring St., Los Angeles, CA 90012. The Accounting Clerk II is responsible for processing billings and collections for the full cost recoverable Environmental Impact Report (EIR) and associated cases. In addition, this position handles the daily reclassification of planning and land use fees, refunds claims, processes returned and/or unfunded checks, and manages petty cash. Tasks include running the cost data, preparing expense reports, generating Financial Management System (FMS) Refund Documents (RE Doc), performing required collection procedures, providing customer service for invoice inquiries, and monitoring the status of outstanding account receivables. Interested and eligible candidates should submit a current resume and City application via email to the attention of Planning Personnel at per.planning@lacity.org. **Open until a sufficient number of applications are received.** [TL5/22/15]
- **City Planning:** Administrative Services Division . Fiscal Management, Planning Personnel Services Section (213) 978-1763. The Department of City Planning's Fiscal Management Section has one Accounting Clerk II vacancy. The position is located at 200 N. Spring St., Los Angeles, CA 90012. The Accounting Clerk II is responsible for processing billings and collections for the full cost recoverable Environmental Impact Report (EIR) and associated cases. In addition, this position handles the daily reclassification of planning and land use fees, refunds claims, processes returned and/or unfunded checks, and manages petty cash. Tasks include running the cost data, preparing expense reports, generating Financial Management System (FMS) Refund Documents (RE Doc), performing required collection procedures, providing customer service for invoice inquiries, and monitoring the status of outstanding account receivables. Interested and eligible candidates should submit a current resume and City application via email to the attention of Planning Personnel at per.planning@lacity.org. **Open until a sufficient number of applications are received.** [TL7/8/15]

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). [TL11/21/15]

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:** Health Benefits and Communications Division, Jasmine Hernandez (213) 473-7104. Benefits Specialist . LACERS (Transfers and Emergency Appointments will be considered) Health Benefits and Communications Division, Health Member Services Section, Health Advocacy Unit (One Substitute Authority Position) . Jasmine Hernandez (213) 473-7111. LACERS offers a tuition reimbursement program, a 9/80 work schedule, and on-site parking. Deadline to Apply: *Friday, July 17, 2015* or **until sufficient applications have been received.** A 9/80 shift is available for both positions, with an end of shift time no earlier than 5:00 pm. LACERS currently has a Benefits Specialist vacancy which it is trying to fill. The vacancy is a Substitute Authority position. The position will require the incumbent to serve as a Health Advocate in the Health Advocacy Unit. Duties include, but are not limited to: assisting members via telephone, e-mail, written correspondence and in person to resolve claim issues, provider service issues, and network closure issues; researching, resolving, and processing of benefit claims; counseling members and eligible Survivors regarding health plans, premiums, subsidies, deductions, Medicare requirements, health reciprocity, and services covered by the health plan contracts; acting as Advocate of the Day (a duty that will be rotated daily amongst the members of the Health Advocate Unit); the Health Advocate will exercise a lead position for the entire Health Advocate Unit and in doing so will be responsible for coordinating staff coverage levels and ensuring that requests for Health insurance consultation are addressed and attended to in a timely and efficient matter; maintenance of an effective relationship with the Plan Provider's employer service representatives to ensure claims/benefits issues are resolved timely; processing overpayment adjustments (refunds) and underpayment adjustments as a result of changes to the health insurance status/coverage level of members; documenting of Health-related correspondences in the Health Advocate database as well as in LACERS Pension Gold database; development of a working knowledge of the Los Angeles Administrative Code and LACERS Board Rules, as they pertain to LACERS health benefits; and other related duties as required. 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. **NOTE:** The Los Angeles City Employees' Retirement System (LACERS) is currently undergoing an extensive replacement of the Pension Administration System (PAS). In order to maximize the potential for the timely implementation of the PAS and as a result of the current and future expected work load, LACERS Board of Administration has approved the filling of substitute

authority positions for FY15-16. These substitute authorities will provide management with the ability to continue to provide the quality customer service that LACERS is known for. It is management's intent to renew these substitute authorities through the full implementation of the PAS project (approximately 2017). It is anticipated that as many of the substitute authority positions as possible may be regularized in future budget requests; or the incumbents may be transferred to fill vacant positions through attrition. Should this not be the case, candidates are advised that all substitute authorities will expire at a future date yet to be determined and employees holding those positions may be subject to layoff and/or return to a former classification based on displacement seniority (to be determined by the City of Los Angeles Personnel Department). [TL4/2/15rev5/14/15rev5/22/2015rev7/2/15]

- **Fire & Police Pensions: Medical and Dental Benefits**, Emergency Appointment, Jennifer Shimatsu (213) 978-4441. **COMMENTS: Please see attached exempt, temporary job opportunity notice.** Please email a Departmental Application (<http://per.ci.la.ca.us/Forms/DeptApp.pdf>), resume, and two most recent performance evaluations (if available) to Jennifer.Shimatsu@lafpp.com, no later than **4:00 pm on Tuesday, July 14th, 2015**. [TL7/1/15]
- **Fire & Police Pensions: Medical and Dental Benefits**, Jennifer Shimatsu (213) 978-4441. **COMMENTS:** Medical and Dental Benefits Section has one Benefits Specialist vacancy. All Benefits Specialists are encouraged to apply for this transfer opportunity. We will also accept applications for emergency appointment from both Senior Clerk Typists and Accounting Clerks who meet the requirements for and intend to take the upcoming Benefits Specialist exam. The job duties include:
 - Processing and reconciling monthly health and dental subsidy payments to the employee associations (the Associations) that provide health and dental insurance to our retired members and their survivors.
 - Processing Medicare Part B premium reimbursements.
 - Working with the Associations to resolve payment or member information discrepancies.
 - Counseling members, both on the phone and in-person, regarding their health and dental subsidies; their health and dental insurance enrollment options; and Medicare enrollment requirements.
 - Administering health and dental insurance plans for the approximately 80 retired members and their survivors enrolled in LAFPP plans, including: processing enrollments and disenrollments; processing payments to LAFPP insurance plan vendors; counseling pensioners regarding plan eligibility and benefits; and preparing annual Open Enrollment materials.
 - Other duties as assigned.

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, no later than **4:00 pm on Tuesday, July 14th, 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. [TL7/7/15]

BUILDING OPERATING ENGINEER – EMERGENCY APPOINTMENT

- **Airports: CPPEG**, Londie Hill (424) 646-7859. CPPGAdmHRRequest@lawa.org or FAX: (424) 646-9346. **COMMENTS: DEADLINE TO APPLY . Friday, July 17, 2015.** *Brief description of duties of position:* EMERGENCY APPOINTMENT - The Building Operating Engineer operates, maintains and repairs high pressure steam boilers, cooling towers and large refrigeration machines that produce heating and air conditioning for all the buildings in the CTA area. Applications and resumes should be emailed to Londie Hill at CPPGAdmHRRequest@lawa.org or faxed to 424-646-9346 before the

interviews. The selected candidate must possess and maintain a valid CA driver's license during ALL times of employment. Candidates must have Civil Service Status as a Building Operating Engineer. Candidates must also have an Unlimited Steam License with Steam Turbine Endorsement or be within 6 months of completion to work in the Central Utility Plant. [TL7/8/15]

BUS OPERATOR – EXEMPT (6 Positions)

- **Airports: LAX .** Airfield Bus Operations, Glynnis Cash (424) 646-5922. Please email a City application to gcash@lawa.org. **COMMENTS: DEADLINE TO APPLY . Open until sufficient applications are received.** *Brief description of duties of position:* A Bus Operator . Part-Time operates an airfield bus to transport passengers to and from passenger airliners, remote pads or terminals; drives a bus on taxiways and maneuvers bus around moving and parked aircraft, vehicles and ground employees; operates ADA assistance vehicles; and operates a bus while conducting tours of local points of interest. Airfield Bus Operations provides service on a 24 hours/7 days per week basis. These positions may be required to work weekends and off-shifts. Applicants must have at least one year of experience operating 40qvehicles with air brakes. A valid Class B California Commercial Driver License with passenger vehicle endorsement and without Air Brake restrictions. Selected candidate must possess and maintain a valid California Commercial Driver's License at all times of employment. Obtaining and maintaining a U.S. Customs Seal on a LAWA-issued identification badge is mandatory at all times. The Department is seeking to fill six (6) vacant Bus Operator part-time positions. The positions serve at the pleasure of the Executive Director of the Los Angeles World Airports. As such, the positions do not attain any property interest in the position of bus-operator. Please submit the following documents to gcash@lawa.org:
 - City application
 - Official California Dept. of Motor Vehicles Driver Record printout (H6) dated within one week of application due date
 - Copy of front and back of a valid Class B Commercial Driver License with passenger vehicle endorsement and without Air Brake restrictions

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. [TL6/5/15]

CEMENT FINISHER WORKER

- **Airports: Maintenance Services Division,** Grace Quan (424) 646-7900 gquan@lawa.org. **COMMENTS: DEADLINE TO APPLY . Friday, July 10, 2015.** *Brief description of duties of position:* A Cement Finisher Worker does semi-skilled work in mixing, placing and finishing concrete surfaces. A Cement Finisher Worker does primarily rough and rotary finishing; works from simple plans, specifications, and grade sheets or oral instructions and constructs uncomplicated forms, usually to existing grades. A Cement Finisher Worker may assist Cement Finishers and normally work independently on assignments within the scope of their class. The candidate must possess and maintain a valid CA driver's license and obtain a LAWA badge with Customs seal. The candidate must pass an airfield driving test and obtain

an Air Traffic Control driver badge icon after employment. This position is for Graveyard Shift. Applicants must submit a City application in person or email to: Grace Quan GQuan@lawa.org. Contact Number: (424) 646-7900. Applications must be received by *July 10, 2015*. [TL6/26/15]

CHEMIST II - Transfer Request

- **General Services:** Standards Division, Aryel Gilmer (213) 922-8581. **COMMENTS:** Accepting Applications until *July 10, 2015*. [TL6/30/15]

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]
- **Personnel:** Candidate and Employment Record Services, Nora Fain (213) 473-9056. **COMMENTS:** The Personnel Department, Candidate and Employment Record Services section is seeking to fill one Clerk Typist position with a reliable team player. Desired candidates should have public counter or customer service experience, good computer skills, and a willingness to perform a variety of human resources related tasks. Duties may include, but are not limited to the following: providing assistance to departments and candidates involved in the hiring process (utilizing NEOGOV), updating and retrieving data from various electronic logs, conveying and enforcing pertinent Civil Services Rules, and other routine office work. As part of the selection process, present and former supervisors may be contacted for references and a review of your employee personnel folder will be conducted. Interested candidates are requested to send a completed City application and/or resume to per.PersonnelServices@lacity.org with subject line Clerk Typist. Transferq This bulletin will remain **open until a sufficient number of applications are received**. [TL5/21/15]
- **Fire Department:** Administrative Services Bureau, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. Two positions; one in the Accounts Receivable Unit and one in the EMS & Receipts Unit, located at 200 N. Main St., City Hall East, 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 a sufficient number of applications are received.** Please call (213) 978-3761 and leave your contact information. The position description will be emailed at a later date. [TL5/27/15]
- **Personnel:** Central Services Exam Processing Section. Selection Division, Nora Fain (213) 473-9056. **COMMENTS:** The Personnel Department, Central Services Exam Processing Section is seeking one Clerk Typist to work as part of a collaborative clerical unit responsible for scoring the Civil Service examinations of nearly 1,000 civilian and sworn classifications. All Civil Service exams except entry level Police Officer and Firefighter. The position requires a Clerk Typist who has exceptional team-working skills, excellent time management skills, and great attention to detail; possesses above average customer service skills, is a strongly motivated self-starter capable of working independently to assure all assignments are completed in a timely manner, and is able to recognize and maintain the confidentiality of the work they produce. The Clerk Typist position is directly supervised by a Sr. Clerk Typist, and the Section is led by a Personnel Records Supervisor. The duties of this position include, but are not limited to, preparation of test material for interview, performance, physical abilities and other one-on-one examination types; entry of individual test results into the Candidate Application

