



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

GOLF STARTER SUPERVISOR

Class Code: 2479

Open Date: 01-23-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$41,613 to \$60,844 and \$51,490 to \$72,251

NOTES:

1. The salary range covers multiple pay grades within the class. 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 Golf Starter Supervisor assigns, reviews, and evaluates the work of employees engaged in registering and scheduling players at a City-owned golf course; processes refunds and accounts for cash from fees, rentals and sales; explains and enforces rules and regulations and patrols courses to expedite play. The Golf Starter Supervisor also audits point-of-sale systems; ensures proper use and training of the computer reservation system; supervises operation of the cart barn; provides customer service and safety training to staff; coordinates activities with various concessionaires, tournament groups, and City golf clubs; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

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

NOTES:

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

WHERE TO APPLY

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

NOTE:

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

APPLICATION DEADLINE

Applications must be received by **THURSDAY, FEBRUARY 5, 2015**

SELECTION PROCESS

Examination Weight: Interview100%
Essay Advisory

The examination will consist entirely of an evaluation of qualifications by interview. In the interview, emphasis will be placed on the candidate's knowledge of: City of Los Angeles golf course rules; Departmental rules, regulations, policies and procedures relating to golf operations and golf tournaments; maintenance requirements of golf facilities; basic computer skills; accounting and cash handling methods; safety and security policies, procedures and proper reporting practices; supervisory principles and practices including directing, assigning, evaluating, training, motivating, and disciplining employees; City Personnel Department rules, policies, and procedures, including Memoranda of Understanding and Equal Employment Opportunity policies; problem solving techniques through independent judgment and initiative; and the ability to organize, plan, coordinate, and schedule activities involving patrons, subgroups, and employees engaged in a variety of golf activities; manage a driving range, including distribution and collection of supplies and related revenue; interpret policies, procedures and regulations sufficient to explain to patrons; determine staffing and training needs; prioritize multiple and varied tasks; exercise independent judgment; observe, identify, and report hazardous conditions; effectively communicate orally and in writing; follow oral and written instructions sufficient to perform duties; deal tactfully and effectively with others, and articulate Department policy and procedures; work quickly and accurately; and other necessary skills, knowledge and abilities.

Prior to the interview, candidates will be required to prepare a written response related to the duties and responsibilities of a Golf Starter Supervisor. 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. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their writing exercise responses.

Candidates will be notified later by e-mail of the date, time and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **MARCH 30, 2015 to APRIL 10, 2015**.

NOTES:

1. The 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. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. A final average score of 70% is required to be placed on the eligible list.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
7. A valid American Red Cross Standard First Aid Certificate or equivalent training may be required prior to appointment.
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 employment applications by Personnel Department staff to ensure that minimum qualifications have been met.

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

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