



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

MANAGEMENT ASSISTANT

Class Code: 1539

Open Date: 03-27-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$45,956 to \$67,191

The salary range in the Department of Water and Power is \$56,647 to \$70,386.

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
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

Management Assistant is an entry-level professional position that can lead to a career in budget and finance, personnel administration, or special program administration. Typical duties relate to the resolution of departmental and Citywide administrative problems, data collection, report writing, program coordination and development of public policy.

REQUIREMENTS

A bachelor's degree from an accredited four-year college or university.

NOTES:

1. College seniors in their final semester/quarter may apply. However, candidates cannot be appointed until they submit proof of having received their degree. Applicants must list their anticipated graduation date in the Education section of the on-line application.
2. Candidates who obtain a passing score in the examination will receive instructions regarding degree verification.
3. 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).
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>.

WHERE TO APPLY

Applications WILL ONLY BE ACCEPTED ON-LINE from 8:00 a.m., **Tuesday, April 7, 2015 to Midnight, Thursday, April 9, 2015**. Applications submitted before the start of the filing period will not be accepted. **When you are viewing the online 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.

APPLICATION DEADLINE

Applications will only be accepted on-line on the following three days: from 8:00 A.M., **TUESDAY, APRIL 7, 2015; WEDNESDAY, APRIL 8, 2015; TO MIDNIGHT, THURSDAY, APRIL 9, 2015.**

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 written test in the following order: 1) Applicants currently employed by the City of Los Angeles 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 March 27, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The examination will consist of a qualifying multiple-choice written test, an advisory essay, and an interview. The qualifying multiple-choice written test is designed to assess quantitative and verbal reasoning, analytical ability, reading comprehension; and other necessary skills, knowledge and abilities.

At the time of the qualifying written test, candidates will also be required to prepare a response to an advisory writing exercise related to the duties and responsibilities of a Management Assistant. This material will not be separately scored, but will be presented to the interview board for evaluation of the candidate's written communication skills and for consideration in the overall evaluation of the candidate's qualifications.

Passing Score for the Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies. Therefore, the passing score for the qualifying written test may be set either above or below 70%.

Candidates must complete the advisory essay and achieve a passing score in the qualifying written test in order to be called for the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training and professional development as they have provided the knowledge of: computer hardware and software applications and programs; the ability to: gather factual information and conduct research; analyze and evaluate a variety of data; work independently and complete assignments with minimal supervision; prioritize work; interact tactfully and work effectively with co-workers, supervisors, subordinates, employees of various ranks, and members of the public; handle difficult interpersonal situations; communicate orally on a one-to-one or small group basis for the purpose of explaining procedures or policies to individuals or for the purpose of persuading others; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by email of the time and location of the written test, which will be administered in a single half-day session in Los Angeles. It is anticipated that the written test will be held on **SATURDAY, MAY 23, 2015.**

NOTES:

- 1. This examination is based on validation studies and, as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
- 2. A final average score of 70% is required to be placed on the eligible list.
- 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. 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.

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 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 ONLY ON
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.