Processing System; checking/verification of other staff score entries for accuracy; verifying group test material integrity (scantron-type testing); preparation of test and other related materials for use by the Scanning & Optical Scoring Unit of the Section; verifying candidate promotional eligibility status in accordance with Charter and Civil Service Rule; calculation of promotional examination seniority credit in accordance with Civil Service Rule; responding to inquiries regarding all civil service examinations . including exams previously held, exams currently in process, and exams slated to be held at a future date; responding to candidate inquiries regarding individual status in the examination process, including testing, test results, and eligibility for certification (as defined by Civil Service Rules). As part of the selection process, present and former supervisors may be contacted for references and a review of your employee personnel folder will be conducted. Interested candidates are requested to send a completed City application and/or resume to per.PersonnelServices@lacity.org with subject line **£Clerk Typist . Transfer Central Servicesq This bulletin will remain open until a sufficient number of applications are received.** [TL5/28/15]

- **POLICE: 77th Area**, Sharon Green (323) 786-5022. *COMMENTS:* The 77th Area of the Los Angeles Police Department has a Clerk Typist transfer opportunity in the Area Records Section. This position is subject to a 8.25% bonus for Area Records work and there is FREE PARKING. The 4/10 and 5/40 schedules are available and the schedule will be various watches. Please email your Departmental application and last two evaluations to Sharon Green at E8514@lapd.lacity.org. [TL6/11/15]
- **LAX Airports: Airport Police Division . Office of Support Services** (1 Position) Marilyn Payne Submit City Application via email to APD-HRLU@lawa.org. Deadline to submit city application: Friday, July 3, 2015. Brief description of duties of position: This position provides clerical and administrative support for the Records Unit of the Airport Police Department at LAX. The primary function of this position is processing time sheets and entering time in the LD-Time system. The desired candidate should have a proficiency in typing, filing, answering phones, written communications, knowledge and experience with computers, including various Microsoft Office software, and basic office equipment. [TL6/18/15]
- **Harbor Department: Port Police**, CONTACT: Human Resources (310) 732-3480. *COMMENTS:* Interested candidates, please fax Departmental Application for Employment or resume to (310) 521-8344 by **Wednesday, July 15, 2015.** [TL7/2/15]

CONSTRUCTION EQUIPMENT SERVICE WORKER

- **General Services: Fleet Services Division**, Andrew Jedlinsky 213-922-8519. *COMMENTS:* – (Emergency Appointment) 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. This position will remain open until a sufficient number of applications are received.* [TL3/12/15rev3/27/15]
- **Harbor Department: Construction & Maintenance:** CONTACT: Human Resources (310) 732-3480 *COMMENTS:* Interested candidates, please fax Departmental Application for Employment or resume to (310) 521-8344 by **Friday, July 24, 2015.** [TL7/9/15]

CONSTRUCTION ESTIMATOR – Exempt

- **General Services: Construction Forces Division**, Raymund Santos 922-8573. *COMMENTS:* Interested candidates should submit Departmental application to Raymund Santos, Mail Stop 508 or fax to 213-922-8514 no later than **Friday July 17, 2015.** [TL7/8/15]

CONSTRUCTION & MAINTENANCE SUPERVISOR II

- **Recreation and Parks: Observatory**, Monika Leisring (213) 202-3237. *COMMENTS:* Recreation and Parks: Observatory, Construction & Maintenance Supervisor II, 1 Position, Transfer/Pay grade Opportunity. Fax resume or City application to Human Resources . Certification Unit (213) 202-3249 or

email to monika.leisring@lacity.org. Last date to apply is *Friday, July 17, 2015*. See attached for details. [TL6/29/15rev7/1/15]

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]

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 SPECIALIST

- **Harbor Department:** Environmental Management, CONTACT: Human Resources (310) 732-3480. **COMMENTS:** Emergency Appointment Opportunity . See attached job description. DEADLINE: *Monday, July 13, 2015* or **until sufficient applications have been received.** [TL7/1/15]

ENVIRONMENTAL SPECIALIST II 7310-2

- **Los Angeles Housing & Community Investment Department:** Housing Finance & Development, Marcia Ruiz (213) 808-8476. **COMMENTS:** (Transfer/Paygrade Advancement) 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 departmental application. Submission of a resume is highly recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL4/15/14]

EXECUTIVE ADMINISTRATIVE ASSISTANT

- **City Administrative Officer:** Office of Public Accountability, Nelda Pontifes (213) 473-7595. **COMMENTS:** Please see full page advertisement towards the back section of all transfer listings. Interested candidates should submit a city application via email (only) by *4 p.m. on Friday, July 10th.* [TL6/17/15]

EXECUTIVE ADMINISTRATIVE ASSISTANT II

- **Office of Finance:** Executive, Finance Personnel Services Section (213) 978-1762. The Office of Finance (Finance) is seeking to fill one Executive Administrative Assistant II position. This position will work in a collaborative team environment providing administrative support for Finance's two Assistant Directors. Duties include, but are not limited to, receiving and screening communications directed to the Assistant Directors, and using independent judgment in determining which communications require priority attention; maintaining calendar of appointments, important dates, and project deadlines; arranging meetings and conferences; drafting departmental correspondence for review and signature; independently responding to routine communications and correspondence; researching and analyzing routine administrative projects; and providing follow-up on projects assigned to various departmental personnel. Interested candidates are to submit a completed Departmental application, and their most recent employee evaluation to financepersonnel@lacity.org, or via fax to 213-978-1752. **This bulletin will remain posted until a sufficient number of applications are received.** [TL7/7/15]

INTERNAL AUDITOR IV (1625-4)

- **Los Angeles Housing & Community Investment Department,** Accounting, Marcia Ruiz (213)808-8476. **COMMENTS:** Paygrade Advancement/Transfer Opportunity. This position has been approved by the Managed Hiring Committee. Please submit a departmental application and resume (optional). Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient amount of applications received.** Please fax application to (213) 808-8477. [TL6/18/15]

MAINTENANCE LABORER (2 positions)

- **Water & Power:** Supply Chain Services, Angela Roman (213) 367-1650. **COMMENTS:** Consideration will be given to those in the classification of Maintenance Laborer only. LADWP has two (2) transfer opportunities for individuals to perform manual tasks such as sweeping and cleaning warehouses, shops, and yards with brooms, mops, and mechanical sweepers; loads and unloads trucks by hand or by use of material-handling equipment such as forklifts, hand trucks, and hoists; operates equipment for pick-up and disposal of trash and waste material; operates forklift and other material-handling equipment to move materials and equipment; receives, dismantles, sorts, and grades non-hazardous salvage materials for salvage sales; may include lifting up to 70 pounds; works independently, and as part of a team. Experience operating large forklifts (10 tons or more) and sorting and grading non-hazardous salvage material is desirable. Applicants may be screened based on relevant experience and work history, and only qualified candidates will be invited to interview. Interested candidates must submit a valid Class B California driver's license and a valid, current forklift certification document with their applications. **Open until sufficient applications are received.** Department of Water & Power Supply Chain Services: Angela Roman (213) 367-1650. Please email Departmental application to Angela.Roman@ladwp.com [TL7/2/15]

MANAGEMENT ANALYST I

- **Los Angeles Housing & Community Investment Department:** Various Section, Marcia Ruiz (213)808-8476. **COMMENTS:** This position has been approved by the Managed Hiring Committee. Please submit a departmental application and resume (optional). Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL5/29/15rev7/1/15]
- **POLICE:** Police Commission, Anita Carter (213) 236-1453. **COMMENTS:** **Filing will remain open until sufficient applications are received.** [TL6/24/15]
- **Recreation and Parks,** Planning Division, Monika Leisring (213) 202-3237. **COMMENTS:** Recreation and Parks: Planning Division, Management Analyst I, 1 Position, Transfer Opportunity. Fax resume or

City application to Human Resources - Certification Unit (213) 202-3249 or email to monika.leisring@lacity.org, LAST DATE TO APPLY IS *Friday, July 17, 2015*. [TL6/26/15]

MANAGEMENT ANALYST II

- **POLICE:** Communications Division (Projects Unit), Norma Espinoza-Cato 213-978-6585. *COMMENTS:* Paygrade advancement available. [TL2/11/15amended3/24/15]
- **Los Angeles Housing & Community Investment Department:** Various Sections, Marcia Ruiz (213)808-8476. *COMMENTS:* These positions have been approved by the Managed Hiring Committee. Screening may be conducted to select the most qualified candidates for interview. Please submit a City application. Submission of a resume is highly recommended. Employee must be a Management Analyst II; no paygrade advancements. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL3/26/15rev3/2715]
- **Airports: LAX .** Commercial Development Group Division - Landside Business Management (1 Position), Stephanie Young (424) 646-7226. Please email a City application to SYOUNG@lawa.org. *COMMENTS:* DEADLINE TO APPLY . **Open until sufficient applications are received.** *Brief description of duties of position:* The Los Angeles World Airport, Commercial Development Group has one (1) Management Analyst II available for transfer / pay grade advancement opportunity. The position is assigned to the Landside Business Management Section. The current vacant position is responsible for administering airport landside contracts to ensure compliance with contract terms and LAWA operating rules and regulations; certifies and pre-audits invoices issued by service contractors; reconciles revenue reports; prepare detailed statistical reports and correspondence relating to ground transportation contracts for department management, industry representatives, governmental agencies and others; conducts field evaluation of compliance with contractual service requirements; investigates and responds to customer complaints and inquires; develops comprehensive Request for Proposals (RFP) packages to obtain multi-million dollar contracts for various landside operations; performs other related duties as necessary. Interested candidates must submit a CITY APPLICATION to Stephanie Young via email at syoung@lawa.org. An application/resume screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient number of applications are received.**[TL5/19/15]
- **Economic and Workforce Development Department:** Economic Development Division, Contact: Human Resources, Danielle Padilla, (213) 744-7275. Two (2) positions have been approved by the Managed Hiring Committee to be filled by transfer. Applicants must be a Management Analyst II; no pay grade advancements. An application review and screening may be conducted to select the most qualified candidates to be invited for an interview. Interested applicants must submit a Departmental Application (<http://per.ci.la.ca.us/Forms/DeptApp.pdf>) and a current resume to Economic and Workforce Development Department, Attn: Human Resources, 1200 W. 7th Street, 4th Floor, Mail Stop #854 or by fax to (213) 744-9308. Incomplete applications will not be considered. **Open until a sufficient number of applications are received.** The duties of each position include, but are not limited to: 1) Small Business Lending . Review small business loan documents for required qualifications, develop reports related to loan agreements, assist loan officers in processing cash requisitions, review borrower insurance documents, process eligibility proposal forms; 2) Major Projects - Review loan documents for major projects and real estate investments for required qualifications, develop reports related to loan agreements, assist loan officers in processing cash requisitions, review borrower insurance documents, process eligibility proposal forms. Position descriptions will be provided at the interview. [TL5/22/15]
- **Recreation and Parks:** Planning Division, Monika Leisring (213) 202-3237. *COMMENTS:* Management Analyst II, 2 Positions, Transfer Opportunity. Fax resume or City application to Human Resources . Certification Unit (213) 202-3249 or email to monika.leisring@lacity.org, LAST DATE TO APPLY IS *Friday, July 17, 2015*. [TL6/26/15]

- **Personnel:** Employee Benefits Division, Binh Le (213) 473-0175. *COMMENTS:* The Personnel Department is seeking to fill a Management Analyst II position via transfer opportunity. Deadline to apply is Wednesday, July 22, 2015. Please see the attached Transfer Opportunity Notice for detailed information. [TL7/7/15]

