



City of Los Angeles

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City of Los Angeles Personnel Department

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TRANSPORTATION PLANNING ASSOCIATE

Class Code: 2480

Open Date: 07-24-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$58,088 to \$84,960 and \$69,989 to \$102,312

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Transportation Planning Associate does professional work in administering transit operations and contracts, approving transportation demand management plans, analyzing and recommending transportation system or airport facility improvements, and coordinating transportation planning efforts with Federal, State and local agencies.

REQUIREMENTS

1. Graduation from an accredited four-year college or university with a degree in Transportation Planning or Transportation Engineering; or
2. Graduation from an accredited four-year college or university and completion of at least 12 semester or 18 quarter units in Transportation Policy or Transportation Planning related courses such as Urban Planning, Urban Design, Urban Transportation Issues, Public Policy, Transit, Travel Demand Forecasting, Statistics, Quantities Methods, Public Finance, Urban Economics, Airport Planning, Aviation Management; or
3. Graduation from an accredited four-year college or university and one year of full-time paid professional experience in transportation planning.

NOTES:

1. In addition to the regular City application all candidates must complete the Transportation Planning Associate Qualifications Questionnaire at the time of filing. The Transportation Planning Associate 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. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from an accredited four-year college or university in order to obtain that position. Therefore, to be considered "professional", non-City qualifying experience must be gained in positions after obtaining a four-year degree.
3. 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%08-21-08.pdf>.
4. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
5. In most positions, Transportation Planning Associates are required to provide information to the public, various governmental agencies and Department management and personnel; therefore, the candidate must be able to communicate clearly and understandably to the public.

WHERE TO APPLY

Applications WILL ONLY BE ACCEPTED ON-LINE from 8:00 a.m. **Tuesday, AUGUST 4, 2015 to Midnight, Thursday, AUGUST 6, 2015.** Applications submitted before the start of the filing period will not be accepted. For administrative purposes, filing may close and reopen periodically throughout the filing period. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

APPLICATION DEADLINE

Applications will only be accepted on-line on the following three days: from 8:00 A.M, TUESDAY, AUGUST 4, 2015; WEDNESDAY, AUGUST 5, 2015; TO MIDNIGHT, THURSDAY, AUGUST 6, 2015.

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

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 interview in the following order: 1) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from July 24, 2015 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 Transportation Planning Associate may be evaluated based on the candidate's Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Transportation Planning Associate based solely on the information submitted for qualifications review will continue in the selection process.

SELECTION PROCESS

Examination Weight: Interview100%

Your examination score will be based entirely on an evaluation of your professional and personal qualifications. In the interview, emphasis may be placed on an adequacy of the candidate's experience, training, education and personal qualifications as they have provided the background necessary to perform the duties of a Transportation Planning Associate, including the knowledge of: concepts, principles and trends in transportation planning, including the characteristics of and procedures used in transportation planning and analysis; the planning process, including the environmental review process, sufficient to develop feasible and acceptable transportation plans and programs; factors that have an impact on transportation plans such as environmental, financial, and public acceptance sufficient to properly create and review transportation plans; fundamental concepts of transit systems sufficient to plan and administer transit operations; general layout of the transportation system within the Los Angeles metropolitan area; survey methodologies and principles sufficient to design surveys; statistical concepts sufficient to analyze and review the analysis of data; and the ability to develop and use the appropriate arithmetic and algebraic formulations to solve transportation-related problems; analyze and review problems sufficient to make decisions and recommendations that are timely, logical, comprehensive, clear and concise; pay close attention to detail in order to plan and prioritize tasks and projects and accomplish program objectives; operate computer software, mainframe terminals, and databases; read, interpret, and create complex technical documents including, graphs, charts, and tables; follow written and oral directions sufficient to work independently on simultaneous assignments; communicate, both orally and in writing, sufficient to compose documents, present technical transportation planning concepts, and deliver oral presentations in a clear, concise, and effective manner; deal tactfully and effectively with co-workers, supervisors, management, consultants, the public, and others; and other necessary skills, knowledge, and abilities.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

The Transportation Engineering Associate and the Transportation Planning Associate interviews may contain common test questions and will be administered concurrently.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **SEPTEMBER 28, 2015 TO OCTOBER 9, 2015**.

At the time of the interview, candidates will be required to respond to an advisory writing exercise related to the duties and responsibilities of a Transportation Planning Associate. This material 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. Candidates who fail to complete the advisory writing session may be disqualified. Candidates may anticipate the PCs (personal computers) will be made available to type their writing exercise responses.

NOTES:

1. This examination is based on a validation study.
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. 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.
4. A final average score of 70% is required to be placed on the eligible list.
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. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
8. 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.

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.