



City of Los Angeles

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City of Los Angeles Personnel Department

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ZOO REGISTRAR

Class Code: 4290

Open Date: 07-06-18

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$55,666 to \$81,390

NOTE:

Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Zoo Registrar assists in the development and implementation of the Zoo's collection management policy and the resulting collection plans. The responsibilities include managing the Zoo's animal records and related policies, validating the quality of recorded data, and ensuring the legal compliance of all animal transactions. The Zoo Registrar will serve as a Zoo's liaison to relevant government agencies, other zoological institutions, and conservation organizations, including the Association of Zoos and Aquariums (AZA).

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Graduation from an accredited four-year college or university with a major in zoology, biology, or a closely related field; **and** one year full-time paid experience as an assistant or associate zoo curator; **or**
2. Two years of full-time paid experience supervising the care, selection, or identification of exotic and wild animals at the level of Senior Animal Keeper; **or**
3. Two years of full-time paid experience performing the duties of a Zoo Registrar.

PROCESS NOTES

1. **In addition to the regular City application, all applicants must complete the Zoo Registrar Qualifications Questionnaire at the time of filing. The Zoo Registrar Qualifications Questionnaire is located within the Supplemental Questions of the City Application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination and their application will not be processed.**
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Applicants qualifying under Requirement #1 must list their school name and location, type of degree earned and major in the Education Section of the City application. Applicants who fail to provide this information on their application will not be considered further in this examination and their applications will not be processed.
4. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
5. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying degree.
6. **Every candidate that is scheduled for a civil service interview will be required to complete their interview on an electronic device (i.e., computer, mobile device, tablet, etc.) using the video messaging program Skype. In order to use Skype you must have the following program and equipment prior to your scheduled interview date and time: an up-to-date electronic device that meets the minimum system requirements to run Skype, the latest version of Skype downloaded on your device (please go to <http://www.skype.com/en/> and click the download Skype icon), internet connection (a high-speed broadband connection is recommended), a built-in or external webcam (high-quality or HD webcam is recommended), and a microphone and speakers (built-in or external). Please visit <https://support.skype.com/en/faq/FA10328/what-are-the-system-requirements-for-skype> in order to view the system requirements for running Skype on different operating systems. You may also visit <https://support.skype.com/en/faq/FA597/what-do-i-need-to-make-a-video-call> for more details on what you will need in order to make a video call, for information about call and video quality, and to determine if your computer meets the hardware requirements. If you need any additional help using Skype please visit <https://support.skype.com/en/>. On the support webpage some helpful links can be found under the headings: Video calling and Skype for devices.**

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity>.

NOTE:

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

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by THURSDAY, JULY 19, 2018.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the selection process in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period may be kept on file in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Zoo Registrar may be evaluated based on the candidate's Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Zoo Registrar, based solely on the information submitted for qualifications review, will continue in the selection process

SELECTION PROCESS

Examination Weight: Essay Advisory
Interview 100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training and background as they demonstrate the knowledge of: zoological taxonomy, natural history, and animal husbandry; animal welfare and wildlife laws and regulations specific to animal acquisition, disposition, breeding and domestic and international transport under international and federal law; Association of Zoos and Aquariums (AZA) cooperative animal management programs, such as studbooks, Species Survival Plans (SSPs), and Taxon Advisory Groups (TAGs); and the ability to collect and collate data from a variety of sources into concise and accurate reports; effectively use a personal computer and computer software sufficient to use animal record keeping software, word processing, spreadsheet, and database software programs, such as Microsoft Office, Excel, and PowerPoint; communicate effectively, both orally and in writing; deal tactfully and effectively with others, including coworkers, volunteers, the public, and members of various clubs, businesses, government agencies, and organizations; train staff and volunteers in animal records keeping, records management, and animal data standards; and other necessary skills, knowledge, and abilities.

As part of their evaluation of each candidate's overall qualifications for the job, the interview panel members will consider the information in the candidate's Qualifications Questionnaire. The Qualifications Questionnaire will not be separately scored but will be presented to the interview board for discussion with each candidate and for consideration in the overall evaluation of the candidate's qualifications. Unsolicited supplemental information will not be submitted to the interview panel.

Candidates will be notified later by e-mail of the date and time of the interview. All candidates that are scheduled for an interview will be required to complete the interview on an electronic device (i.e., computer, mobile device, tablet, etc.) using the video messaging program Skype. It is anticipated that interviews will begin during the period of **SEPTEMBER 10, 2018 to SEPTEMBER 21, 2018.**

Prior to the interview, applicants will be required to prepare some written material related to the duties and responsibilities of a Zoo Registrar. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Please note that applicants must complete the advisory essay and meet minimum qualifications as stated on this bulletin in order to be considered further in the examination process.

The advisory essay will be administered on-line. Applicants invited to participate in the examination will receive an e-mail from the City of Los Angeles outlining the specific steps needed to complete the on-line advisory essay. Applicants will be required to complete the on-line advisory essay between **FRIDAY, AUGUST 3, 2018 and SATURDAY, AUGUST 4, 2018.** Additional instructions will be sent via e-mail. Applicants who fail to complete the advisory essay as instructed may be disqualified.

NOTES:

1. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
3. A final average score of 70% is required to be placed on the eligible list.
4. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.
8. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City application by Personnel Department staff to ensure that the minimum qualifications have been met.

NOTICE:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS

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

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