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]
- **Airports: LAX .** Commercial Development Group Division - Landside Business (1 Position), Stephanie Young (424) 646-7226. Please email a city application to 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 DriversLicense is required. Screening process to be used based on contract management and RFP experience. [TL2/13/15rev4/9/15]
- **Airports: LAX .** Commercial Development Group Division - Landside Business Management (1 Positions), Stephanie Young (424) 646-7226. Please email a City application to SYOUNG@lawa.org. *COMMENTS:* DEADLINE TO APPLY . **Open until sufficient applications are received.** *Brief description of duties of position:*
 - 1) 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.
 - 2) Contract administration, analytical functions, report writing, project management. A valid California DriversLicense is required. Screening process to be used based on contract management and RFP experience. [TL5/19/15]

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. [TL5/21/14]

PAYROLL ANALYST I

- **Office of the Controller:** Payroll, Shelia Lefridge (213) 978-7254. *COMMENTS:* The Office of the Controller has an Emergency Appointment Opportunity for a Payroll Analyst I. This position provides payroll support and maintains oversight of the city-wide departmental payroll operations; enforces and implements payroll rules through analysis and interpretation of all applicable regulations, laws, policies, and procedures including MOUs, City Admin. Code, City Municipal Code, City Ordinance, Civil Service Rules, and City Charter; performs pre-test review, monitors payroll systems errors and implements corrections, payroll reconciliations, payroll adjustments, updates, year-end support, activities related to W2s and other duties as assigned. Candidates who are deemed most qualified for the position will be allowed to proceed in the selection process. Interested candidates are encouraged to submit a City or Departmental application along with a resume by *July 31, 2015* to: Office of the Controller Attn: Shelia LeFridge, 200 N. Main Street, Room 300, Los Angeles, CA 90012 shelia.lefridge@lacity.org ax: (213) 978-7211. See attached for details. [TL7/10/15]

PERSONNEL ANALYST II

- **POLICE:** Recruitment and Employment Division (Recruitment Section), Pamela Martin (213) 486-4753. *COMMENTS:* This position serves as the liaison between City Departments, other agencies, and organizations; prepares yearly budget requests; completes internal audits; tracks candidates in the hiring process; respond to inquiries from Department personnel and the public; and other related duties. [TL7/7/15]

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. **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 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]
- **PW/Engineering:** Project and Award Division, James.Zabala@lacity.org. SEE ATTACHED. APPLICATION DEADLINE: *July 9, 2015 by 4:00 P.M.* [TL6/26/15rev7/1/15]
- **Water and Power** (LADWP): Information Technology Services (ITS), ITS PERSONNEL 213-367-0882. LADWP intends to fill a Programmer Analyst III position providing support to the Water System capital

projects. The position reports to ITS and the assignments will be in support of Water System applications which will include: support the existing Oracle APEX applications; BI dashboards and BIP reports developed for the Water system and implement new ones; and implement new systems and applications using standard ITS supported technologies. The work entails systems analysis, programming, systems support, reports development, GIS developments, documentation, end user training, and other miscellaneous duties.

Position requirements:

- Work a 5/40 or 9/80 shift (Start time between 7-9am)
- Work location: John Ferraro Building, 111 N. Hope Street, Los Angeles, CA 90012
- Overtime and driving to LADWP facilities may be required
- A valid California Driver License is required and must be maintained during the course of employment

Candidates will be evaluated for the following experience, abilities, and skills:

- System analysis and design concepts
- Application development methodology
- Knowledge and experience with various programming languages such as .net C#, .net VB, HTML, XML, Php, Java, JAVA script, ColdFusion, Oracle APEX and web services.
- Knowledge and experience with databases such as MS SQL-Server, Oracle, MySQL, and DB2
- Knowledge and experience in configuring and implementing proprietary packaged systems
- Experience in developing application interfaces
- Experience in developing reports using Oracle BI, Oracle BIP, Birt or other reports development tools
- Strong analytical and problem solving skills
- Oral and Written Communication skills
- Customer service and Interpersonal skills

The evaluation of candidates for this position may be based on a review of training and experience as presented on the resume/application and an interview. Consideration will also be given to attendance. A screening device may be used. Please note that the LADWP Retirement Plan has changed. Prior to interviewing or accepting the job offer, we recommend you review the information available on the new Tier 1 and Tier 2 benefits at <http://retirement.ladwp.com/Tier2.html>. Please fax a Departmental application and resume to (213) 367-2263; Attention: ITS Personnel. Resumes with applications will also be accepted by email at ITSPersonnel@LADWP.com. Accepting resumes until *July 17, 2015*.

[TL7/9/15]

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 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]

- **Fire Department:** Administrative Services Bureau. Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. **COMMENTS:** 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. [TL5/12/15]

REVENUE MANAGER/INSPETOR GENERAL

- **City Administrative Officer:** Revenue Management, Nelda Pontifes. (213) 473-7595. **COMMENTS:** Please see full page advertisement towards the back section of all transfer listings. Interested candidates should submit all required documents via email (only) by *4 p.m. on Thursday, July 30th.* [TL6/29/15]

SECRETARY (1116)

- **Los Angeles Housing & Community Investment Department:** Code Enforcement, Marcia Ruiz (213)808-8476. **COMMENTS:** Transfer Opportunity. This position has been approved by the Managed Hiring Committee. Please submit a departmental application and resume (optional). Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient amount of applications received.** Please fax application to (213) 808-8477. [TL6/18/15]

SENIOR AUDITOR (1518)

- **Los Angeles Housing & Community Investment Department:** Accounting, Marcia Ruiz (213)808-8476. **COMMENTS:** Transfer Opportunity. This position has been approved by the Managed Hiring Committee. Please submit a departmental application and resume (optional). Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient amount of applications received.** Please fax completed application to (213) 808-8477. [TL6/18/15]

SENIOR CLERK TYPIST

- **ITA: Finance & Administrative Services,** CONTACT: H.R. (213) 972-5980. **COMMENTS:** The Information Technology Agency has a Transfer Opportunity in the Budget and CSR Work Order Desk Unit for one Sr. Clerk Typist or Clerk Typist In-Lieu of. This position is responsible for processing department wide purchase orders and provides administrative support to the administrative and accounting staff of ITA. Duties include: Entry, dispatch and distribution of purchase orders in the City's SMS system; assist the accounting group in payment of some invoices using the City's FMS system; data entry and distribution of ITA Service Requests; maintain general files and records in accordance with the City's Retention

policies; act as department wide supplies coordinator; prepare routine correspondences and invoices to other City departments related to Communication Requests; assist in maintenance of several departmental tracking sheets; supervises a student professional worker also supporting the Admin and Accounting group and performs other related duties that may be required. 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. In the subject line of the email, put %TA . Sr. Clerk Typist+ Screening may be conducted to select the most qualified candidates for interview. Deadline to apply is **07/10/15**. [TL6/30/15]

- **Harbor Department:** Port Police, CONTACT: Human Resources (310) 732-3480. COMMENTS: Interested candidates please fax Departmental Application for Employment or resume to (310) 521-8344 by **Wednesday, July 15, 2015**. [TL7/2/15]

SENIOR EQUIPMENT MECHANIC

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

SENIOR MANAGEMENT ANALYST I

- **ZOO:** Administration Services/Budget and Finance Section, Teresa Seipel (323) 644-4779. Please submit a Departmental Application, resume and writing sample by fax to (323) 644-4776 or email to lazoo.personnel@lacity.org. Assist in the development and administration of the Zoo's annual operating budget; prepare monthly financial status reports that include review and analysis of the department's financial condition; develop and monitor department-wide personal services contracts; review and monitor purchasing and expenditure programs; and prepare related reports. **Open until sufficient applications are received**. [TL7/8/15]

SENIOR MANAGEMENT ANALYST II

- **Cultural Affairs:** Administrative Services, Anthony Castro (213) 482-6722. COMMENTS: SENIOR MANAGEMENT ANALYST II. The Department of Cultural Affairs (DCA) has a Transfer Opportunity for one Senior Management Analyst II to act as the DCA's Director of Administrative Services. The Director of Administration oversees the administrative support functions of the Department and directs detailed staff work in the areas of budget, accounting, personnel, contracting and payroll processing. The position works collaboratively with senior management and the Department as a whole to help ensure proper resources and strategic measures are in place to deliver services and meet priority outcomes. The Department desires candidates who possess a strong working knowledge of the City's budget, contracting and procurement processes.

Typical duties of the Director of Administration include, but are not limited, to:

- Plan and direct the work of administrative staff engaged in the accounting, payroll and contract administration functions of the department (including the administration of over 350 annual contracts).
- Prepare the Department's annual budget and exercise budget control over all Department funds and accounts including grants and donations.
- Direct financial operations including the preparation of Financial Status Reports and responding to various Controller requests including revenue estimates, overhead reimbursements and audit resolution.
- Collect, analyze and organize data corresponding to performance metrics and prepare corresponding reports and presentation material.
- Provide data support to divisions in the implementation of new programs and initiatives and/or in response to grant applications, performance reporting, industry surveys, etc.
- Engage in problem resolution in all aspects of operations.

- Serve as the primary Department contact for general administrative tasks, such as those involving maintenance of 33 facilities, technology and telecommunications, and fleet management.
- Act as Department Personnel Officer for 41 full-time staff and approximately 100 part-time staff, in coordination with the City's Personnel Liaison Services.
- Respond to requests and liaison with the public, other City Departments and other levels of government, including representation of the Department at public and private meetings.
- Act in the capacity of Equal Employment Opportunity (EEO), disability, sexual harassment, workplace violence, emergency preparedness, technology, safety, ethics, risk management, and training coordinator.

Applicants must be proficient in MS Excel, Access, Power Point and Word applications and City systems such as FMS, PaySR, CAMS and SOS. Additionally, the successful candidate must possess excellent communication, organizational, and time management skills. A 5/40 or 9/80 work schedule is available for this position. Overtime may be required. The work location is 201 N. Figueroa Street, 14th Floor, Los Angeles, CA 90012. Please submit a Departmental Application and Resume to Personnel Liaison Services to Anthony.Castro@lacity.org or by FAX to (213) 482-6733. For questions or additional information, please contact Personnel Liaison Services at (213) 482-6722. Senior Management Analyst I candidates will also be considered for pay grade advancement. Deadline to apply: **Open until sufficient applications are received.** [TL6/25/15]

SENIOR PERSONNEL ANALYST I

- **POLICE – Medical Liaison:** Personnel Division, Rachel Harris (213) 486-4608. *COMMENTS:* Will accept Senior Management Analyst I in-lieu. **Open until sufficient applications are received.** [TL6/24/15rev6/25/15]

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]

SENIOR SYSTEMS ANALYST I (Transfer Opportunity)

- **Public Works –Street Services:** Engineering/Off-Budget Section, Maricel Reyes (213) 847-0844. *COMMENTS:* Please send your application to Mail Stop 550 . 1149 S. Broadway Street, 4th floor Attn: Maricel Reyes. Or email to Maricel.Reyes @lacity.org. Please see advertisement in the back for more details. Deadline for submission of applications is **4:00 pm, on Friday, July 10, 2015.** [TL7/2/15]

SOCIAL WORKER II (EXEMPT)

- **AGING:** Home & Community Based Tech Assistance, Jacyn Clayton (213) 482-6722. *COMMENTS:* PLEASE SEE ATTACHED JOB DESCRIPTION. Open until **July 10, 2015 or until sufficient applications are received.** [TL6/19/15]

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]
- **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 or via fax to 213-978-1752. **This bulletin will remain posted until a sufficient number of applications are received.** [TL2/13/15]
- **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. Please see advertisement in the back for more details. **APPLICATION DEADLINE: Open until sufficient applications are received.** [TL2/26/15]
- **General Services:** Supply Services, My Lan Do Nguyen (213) 922-8583. **COMMENTS:** Please send a City application 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 Mylan.Nguyen@lacity.org. **Applications will be accepted until sufficient amount received.** PeopleSoft and AMS experience required. [TL4/28/15]

SYSTEMS PROGRAMMER II

- **ITA: Enterprise Services Management**, CONTACT: H.R. (213) 972-5992. *COMMENTS:* There is a transfer and paygrade opportunity for one (1) Systems Programmer II position. The Systems Programmer II will support the City's current Data Center infrastructure. The selected candidate will have the skillset necessary for hardware and system software support, data management i.e. SAN, backup, archive and recovery. Will coordinate with vendors on system implementation, upgrade, maintenance and will also serve as a technical liaison to other City agencies. 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. In the subject line of the email, put %ITA . Systems Programmer II+Screening may be conducted to select the most qualified candidates for interview. Deadline to apply is [07/22/15](#). [TL7/8/15]

VETERINARIAN II (2365-2)

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



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**

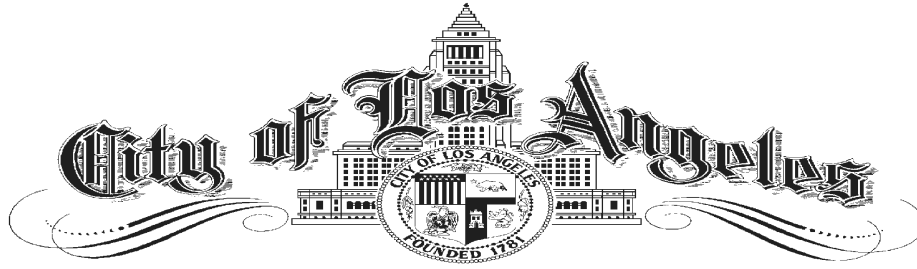
This supplemental Questionnaire is designed to help you understand the nature of work you would be performing as a volunteer Reserve Animal Control Officer (RACO). Many aspects of the work are unpleasant and present RACOs with physically and emotionally challenging activities. Writing your initials following 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 _____

Name (print)

Signature

Date



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.

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 by entering the desired zip code.

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

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



CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES

VETERINARIAN

(This position is exempt from Civil Service)

Full-time annual salary: \$92,728 to \$115,194
(Health benefits are provided with full-time employment)
Part-time hourly rate: \$44.41 to \$55.17

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 a 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. Please join us.

DUTIES:

A Veterinarian diagnoses, gives first aid treatment and performs surgeries (including spay/neuter) 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. The part-time positions perform spay/neuter surgeries exclusively.

REQUIREMENTS:

- Doctor of Veterinary Medicine degree 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

HOW TO APPLY:

Interested applicants should **immediately** submit a resume, letter of interest, copy of California License to practice Veterinary Medicine, and the names and telephone numbers of at least three work-related references to:

City of Los Angeles Personnel Department
Attn: Antonio Zepeda - Liaison Services Bureau
Email: antonio.zepeda@lacity.org

Questions may be referred to Antonio Zepeda at (213) 978-1808

APPLICATION DEADLINE

**The filing period may close anytime on or after
Friday, April 17, 2015**

The City of Los Angeles is an Equal Employment Opportunity Employer



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.

11/6/14

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

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

DATE: July 10, 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.

[TL2/26/15]

GENERAL SERVICES DEPARTMENT

FLEET SERVICES DIVISION

EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

DATE: March 26, 2015

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

Application Deadline: **Open until sufficient applications are received.**

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*****

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.

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.

3/12/15rev3/27/15



**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**



**Special Program Assistant (2415)
Park Restroom Enhancement Program (P.R.E.P.)**

Salary: \$15.06 per hour

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

The Department of Recreation and Parks is recruiting for Special Program Assistants (SPA II). SPA IIs are part-time, at-will employees who work up to a maximum of 1040 hours per year.

AVAILABLE HOURS:

- 8 to 20 hours per week depending on the assignment
- Weekday Shift Available: Monday through Friday . 4:00pm to 8:00pm
- Weekend Shift Available: Saturday and Sunday . 4:00pm to 8:00pm

PREP PROGRAM DUTIES:

- Cleaning restrooms on park grounds and inside recreation centers
- Tasks include sweeping, mopping, cleaning fixtures, sinks, toilets, walls, doors, removing graffiti, emptying trashcans, and re-stocking of toiletries.

QUALIFICATIONS:

- Must possess a valid California Driver's License and a good driving record;
- Must be available to work night, weekend, and holiday shifts, as needed;
- Must be responsible, dependable, and possess a "Can-do" attitude;
- Excellent customer services skills and a desire to work with the public;
- Ability to understand and follow directions;
- Ability to work under minimum supervision;
- Some knowledge and experience in landscape and custodial maintenance desirable.

HOW TO APPLY: Please submit a resume to one of the following supervisors, or call

- Valley Region: Jeremy Thomas, Sr. Park Maintenance Supervisor
Jeremy.Thomas@lacity.org or call 818-756-8189
- Harbor/South Los Angeles: Raul Leon, Sr. Park Maintenance Supervisor
Raul.Leon@lacity.org or call 213-485-1344

- **West Area: Stefanie Smith, Sr. Park Maintenance Supervisor**
Stefanie.Smith@lacity.org or call 310-836-1040
- **Griffith Park: Robert Buenrostro, Sr. Park Maintenance Supervisor**
Robert.Buenrostro@lacity.org or call 818-243-1145
- **Metro Region: Abel Perez, Sr. Park Maintenance Supervisor**
Abel.Perez@lacity.org or call 213-485-4833

DEADLINE: Open until sufficient applications are received.

5/20/15

CITY OF LOS ANGELES



OFFICE ENGINEERING TECHNICIAN II EMERGENCY APPOINTMENT

DUTIES:

Performs moderately difficult subprofessional engineering work that follows standardized procedures under moderate supervision. Examples of duties performed include making simple (routine) engineering calculations, field investigations, answers inquiries from the public, reviews sewer wye data, cost estimates, researches highway dedications requirements and generates building permit applications on the computer.

Review construction plans related to issuance of A-Permits and S-Permits. Writes routine reports, files, searches and maintains engineering records; does routine quantity takeoffs, assists engineers in coordinating work; checks property ownership, zoning and County Assessor's parcel designations and legal descriptions.

The position demands someone with meticulous work habits, as he or she will be responsible for maintaining and updating official records.

REQUIREMENTS:

Completion of a course in trigonometry.

The name of the school and completion date of the required course must be listed on your application in the %Special Courses Required For This Examination+box.

HOW TO APPLY:

Interested candidates must complete the City of Los Angeles Application For Employment. **Applications will be screened to ensure candidates meet the minimum job requirements.** Please mail or fax a City application to:

Department of Public Works
Bureau of Engineering
Attn: Eda Meredith
201 N. Figueroa, 3rd Floor
Los Angeles, CA 90012
(213) 482-7007 Fax

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

An Equal Employment Opportunity Employer

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

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.

Classification - 04/23/2014

CITY OF LOS ANGELES



ENVIRONMENTAL SPECIALIST II

EMERGENCY APPOINTMENT

DUTIES:

The Environmental Specialist II shall manage the preparation of environmental documents in compliance with the *California Environmental Policy Act* (CEQA) and the *National Environmental Policy Act* (NEPA), as well as other applicable environmental laws and regulations. The Environmental Specialist II analyzes proposed public works projects to identify environmentally significant elements; predicts the environmental effects of those projects; evaluates the significance of these effects; assists engineering project managers in formulating project alternatives which would avoid significant environmental effects; identifies measures which would lessen significant adverse environmental effects; and prepares or manages the preparation of environmental documents as required by local, state and federal agencies. Coordination with agencies such as the California Department of Transportation and Los Angeles Department of Transportation will be required. Such CEQA/NEPA documents may include but are not limited to environmental impact reports (EIRs), mitigated negative declarations (MNDs), negative declarations (NDs), categorical exemptions (CEs), environmental impact statements (EISs), and environmental assessments (EAs). The preparation and technical review of special studies may be required, including technical studies related to biological resources, traffic, noise, renewable energy, climate change and sustainability, air and water quality, cultural and historic resources, visual impacts, hazardous materials management, solid waste management, wastewater and storm water management, resource recycling, pollution prevention, or site assessment and remediation.

Duties may also include the preparation of staff analyses and submittal of applications for Coastal Development Permits (CDPs), streambed alteration agreements, and *Clean Water Act* permits. The Environmental Specialist II shall act as a liaison between the Bureau of Engineering and regulatory agencies such as the California Coastal Commission, California Department of Fish and Wildlife, Regional Water Quality Control Board, and U.S. Army Corp of Engineers. Consultation with local, state, and federal agencies to determine their methods, policies, and requirements concerning environmental documents may be required.

The person in this position will plan and chair public hearings and meetings regarding proposed projects for CEQA, CDP, or community planning purposes. The Environmental Specialist II will represent the Bureau of Engineering at Board of Public Works hearings and City of Los Angeles Council meetings, as well as meetings with other City departments, outside agencies, and private organizations.

Supervision of technical consultants to prepare environmental documents is required.

REQUIREMENTS:

1. Graduation from a recognized four-year college or university with a degree in environmental, ecological, biological, chemical, atmospheric, environmental health, or earth science, geography, ecological geography, geology, oceanography, environmental policy, environmental planning, environmental engineering, urban planning and design or a related field, with at least 15 semester units or 20 quarter units in environmental studies; **OR**

2. Graduation from a recognized four-year college or university AND one year of full-time paid professional experience performing work specializing in one or more of the following activities: environmental review and analysis; air quality, water quality, noise abatement, solid waste and recycling, toxic or hazardous material management; development of site characterization and site remediation plans; environmental legislative and regulatory review and enhancement of environmental resources; or environmental policy or planning; **AND**

3. Each candidate must complete and submit a regular City application and an Application Supplement, which details the candidates experience and training as an Environmental Specialist by the last date to file. Candidates who fail to submit BOTH the application and supplement by the close of filing will not be considered a candidate in this examination.

Candidate must meet the eligibility requirements by the application deadline.

HOW TO APPLY:

Interested candidates must complete the City of Los Angeles Application for Employment. **Applications will be screened to ensure candidates meet the minimum job requirements.** Please mail or fax a City application to:

Department of Public Works
Bureau of Engineering
Attn: Jacque Salazar
1149 South Broadway, Suite 600
Los Angeles, CA 90015
(213) 485-5730
(213) 847-0656 Fax

Application Deadline is [June 8, 2015](#) or until sufficient applications have been received.

An Equal Employment Opportunity Employer

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

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 (Environmental Specialist), you will need to submit an application for the next administration of that civil service examination. You will be required to complete and submit a new application to the City of Los Angeles Personnel Department when the examination is open for filing.

If you are an existing City employee (who has 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.

5/28/15

CITY OF LOS ANGELES
Office of Public Accountability
Executive Administrative Assistant

Salary Range: \$48,567 to \$83,604

The Office of Public Accountability has a transfer opportunity for one *Executive Administrative Assistant* position.

Background:

In March 2011, Los Angeles voters approved the creation of the Office of Public Accountability (OPA) which functions as the Ratepayer Advocate and provides independent public review of the water and power rates of the Department of Water and Power. The OPA, operating with a small technical and administrative staff, will perform periodic rate proposal reviews, direct analytical support, issue and present public reports on findings, and respond to public inquiries on rate-related matters.

Summary of Duties:

The Executive Administrative Assistant reports directly to the OPA Executive Director, while also assisting other OPA staff; performs administrative support functions; performs highly specialized and responsible secretarial work; and performs other related duties and responsibilities as assigned.

Job Duties:

Job duties include but are not limited to:

- Responding on behalf of the Executive Director and OPA staff to routine complaints and inquiries, exercising judgment concerning the application and interpretation of City policies, procedures, and regulations;
- Receiving and screening telephone calls, visitors, and incoming correspondence on behalf of an executive or supervisor and routes to appropriate staff or agency;
- Establishing and maintaining detailed office records, record keeping and filing systems;
- Receiving and processing documents according to City procedures;
- Composing, proofreading and editing material such as letters, memos, agendas, and minutes for accuracy, content and consistency using word processing and spreadsheet software;
- Scheduling appointments and maintaining executive's calendar or multiple calendars utilizing computer software;
- Locating and compiling pertinent information for the reference and use of the executive and other management staff for conferences, correspondence, appointments, and meetings;
- Typing correspondence, memos, tables, and reports using word processing and spreadsheet software;
- Arranging accommodations and travel arrangements for business meetings and conferences, and verifying and preparing expense statements;
- Referencing general provisions, policies, rules and procedures such as Mayor's Executive Directives, Administrative Code, Municipal Code, Civil Service Rules, departmental policies and MOUs in order to furnish callers with information about department functions, procedures, and activities;
- May take and transcribe dictation resulting in letters, reports, minutes and memoranda, much of which is of a highly confidential nature;
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

The Executive Administrative Assistant must have knowledge of the following:

- The organization of City government and the functions of various City Departments and elected officials;
- Relevant provisions of the City Charter, Civil Service Commission Rules, Administrative Code, Memoranda of Understanding, and Personnel rules, policies, practices, and procedures;
- Principles of office administration, including filing systems and correspondence procedures;
- Proper telephone etiquette and customer service techniques;
- Correct form and English usage for business communications, including rules of grammar, punctuation and spelling;
- Basic software applications such as word processing, spreadsheets, and electronic scheduling;

Ability to:

- Communicate effectively with a diverse constituency and calmly and efficiently handle situations ranging from the routine to emergencies;
- Plan, organize workload, set priorities, handle multiple responsibilities and meet critical deadlines;
- Interact effectively with the public, City Officials, City managers, and other employees;
- Utilizing electronic scheduling software and email for scheduling and correspondence;
- Utilizing internet browsers to look up and reference various types of information.

Minimum Requirements:

- One year of full-time experience as an Executive Administrative Assistant III with the City of Los Angeles; or
- One year of full-time experience as an Executive Administrative Assistant II with the City of Los Angeles with an opportunity for paygrade advancement; or
- Two years of full-time experience as a Secretary or in a class which is at least at that level performing office clerical work.

A candidate willing to work on a 5/40 schedule is preferred.

Selection Process:

Applications will be thoroughly reviewed and screening methods may be used to determine a reasonable number of candidates who have the most relevant background, experience, and qualifications to interview. Candidates invited to interview for the position may be given an advisory written exercise prior to the oral interview to evaluate written communication skills. Final selection will be based on an oral interview.

How to Apply:

Electronic submittals are required. Interested candidates should immediately submit a City application using the form at the following link: per.lacity.org/Application.pdf and two most recent annual evaluations to:

Nelda Pontifes
Office of the City Administrative Officer
Email: nelda.pontifes@lacity.org
(Email submissions only)

Application acceptance period may close **on or after:**

Friday, July 10, 2015 at 4:00 p.m.

Questions can be directed to Nelda Pontifes at (213) 473-7595.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Please call (213) 473-7595 if you need assistance.

6/17/15



Los Angeles World Airports

ASSISTANT AIRPORT POLICE CHIEF

AIRPORT POLICE DIVISION

\$128,244.96 - \$187,481.52 Annually

LOS ANGELES WORLD AIRPORTS

Los Angeles World Airports (LAWA) provides the core airport system for the nation's second largest city, and is the hub for one of the world's most populous metropolitan areas. LAWA provides an airport system that serves a major portion of the Southern California market and is a key component in the regional aviation plan to accommodate air passenger and cargo demands.

LAWA is a unique system of three airports owned and operated by the City of Los Angeles. Each of the airports - Los Angeles International (LAX), Ontario (ONT), and Van Nuys (VNY) - plays an integral role in helping to meet the regional demand for passenger, cargo and general aviation service in the 21st century. Each airport makes a distinct contribution to the strength of the system as it provides a high level of safety, security and service for its customers, communities and stakeholders.

LAWA is a self-supporting branch of the City of Los Angeles, governed by a seven-member Board of Airport Commissioners. The Board is composed of public-spirited business and civic leaders appointed by Mayor Eric Garcetti and confirmed by the City Council. A professional executive and administrative staff carries out the policies of the Airport Commission. Approximately 3,700 employees support the operations of the three airports that make up LAWA.

AIRPORT POLICE DIVISION

Airport Police represents a Division within the organizational structure of LAWA. The mission of the Los Angeles World Airports Police is to ensure the safe and secure operation of our airports. Our core values include service before self, reverence for the law, respect for people, commitment to professionalism, integrity in all we say and do, and value for our personnel. The Airport Police Division (APD) employs over 1,100 law enforcement and civilian personnel.

ASSISTANT CHIEF DUTIES

The Assistant Airport Police Chief is exempt from civil service. All appointments are contingent upon approval of exemption from civil service and confirmation by the Mayor and City Council. As one of three Assistant Airport Police Chiefs, duties may include, but are not limited to the following:

- Assist the Airport Police Chief in developing policy and procedures;
- Through subordinate supervisors, plan, direct, coordinate and manage operations of the Airport Police Division at LAX, ONT and VNY airports to ensure compliance with the Airport Security Program, Transportation Security Administration mandates and directives, pertinent airport rules and regulations, international, federal, state and local laws and ordinances;
- Conduct field inspections of personnel, equipment, facilities and activities of all law enforcement and security units;
- Review and evaluate reports regarding terrorism and counter-terrorism techniques and make recommendations to the Airport Police Chief;
- Recommend personnel for employment, retention, promotion and demotion;
- Review recommendations for employee discipline and recommend discipline to be imposed to executive management and LAWA Human Resources Services;
- Investigate and respond to employee grievances through established policies and procedures;
- Represent the department on labor negotiations and employee relations matters;
- Make recommendations pertaining to investigations involving resolution of security investigations and issues;
- Initiate and review the preparation of training programs and manuals of procedure for sworn and civilian employees;
- Work closely with the Airport Police Chief to develop appropriate policies, procedures and staffing levels for LAX, ONT, and VNY airports;
- Assign or review the assignment and/or deployment of employees in the Law Enforcement & Homeland Security Division at LAWA who are engaged in aviation law enforcement, security services, emergency operations and Homeland Security;
- Act on behalf of the Airport Police Chief when he is unavailable;
- Appear before the Board of Airport Commissioners, the City Council and industry leaders to discuss safety and security concerns at LAX, ONT, and VNY airports;
- Attend conferences and meetings;
- Review and evaluate pertinent information, reports and security related documents, terrorism and counter-terrorism techniques, and make recommendations to the Airport Police Chief regarding current threats to the aviation community and appropriate counter measures;
- Assist and/or direct the preparation of annual and monthly reports and other reports of the Division's activities and other law enforcement, safety and security requirements;
- Determine the budgetary needs of the division and prepare or direct the preparation of budget estimates;
- Administer divisional expenditures in accordance with budgetary allowances, including requesting and reviewing requests for personnel, materials, equipment and supplies;
- Dictate correspondence concerning a wide variety of law enforcement and aviation security activities;
- Does related work as required;

- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies;
- May perform other related duties as assigned.

QUALIFICATIONS

The successful candidate must possess superior leadership skills with at least two years of full-time paid experience as an Airport Police Captain or as a commanding officer (Captain or above) managing the internal inspection process, patrol, traffic, safety, or security activities and operation of a law enforcement agency. Experience or background in Special Weapons & Tactics (SWAT), Homeland Security, terrorism and/or counter-terrorism may be required for some assignments. Appointment to a position in this class is subject to a one-year probationary period as provided by Section 1011 of the City Charter.

The ideal candidate will have familiarity with airport security programs, aviation law enforcement, emergency operations, homeland security, Transportation Security Administration (TSA) mandates and directives, knowledge of pertinent airport rules and regulations, international, federal, state and local laws and ordinances. Candidates with strong management experience working for a large operating police division in an airport environment are especially desired and encouraged to apply. The successful candidate should also demonstrate the ability to:

- Exercise sound managerial judgment with initiative and originality in the development of new and revised solutions to complex organizational problems.
- Plan, organize, coordinate, and provide the necessary technical and professional leadership for a large staff in carrying out law enforcement, security, traffic or safety related functions and operations of LAWA.
- Identify and choose appropriate courses of action from multiple alternatives and be able to anticipate the impact of such decisions.
- Maintain cooperative relationships and deal tactfully and effectively with local, state, and federal agencies, and other government organizations involved in law enforcement security issues.
- Represent the Department before the Board of Airport Commissioners, City Council and industry leaders on security and safety matters pertaining to the Airports.
- Establish and maintain a work environment that enhances both employee morale and productivity.

COMPENSATION AND BENEFITS

The salary range for the Assistant Airport Police Chief is \$128,244.96 - \$187,481.52. A highly competitive compensation package will be presented to the selected candidate. The City of Los

Angeles offers an excellent benefits package including an automobile and a retirement plan through the Los Angeles City Employees' Retirement System (LACERS).

TO APPLY

Interested candidates should complete a City Application online on the Personnel Department's webpage (<http://per.lacity.org/Application.pdf>). The City Application and a resume with the names and telephone numbers of five work-related references should be submitted to:

Jeanine Jenkins, Senior Personnel Analyst
Los Angeles World Airports, Human Resources (HR) Services
7301 World Way West, 5th Floor
Los Angeles, California 90045

Direct Line: (424) 646-7140

Main Line: (424) 646-5900

Fax: (424) 646-9399

E-mail: jjenkins@lawa.org

Filing Deadline: *Thursday, July 16, 2015 at 3:00pm*

Review and Evaluation of Career History - Following the closing date, only a select number of individuals will be invited to compete for this high-level Police position. A review of the candidates' career history, resume, education, qualifying experience, and credentials will be assessed by LAWA Human Resources staff. Only the most highly qualified candidates will be invited to a personal on-site interview, from which a final selection will be made.

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

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.

6/17/15

**CITY OF LOS ANGELES
DEPARTMENT OF AGING
SOCIAL WORKER II (EXEMPT)
HOME & COMMUNITY BASED TECHNICAL ASSISTANCE DIVISION**

Application Deadline: July 10, 2015 or until sufficient applications are received.

SUMMARY OF DUTIES:

The City of Los Angeles Department of Aging has a full time opening for a Masters in Social Work (MSW) with experience working with the elderly and their families as well as planning and policy experience. This position entails interfacing with community agencies and programs (caregiving and care management) serving the elderly. The writing of manuals, training materials, grant proposals, and requests for proposals are an integral part of this position.

ESSENTIAL FUNCTIONS

- Working with department staff, contracting agencies, and local community service providers in a team/multidisciplinary environment in order to assure effective program development, service delivery, and to determine the needs of new and current clients.
- Providing a continuing program of follow-up evaluation for the population served via referral or contracted services.
- Preparing reports to department management utilizing interviews, written communication, and professional literature on service needs, trends, availability and conditions.
- Maintaining an updated file/library/resource listing of current counseling and community services.
- Maintaining client databases and assisting in monitoring program funding/expenditures.
- Researching, preparing reports, and being an advocate for additional program funding based on knowledge of client demographics, departmental mandates, social work literature, and field experience.
- Providing briefings and presentations on department services to community groups; on community services to department management and staff; and assisting in evaluating internal departmental performance measures as regards to social service functions.
- Conducting research relative to the preparation of any required planning documents involving compilation of data, and/or designing, executing, and analyzing needs assessment instruments.
- Conducting research, analyzing, and preparing reports relative to continually assessing the effectiveness of department's goals and program performance related to social service provision.
- Preparing and implementing grant proposals, surveys and any other special written reports as required.

REQUIREMENTS:

- Masters in Social Work (MSW) from an accredited School of Social Work with at least 3 years' experience providing social work services and planning/research activities to the elderly and their families.
- At least 2 years of the above experience must include direct services.
- Must have a valid California driver's license and available automobile.
- Bilingual and supervisory experience desirable.

SKILLS

- Superior written and oral communication skills.
- Ability to work in a team/multidisciplinary environment with departmental staff, contracting agencies and local community service providers.
- Knowledge and ability to supervise Bachelors in Social Work (BSW) and other professional interns.
- Ability to research, organize, prepare, and conduct follow-ups on additional sources of grant funding for expanding departmental programs.
- Ability to organize comprehensive, consistent, and thorough follow-up systems for evaluating services and service delivery effectiveness.
- Ability to maintain client databases and monitor program funding/expenditures.

Applicants for this position should submit a current City Application and resume via email to Jacyn Clayton at jacyn.clayton@lacity.org, or fax (213)482-6733 or send to Mail Stop 115, Personnel Services Section. For questions or additional information, please contact personnel services at (213)482-6722. **Open until July 10, 2015 or until sufficient applications are received.**

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.

6/19/15

**CITY OF LOS ANGELES-OFFICE OF THE CITY ADMINISTRATIVE OFFICER
REVENUE MANAGER/
INSPECTOR GENERAL OF CITYWIDE COLLECTIONS**

Annual Salary: \$123,630 to \$166,643, depending on qualifications

The Office of the City Administrative Officer (CAO) is seeking to fill the position of *Inspector General for Citywide Collections (IG)*. The IG is the working title for the Revenue Manager (Class Code 1620) position approved by the City Council and the Mayor in Fiscal Year 2011-12.

Background: In October 2010, the Ad Hoc Commission on Revenue Efficiency (CORE) released its *Blueprint for Reform of City Collections*. CORE found that reports, audits, Mayoral and Council directives, and Collection Guidelines have proven to be insufficient in bringing about reforms for Citywide collections. CORE believes that, with the City facing significant budget deficits and service reductions, the City needs a post solely focused on monitoring, reporting, coordinating and increasing collections. The IG will independently monitor, report on, and assist departments compliance with current collection directives and implement new reforms. The IG will be guided by prior Controller audit recommendations, CORE recommendations in the *Blueprint* report, and other collections reforms as initiated by policymakers. The IG has a vital role in working with all City departments to identify and address obstacles to effective collections and reporting, and most importantly, achieving results in dollars.

Summary of Duties: Reviews best practices of billing and collections and plans, coordinates and implements a City-wide program to collect revenue; addresses obstacles and challenges in departmental revenue collections; and, develops a management reporting system to report, account for and project collections; and performs related work. May direct a staff of professional and clerical employees engaged in collections or related work.

Distinguishing Features: An Inspector General for Citywide Collections is responsible for revenue collection activities on a City-wide basis, and functions as a key policy advisor on the City's collection activities. This work requires a cooperative effort in working with all City departments to determine any impediments to effective collection and ways to improve collections. An employee in this position works with a minimum of supervision and exercises considerable independent judgment.

It is anticipated that the position of Inspector General for Citywide Collections will be filled on an exempt basis from the Civil Service provisions of the City Charter in accordance with Charter Section 1001(b)(1). The position has been authorized as a regular position in the 2015-16 Budget. The position may initially be filled as an emergency appointment.

Examples of Duties: In addition to the above, the duties of an Inspector General for Citywide Collections may include but are not limited to:

- Develop, review and interpret standardized collection policies and procedures;
- Work with departments to make an accurate assessment of each department's outstanding uncollected debt, to establish department goals, and to revise receivables reports to accurately reflect realistic targets;
- Assist departments with developing and implementing new or improved billing and collection systems and recommend modifications to improve billing and collections efforts City-wide;

- Work with the CORE and/or any successive Citizen Commission that may be tasked with improving revenue and collections;
- In consultation with the City Administrative Officer, prepare and provide independent and objective reports on implementation of Controller recommendations, CORE's *Blueprint* recommendations, or any other collection policies adopted by the City;
- Report regularly to the Audits and the Budget and Finance Committees (and other Council Committees as needed), with recommendations and/or progress reports on departments' revenue and collection performance and on compliance with directives of the Mayor, Council, and Office and Finance;
- Manage special projects or other requests as assigned by management, other departments, elected officials or other requesters; and,
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: An Inspector General for Citywide Collections must have the following knowledge and abilities:

Knowledge of:

- Principles, practices and methods of billing and collection systems;
- Laws, rules and regulations governing the collection of delinquent accounts;
- Uses, capability and application of computer-based billing and collection systems;
- City policies, procedures and practices on the collection of overdue accounts;

The ability to:

- Coordinate revenue collection programs of all City departments;
- Develop and implement effective collection practices on a City-wide basis;
- Communicate program and technology needs and solutions to management and the City Council;
- Analyze situations accurately and adopt an effective course of action;
- Prepare and present oral and written reports and recommendations concisely, completely, logically and convincingly;
- Handle the pressure of tight deadlines and frequently changing priorities;

Minimum Requirements:

1. Graduation from a recognized four-year college or university, with a specialization in accounting, finance, business administration, public administration or a related field, and five years of full-time paid professional experience in administration, budgeting, financial or grants management is required. Or
2. Two years of full-time experience as a Senior Administrative Analyst II or in a class which is at least at that level performing administrative, budgeting, financial, or grants management work.

Experience in managing highly complex projects or programs is especially desired.

How to Apply: Interested candidates should email a Departmental Application, resume, and three work-related references (include name, job title, affiliation and telephone number) to:

City Administrative Officer
200 N. Main Street, Room 1500
City Hall East, Mail Stop 130

Los Angeles, CA 90012
Attn: Nelda Pontifes
Phone Number: (213) 473-7595
Email*: nelda.pontifes@lacity.org

**A brief description of qualifications should be included in your email submission.
For Departmental Application please go to: <http://per.ci.la.ca.us/Forms/DeptApp.pdf>*

Applications must be received by [4:00 p.m. Thursday, July 30, 2015.](#)

[TL6/29/15]

GRIFFITH OBSERVATORY

CONSTRUCTION AND MAINTENANCE SUPERVISOR II

POSITION OVERVIEW

Oversees all technical aspects of the maintenance, repair, development, and operations of world-famous Griffith Observatory and grounds. Plans, schedules, coordinates, organizes, and directs the work of six skilled and unionized staff, including two Communications Electricians, two Electricians, and two Building Repairers to enable the ongoing daily operation for 1.2 million annual visitors (generating \$2.5 million in annual revenue). Ensures necessary technical staff coverage for safe daily public operation over 310 days a year.

Plans and executes regular maintenance and repair of all physical elements of the 67,000 square foot building. These responsibilities include two large and specialized public theaters, six dozen specialized and technically-sophisticated exhibits, building safety systems, building lighting (interior, exterior, exhibit), unique presentation technologies (Zeiss star projector, laser and HD video projectors), historic and delicate instruments (public telescopes), mechanisms (domes, exhibits), building structures (walls, walkways, roofs, ramps, doors, historic finishes), major building systems (HVAC, elevators, plumbing), and shops equipment.

Formulates, budgets, procures, schedules, and manages work by Observatory Technical staff, City crews, and specialty contractors to repair complex Observatory systems (air conditioning, elevators) and the physical building (painting, plumbing, dome cleaning, specialty floor surfaces). Estimates usage, wear, obsolescence, and replacement costs in developing and executing preventative maintenance and repair programs for all Observatory electrical, lighting, and exhibit elements.

Manages roughly \$75,000 in annual spending for Technical maintenance supplies, equipment, and repairs. Acquires and maintains an inventory of parts and specialized components for quick repair and continuous operation. Makes recommendations for using new materials and improving methods and procedures. Fabricates new and unique equipment and tools.

Serves as Observatory safety officer responsible for safe operation by all personnel, including preparing and guiding the Technical staff in their responsibilities in the event of a building emergency. Ensures all staff are properly trained to perform their duties. Formulates and enforces machine, wood, metal, and machine shop methods and procedures, with a focus on safe, clean, and productive operation.

Participates with other Observatory section managers as a collaborative member of the buildings senior management, including providing progress reports on major projects and coordinating work that has building-wide impact. Deals directly with Department managers and external contractors to arrange work.

Keeps records and required logs, including schedules for regular servicing, repairs, inspections, and certifications.

Last date to apply is *Friday, July 17, 2015*

[TL7/1/15]

**LOS ANGELES HARBOR DEPARTMENT EMERGENCY APPOINTMENT OPPORTUNITIES TO
SEVERAL ENVIRONMENTAL SPECIALIST POSITIONS PAYGRADES: \$63,663-\$79,072; \$76,629 -
\$95,212, \$85,357-\$106,049**

The Los Angeles Harbor Department is seeking to fill Environmental Specialist positions in the Air Quality, Site Restoration, and California Environmental Quality Act (CEQA)/National Environmental Protection Act (NEPA) Sections of its Environmental Management Division. Since there is no current civil service eligible list, the Harbor Department is considering making emergency appointments to the positions. Candidates are normally appointed to the lower paygrades.

DUTIES for the:

- (1) Air Quality position include implementing the San Pedro Bay Ports Clean Air Action Plan <http://www.cleanairactionplan.org/> and managing other advanced technology projects.
- (2) Site Restoration position include conducting and managing environmental assessment and remediation associated with critical Port development projects.
- (3) CEQA/NEPA position includes reviewing, analyzing and preparing CEQA and NEPA documentation, including large-scale Environmental Impact Reports (EIRs) and Environmental Impact Statements (EISs).

MINIMUM REQUIREMENTS:

1. Graduation from a recognized four-year college or university with a degree in environmental, ecological, biological, chemical, atmospheric, environmental health, or earth science, geography, ecological geography, geology, oceanography, environmental policy, environmental planning, environmental engineering, urban planning and design or a related field, with at least 15 semester units or 20 quarter units in environmental studies, such as environmental health, industrial hygiene, ecology, field biology, geography, geology, toxicology, water quality, air quality, groundwater and surface water systems, regulatory oversight, environmental auditing, environmental policy, environmental planning, environmental law and environmental impact analysis;

OR

2. Graduation from a recognized four-year college or university AND on year of full-time paid professional experience performing work specialized in in one or more of the following activities: environmental review and analysis; air quality, water quality, noise abatement, solid waste and recycling, toxic or hazardous material management; development of site characterization and site remediation plans; environmental legislative and regulatory review and development; conducting environmental regulatory inspections and/or environmental audits; environmental project management for the protection and enhancement of environmental resources; or environmental policy or planning;

NOTE For qualifying work experience gained outside of the City of Los Angeles, the term ~~professional~~ experience+applies to positions that require possession of a degree from a recognized four-year college or university in order to obtain that position. Therefore, to be considered ~~professional~~+, non-City qualifying experience must be gained in positions after obtaining a four-year degree.

If you are interested in applying for this position, please submit, mail, fax or e-mail by *Monday, July 13, 2015*, or until sufficient applications have been received a **City Application** (<http://per.lacity.org/application.pdf>) and a **Resume detailing the candidate's education, training and experience for the position of Environmental Specialist** to the Harbor Department Human Resources Division Attn.: Steve Baker (310-732-3480) P.O. Box 151, San Pedro, CA 90733-0151 310-521-8344 (fax), sbaker@portla.org (e-mail)

Applications that clearly do not meet the above requirements will not be accepted. Depending on the number of candidates who apply, all applications may be evaluated by expert reviewers who shall select approximately eight (8) of the most qualified candidates who, as determined from the applications, possess the most outstanding qualifications and demonstrate the highest degree of likelihood that they possess the abilities to perform the duties of an Environmental Specialist at the Los Angeles Harbor Department's Environmental Management Division. Only those candidates will be invited to an interview for the emergency appointment.

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 (Environmental Specialist), you will need to submit an application for the next administration of that civil service examination. You will be required to complete and submit a new application to the City of Los Angeles Personnel Department when the examination is open for filing.

If you are an existing City employee (who has 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.

[TL7/1/15]



BENEFITS SPECIALIST

EMERGENCY APPOINTMENT

DEPARTMENT: Los Angeles Fire and Police Pensions (LAFPP)

POSITION DESCRIPTION: Medical and Dental Benefits Section has one Benefits Specialist vacancy. All Benefits Specialists are encouraged to apply for this transfer opportunity. We will also accept applications for emergency appointment from both Senior Clerk Typists and Accounting Clerks who meet the requirements for and intend to take the upcoming Benefits Specialist exam.

The job duties include:

- ☐ Processing and reconciling monthly health and dental subsidy payments to the employee associations (the Associations) that provide health and dental insurance to our retired members and their survivors.
- ☐ Processing Medicare Part B premium reimbursements.
- ☐ Working with the Associations to resolve payment or member information discrepancies.
- ☐ Counseling members, both on the phone and in-person, regarding their health and dental subsidies; their health and dental insurance enrollment options; and Medicare enrollment requirements.
- ☐ Administering health and dental insurance plans for the approximately 80 retired members and their survivors enrolled in LAFPP plans, including: processing enrollments and disenrollments; processing payments to LAFPP insurance plan vendors; counseling pensioners regarding plan eligibility and benefits; and preparing annual Open Enrollment materials.
- ☐ Other duties as assigned.

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>), resume, and two most recent performance evaluations (if available) to Jennifer.Shimatsu@lafpp.com, *no later than 4:00 pm on Tuesday, July 14th, 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. For questions, please contact Jennifer Shimatsu at (213) 978-4441.

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.

[TL7/1/15]

CITY OF LOS ANGELES



PROGRAMMER ANALYST III **PAYGRADE ADVANCEMENT/TRANSFER OPPORTUNITY**

APPLICATION DEADLINE: July 9, 2015 by 4:00 P.M.

This position is open to all Programmer Analysts II and III currently employed with the City of Los Angeles.

DUTIES:

This position within the Project Award and Control Division will be responsible for the technical programming and program maintenance of the Personal Services Contract System (PSCS), the Uniform Project Reporting System (UPRS), and the Position Control System (PCS). PSCS is the primary reporting tool for the Bureau of Engineering and the Bureau of Sanitation's personal services contracts tracking task issuance, authorized budgets, and subconsultant utilization. UPRS is used by the Bureau of Engineering to track construction project progress from design to close-out and adherence to estimated costs and project delivery schedules. The PCS is used by the Bureau to track its position authorities for budget purposes and ensure the appropriate allocation of resources.

The Division is tasked with auditing the PSCS and UPRS to ensure the quality and completeness of the data entered by their users. The Programmer/Analyst III would analyze the Bureau's needs and make recommendations to improve system performance, enhance data collection, and/or provide better reporting tools for management. Their responsibilities would include the testing, implementation, and debugging of any improvements to the systems and the preparation of the specifications to document the changes. Moreover, the Programmer/Analyst III would be responsible for evaluating the many reports which are currently generated from these systems for effectiveness and providing options based on the data captured and the goals of the Bureau.

This position may also be tasked with the responsibility of developing, testing, and maintaining new applications in support of the Bureau's goals.

HOW TO APPLY: Interested candidates must submit by e-mail a resume and Departmental Application to:

Department of Public Works
Bureau of Engineering
Project Award and Control Division
Attn: James Zabala

James.Zabala@lacity.org by the application deadline

An Equal Employment Opportunity Employer

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

[TL6/26/15rev7/1/15]

BUREAU OF STREET SERVICES
TRANSFER OPPORTUNITY NOTICE
Senior Systems Analyst I (1597-1)

TO: ALL SENIOR SYSTEMS ANALYSTS

The Bureau of Street Services (BSS) Engineering Division is seeking a Senior Systems Analyst I for the "Off-Budget" Program, assisting with grant management, project tracking, program delivery and training.

This position will be primarily responsible to develop and maintain a cost-loaded, critical path method, master schedule for Off-Budget Program projects. The master schedule will be used for project tracking, coordination and cost tracking, and for future program planning and budgeting. The successful candidate must be very familiar with force account, design-build project delivery; grant management, public works construction techniques and scheduling; be able to synthesize large amounts of data into readable reports or other media for non-technical readers; have a detailed knowledge of databases, financial systems and accounting practices used at the City; have the ability to train others to use software systems; and have the ability to install and maintain office, design and construction hardware/software systems.

REQUIREMENTS

- Strong preference for experience with Primavera P3. Any experience with other PM/CM software such as Microsoft Project are also desired.
- Working knowledge of office, design and construction hardware/software systems used at the City.
- Working knowledge of the City, Department, and Bureau policies, procedures, supervisory guidelines, financial accounting and budgeting
- Excellent organizational and communication skills
- May be required to report to Bureau offices at different locations in the City.
- Valid California Class C Drivers License
- Must have strength to lift 25 pounds

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: Maricel Reyes, 1149 S. Broadway Street, 4th floor, Stop 550 or emailed to maricel.reyes@lacity.org.

APPLICATION DEADLINE: **July 10, 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.

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.

[TLJ/2/15]

**BOARD OF CIVIL SERVICE
COMMISSIONERS**

Room 360, PERSONNEL BUILDING

—
SUZANNE M. STEINKE
PRESIDENT

NANCY P. McCLELLAND
VICE PRESIDENT

COMMISSIONERS:
GABRIEL J. ESPARZA
JEANNE A. FUGATE
JONATHAN M. WEISS

—
BRUCE WHIDDEN
COMMISSION EXECUTIVE DIRECTOR

**CITY OF LOS ANGELES
CALIFORNIA**



ERIC GARCETTI
MAYOR

PERSONNEL DEPARTMENT

PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CA 90012

—
Wendy G. Macy
GENERAL MANAGER

July 7, 2015

To: All Candidates

Subject: Personnel Department Employee Benefits Division
Management Analyst II Transfer Opportunity

The Personnel Department is seeking to fill a vacant Management Analyst II position in the Personnel Department's Employee Benefits Division. This position reports to the Assistant Benefits Plan Manager and assists in (a) procurements/contracts; (b) policy development; (c) communications; (d) member services; and (e) regulatory compliance. This position is being offered as a transfer opportunity to Personnel or Management Analysts. This notice provides information regarding the position, the Division, and how to participate in the selection process.

WHO IS ELIGIBLE TO APPLY?

Current City of Los Angeles employees in the classifications of Personnel Analyst or Management Analyst are eligible to apply.

HOW DO I APPLY?

To apply, please submit (1) your responses to the attached **"Writing Exercise"** as well as (2) a **current resume** (including complete job history). Please submit this material electronically to per.personnelservices@lacity.org and include **Management Analyst . Benefits Transfer** in the subject line. **In order to continue in the review process the job history and writing exercise must be submitted by Wednesday, July 22, 2015 at 4:00 p.m.** Applicants will subsequently be notified of their interview date/time.

Attachment I provides a description of the vacant position. Attachment II provides the writing exercise. If you have any questions, you may contact me at that email address or by phone at (213) 473-0175.

Binh Le
Personnel Services Section

Personnel Department
EMPLOYEE BENEFITS DIVISION
Management Analyst II

WHAT ARE THE DUTIES AND RESPONSIBILITIES OF THE POSITION?

This position works with the City's Employee Benefits Division/Section, which provides benefits for the City's Civilian employees through the City's Flex Benefits Plan. The Flex Benefits Plan provides health, dental, disability, life and other employee benefit programs to active civilian employees and certain sworn employees. The Flex Benefit Plan covers approximately 24,000 employees and 36,000 dependents with annual premium costs of approximately \$290 million.



Employee Benefits Division staff are responsible for day-to-day administration of the Flex Benefits Plan. The program is overseen by both the Personnel Department General Manager as well as the City's Joint Labor Management Benefits Committee (JLMBC), which meets monthly and is comprised of five City management representatives and five employee labor organization representatives.

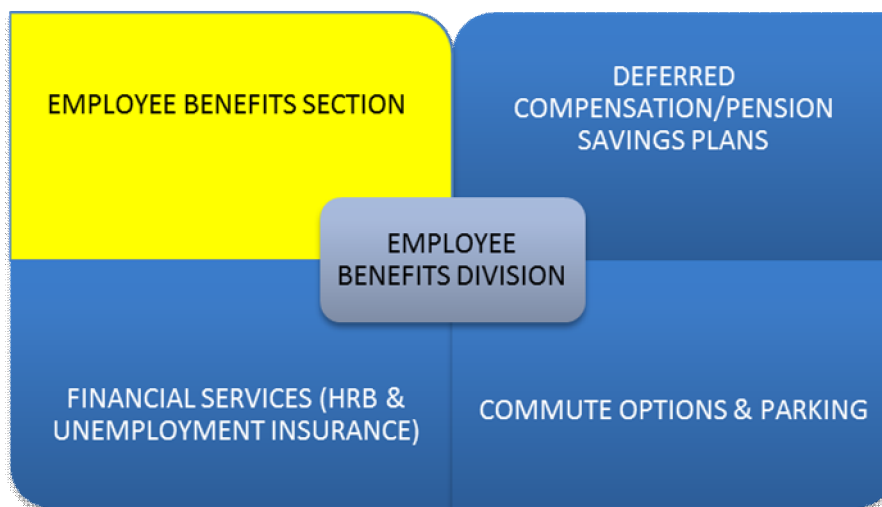
This position will report to the Assistant Benefits Plan Manager for a wide range of ongoing functions and special projects. This position offers a broad range of stimulating and challenging assignments that will add to the incumbent's experience in key areas of City governance, including the following:

- (a) **Procurements/contracts** – developing Requests for Proposal for benefit program services, evaluating responses, and executing contracts for selected vendors;
- (b) **Policy development** – working with the assistant benefits plan manager in applying governing law/regulation to the development of policies involved in administration of program benefits;
- (c) **Communications** – working both independently and with contracted resources in the development of important program communication, education, and marketing materials;
- (d) **Member services** – in collaboration with third-party providers, offering support to employee members and their dependents in various aspects of benefit administration; and
- (e) **Regulatory compliance** – assisting in various audit, payroll and recordkeeping reviews to ensure that the program is operating in compliance with applicable requirements.

WHAT SHOULD I KNOW ABOUT THE EMPLOYEE BENEFITS DIVISION?

The Employee Benefits Division values a culture of excellence, innovation, and exceeding the expectations of our customers. We value our team members and are committed to working together in collaboration and with mutual respect.

In addition to programs already described in this notice, the Employee Benefits Division is also responsible for administration of the City's Deferred Compensation Plan, and Commute Options and Parking Program. The Division is located in City Hall Room 867 and operates a public counter for its various programs. Approximately 25 full-time and part-time staff service its operations. Customer service hours are from 8:00 a.m. to 4:00 p.m. The Division offers a 9/80 work schedule.



WHAT ARE THE DESIRED SKILLS, KNOWLEDGES AND ABILITIES?

This position is challenging and provides many opportunities to demonstrate and expand exceptional skills in the following areas:

- Effective written and oral presentation
- Creative problem-solving and financial analysis
- Experience in administering or overseeing Citywide programs and providing services to City employees
- Knowledge relating to the City's procurement and contracting processes
- Proficiency in using computer programs such as Excel, PowerPoint, and Word for analyzing and effectively communicating information
- Organizing duties and assignments, and directing internal and external resources, to achieve proactive rather than reactive results
- Innovating and contributing to a culture of excellence and providing exceptional customer service
- Working effectively with managers, colleagues, and contractors within a collaborative, fast-paced, and highly motivated team environment



**Personnel Department
EMPLOYEE BENEFITS DIVISION
MANAGEMENT ANALYST II
ESSAY QUESTION & WORK PRODUCT SAMPLE**

ESSAY QUESTION

Please provide a written response to the following question. Your response may be up to two pages in length and should be typed, single-spaced, standard borders, and in either 11 or 12 point font.

Experience: Describe a work experience which you regard to have been particularly challenging and which enhanced your analytical, problem-solving, or communications skills. Whether the specific result might be regarded as either a “failure” or “success” is not being evaluated, but rather your assessment of how you were challenged and how you grew from the experience.



WORK PRODUCT SAMPLE

Provide a sample written report, Powerpoint or Excel document you developed for your supervisor, your management, or a board or committee, which best demonstrates your analytic and communication skills.

[TL7/7/15]

CITY OF LOS ANGELES
Department of General Services

TEMPORARY EXEMPT EMPLOYMENT OPPORTUNITY

CONSTRUCTION ESTIMATOR

APPLICATION DEADLINE: *July 17, 2015 or* until sufficient applications are received.

POSITION DESCRIPTION:

The duties of an Exempt Construction Estimator will work collaboratively with Bureau of Engineering (BOE) on continuously updating and maintaining the construction schedules for major BOE capital projects at City Facilities, such as City Hall East and Mount Lee. The position will also be reviewing plans, developing estimates, preparing detailed work plans and staffing schedules, comparing and analyzing costs, and performing other duties to reduce costs, increase efficiencies, and successfully complete major BOE projects on time and within budget.

- Position may require working at various locations and various shifts as dictated by the needs of the construction projects assigned to the Division.
- The position will be fully funded by Bureau of Engineering Special Funds.

MINIMUM REQUIREMENTS:

Two years full-time paid professional experience in the class of ***Construction Estimator with the City of Los Angeles*** estimating construction projects.

NOTES:

1. A valid California driver's license is required upon appointment.
2. Completion of High School or GED.
3. You must have received a regular appointment as a Construction Estimator with the City of Los Angeles.
4. Applications are subject to review to ensure minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications.
5. An application review will be utilized to determine the most qualified candidates to interview. Interviews may be held at a later date.

Applicants for this position should submit a current City Application, and last two evaluations to Raymund Santos, Personnel Services Division, Stop 508, 111 E. 1st Street Room 307, Los Angeles, CA. You may also submit your application via email to raymund.santos@lacity.org or fax to: (213) 922-8514.

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.

[TL7/8/15]



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

EXEMPT EMPLOYMENT OPPORTUNITIES* SUMMER YOUTH EMPLOYMENT PROGRAM

POSITIONS AVAILABLE

Youth Employment Specialist I . Twenty (20) positions available

SALARY: \$9.61 per hour

OVERVIEW

The Economic and Workforce Development Department (EWDD) is currently accepting applications to hire twenty (20) part-time, temporary Youth Employment Specialists to assist in the administrative and operational aspects of the Summer Youth Employment Program. These positions are limited to 25 hours of work per week, and will be employed through September 30, 2015.

The duties of the Youth Employment Specialists will include but are not limited to:

- Conducting participant intake assessments
- Monitoring the worksites of summer youth workers
- Interviewing supervisors and program participants
- Performing data entry, tracking program participation, and generating reports
- Maintaining program files, photocopying, retrieving phone messages, and responding to emails
- Assisting with the coordination and tracking of training

The primary work location for these positions is 1200 W. 7th Street, in Los Angeles; however, some employees may be assigned to satellite offices.

MINIMUM REQUIREMENTS

1. High school graduation or equivalent required
2. Experience with Microsoft Word, Excel, and data-entry is highly desired
3. Experience working with youth ages 14 . 21 years old, in youth workforce development or education and training is highly desired
4. Must have the ability to follow instructions furnished in written, oral, or diagram form
5. Must have excellent oral and written communication skills

6. Must have a valid California driver's license and proof of the legal right to work in the United States
7. Reliable attendance and punctuality are essential

SELECTION PROCESS

Applications will be thoroughly reviewed to determine a reasonable number of candidates with applicable background and experience to interview. As a part of the selection process, each qualifying candidate's personal and professional qualifications will be reviewed relative to those of other candidates. The candidates who present qualifications most closely related to those necessary for this position will be invited to participate in the interview process. A written performance exercise may also be given. Candidates must meet the minimum eligibility requirements by the application deadline.

HOW TO APPLY

Interested applicants may pick-up a City of Los Angeles job application at the Personnel Department, 700 East Temple Street, Rm. 100, Los Angeles, California, 90012. Applications may also be accessed and downloaded at per.lacity.org/appform.htm

Applicants may only submit a hardcopy of their application by mail or fax to:

Economic and Workforce Development Department
Human Resources Division
1200 W. 7th Street, 4th Floor
Los Angeles, CA 90017

Fax: (213) 744-9308 (cover sheet is optional but not necessary)

Incomplete applications WILL NOT be considered. Submitted application materials become the property of EWDD and will not be returned to applicants. Only those candidates selected for an interview will be contacted by EWDD Human Resources staff.

APPLICATION DEADLINE

Filing period may close at any time once sufficient applications are received.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-9300 if you need assistance.

*** This is an exempt, at-will position. The individual appointed to this position will not accrue any Civil Service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.**

The City of Los Angeles is an Equal Opportunity Employer and does not discriminate on the basis of disability.



Fire Statistical Manager (class code 1638) **Los Angeles Fire Department** **FireStatLA Section**

Annual Salary: \$94,565.52 to \$138,288.24

(THIS POSITION IS EXEMPT FROM CIVIL SERVICE)

BACKGROUND

The Los Angeles Fire Department (LAFD) is seeking an experienced individual to join the FireStatLA Section as a Fire Statistical Manager (FSM). The FSM reports to the Commander of the FireStatLA Section.

RESPONSIBILITIES

The FSM position plans, coordinates, directs, and supervises a staff of professional, technical, sworn and clerical employees engaged in the research and statistical analysis of various types of administrative and technical LAFD data, including, but not limited to, Computer-Aided Dispatch, Fire Prevention, Training, Logistics and Risk Management. The position is responsible for preparing and interpreting quantitative and qualitative data and is responsible for ensuring data integrity and the proper analysis and reporting of operational data. The position serves as a technical advisor to the management and staff of the LAFD and represents the LAFD before the City Council, Council Committees, the Fire Commission and other groups.

The FSM plans, coordinates and implements large-scale research projects involving multiple bureaus, other city departments, and/or agencies. The FSM prepares a variety of written, statistical, and interpretive reports that review and make recommendations on LAFD-wide policies and procedures related to data collection, security, data analysis and interpretation. The FSM recommends changes in existing statistical analyses and reporting methodologies.

The FSM prepares and conducts training for personnel in the areas of research design, data collection, data analysis, and interpretation. The FSM applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

Graduation from a recognized four-year college or university including at least 12 semester or 18 quarter units in statistics, research design/methodology, or quantitative analysis, and:

Four years full-time, paid, professional experience conducting quantitative or qualitative research and/or statistical analyses in a public safety or law enforcement agency, two years of which must have been in a supervisory capacity.

Experience with systems programming or database management is highly desired.

A valid California driver's license and a good driving record are required.

TO APPLY

Electronic submittals are required. Interested candidates should immediately submit a resume detailing the applicable background including the required work experience and education, and attach a completed City application (which can be downloaded at <http://per.lacity.org/application.pdf>), a cover letter of interest, and three (3) work-related references (include name, job title, affiliation and telephone number) to:

Los Angeles Fire Department
Personnel Services Section
200 N. Main Street, Room 1600
Los Angeles, CA 90012
Email: lafd.personnel@lacity.org

APPLICATION DEADLINE

The filing period may close at anytime.

Questions can be directed to Norma Gutierrez at norma.gutierrez@lacity.org or (213) 978-3898.

Only the most qualified candidates will be invited to a panel interview for further evaluation.

NOTES:

1. The Fire Statistical Manager position is exempt from civil service in accordance with the City Charter Sections 1001(b)(4).

The City of Los Angeles is an Equal Employment Opportunity Employer

[TL7/8/15]



Public Safety Employee Relations Manager (code 1721) **Los Angeles Fire Department** **Employee Relations/Risk Management Division**

Annual Salary: \$118,285.20 to \$172,907.28

(THIS POSITION IS EXEMPT FROM CIVIL SERVICE)

BACKGROUND

The Los Angeles Fire Department (LAFD) is seeking an experienced individual to head the Employee Relations/Risk Management Division as a Public Safety Employee Relations Manager (PSERM). The PSERM reports to the Chief of Staff of the Fire Chiefs Office.

RESPONSIBILITIES

The PSERM position plans, organizes, and directs the work of sworn, professional, and clerical employees engaged in the administration and management of the LAFD's employee relations program, risk management, behavioral health program, medical liaison and wellness units. The types of matters addressed by the PSERM are specific to the LAFD such as platoon duty work schedules, workplaces issues in the fire stations on account of platoon duty housing arrangements, compliance with the Fair Labor Standards Act 7K exemption, and behavioral and wellness concerns resulting from firefighters' exposure to contaminants while responding to fires and other incidents. The position serves as consultant to management on the interpretation and application of the Memoranda of Understanding, Employee Relations Ordinance, Firefighter Procedural Bill of Rights, fair Labor standards Act and Departmental rules and regulations. The position applies sound management principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

Graduation from an accredited four-year college or university and;

Five years full-time, paid, experience performing public sector employee relations activities such as negotiating and administering employee relations activities such as negotiating and administering employee relations agreements, reviewing and responding to grievances, reviewing and recommending negotiation proposals, two years which must have been in a supervisory capacity.

Experience as an attorney handling public safety labor relations and/or negotiations is highly desired.

TO APPLY

Electronic submittals are required. Interested candidates should immediately submit a resume detailing the applicable background including the required work experience and education, and attach a completed City application (which can be downloaded at <http://per.lacity.org/application.pdf>), a cover letter of interest, and three (3) work-related references (include name, job title, affiliation and telephone number) to:

Los Angeles Fire Department
Personnel Services Section
200 N. Main Street, Room 1600
Los Angeles, CA 90012
Email: lafd.personnel@lacity.org

APPLICATION DEADLINE

The filing period may close at anytime.

Questions can be directed to Norma Gutierrez at norma.gutierrez@lacity.org or (213) 978-3898.

Only the most qualified candidates will be invited to a panel interview for further evaluation.

NOTES:

1. The Public Safety Employee Relations Manager position is exempt from civil service in accordance with the City Charter Sections 1001(b)(4).

The City of Los Angeles is an Equal Employment Opportunity Employer

[TL7/8/15]

Office of the Controller

EMERGENCY APPOINTMENT OPPORTUNITY

PAYROLL ANALYST I (1630-1)

Will consider Management Analyst I and Systems Analyst I positions

SALARY RANGE: \$63,767.52 - \$93,229.20 (annually)

Duties:

This position provides payroll support and maintains oversight of the city-wide departmental payroll operations; enforces and implements payroll rules through analysis and interpretation of all applicable regulations, laws, policies, and procedures including MOUs, city admin. code, city municipal code, city ordinance, civil service rules, and city charter; performs pre-test review, monitors payroll systems errors and implements corrections, payroll reconciliations, payroll adjustments, updates, year-end support, activities related to W2s, and other duties as assigned

Desired Qualifications:

This Office is looking for a dynamic individual with strong analytical, technical, problem solving, data analysis, writing and customer service skills. Candidate should be a self-starter, creative thinker, work well within a team environment, and thrive in a changing environment. Bachelor's Degree from a recognized college is required for this position.

- ✓ Good working knowledge of the City's regulations, laws, and policies
- ✓ Strong analytical and problem-solving skills;
- ✓ Strong technical skills using Microsoft Word, Excel, and PowerPoint;
- ✓ Strong oral and written communication skills;
- ✓ Excellent customer service skills.

Requirements:

A Bachelor's Degree from a recognized four-year college or university and two years of experience in a city-wide payroll or comparable operation, that provides the desired qualifications, skills, and ability to be successful in the position.

Candidates who are deemed most qualified for the position will be allowed to proceed in the selection process. Interested candidates are encouraged to submit a City or Departmental application along with a resume **by July 31, 2015** to:

Office of the Controller
Attn: Shelia LeFridge
200 N. Main Street #300
Los Angeles, CA 90012
Shelia.LeFridge@lacity.org Fax: (213) 972-7211

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.

Classification - 04/23/2014

[TL7/10/15]