



City of Los Angeles

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City of Los Angeles Personnel Department

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WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES

THIS LIST PREPARED: **May 16, 2014**

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**	77,151-103,126	May 15	Aquarist**	55,624-76,817	
Background Investigator**	61,554-91,496				
Correctional Nurse**	60,739-90,076				
Criminalist**	62,598-84,334;	22	*Principal City Planner**	127,347-158,207	
	81,954-110,455&				
	85,984-115,905				
*Electric Distribution Mechanic**	73,205-94,127	29	*Director of Security Services**	97,676-121,354	
Trainee	104,587; 109,703;		*Wharfinger**	57,754-71,743&	
Journey-level	114,819; 120,707(flat-rate)			75,792-81,766	
Helicopter Mechanic**	83,039 (flat-rate)				
Licensed Vocational Nurse**	46,812-58,150				
Load Dispatcher**	89,178-110,768				
	Trainee				
	Permanent				
*Safety Engineer Pressure Vessels**	82,225-91,663				
	DWP				
*Tree Surgeon	95,338-106,279				
	DWP				
*Veterinary Technician**	49,548-61,554				
*Wastewater Collection Worker**	67,818-84,250				
	48,462-60,197				
	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 App Only					

POLICE OFFICER

\$48,943 to \$86,694

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

\$48,943 to \$86,694

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

\$46,353 to \$81,682

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

\$48,003 to \$77,444

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.



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WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS LIMITED TO PRESENT EMPLOYEES OF THE CITY THIS LIST PREPARED: **May 16, 2014**

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	May 15	Steam Plant Maintenance Supervisor**	96,277-133,130
	Journey-level	104,587; 109,703; 114,819; 120,707 (flat-rate)			
*Safety Engineer Pressure Vessels**		82,225-91,663	22	*Principal City Planner**	127,347-158,207
	DWP	95,338-106,279		Senior Commercial Field Representative**	66,795-92,394
*Tree Surgeon		49,548-61,554	29	*Director of Security Services**	97,676-121,354
	DWP	67,818-84,250		Waterworks Mechanic Supervisor**	94,001-116,781 & 101,643-126,282
*Veterinary Technician**		48,462-60,197		*Wharfinger**	57,754-71,743 & 75,792-81,766
*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			
			Departmental Promotional Basis:		
			May 29	Police Sergeant**	98,616-116,051
			*Open and Promotional **On-line App Only		

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: **May 15, 2014**

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.

ACCOUNTING CLERK I

- **PW/Bureau of Contract Administration:** Administrative Services, Maricel Quirante (213) 847-2489. *COMMENTS:* Interested Accounting Clerk I candidates should submit Departmental Application and the two most recent evaluations to maricel.quirante@lacity.org. Resumes are optional. This position was approved by the Managed Hiring Committee on 8/16/2013. It will be assigned in the Administrative Services Division located at the Public Works Building. 5/40 and 9/80 schedules are available. **Open until sufficient applications are received.** [TL8/21/13]

ACCOUNTING CLERK II

- **Economic and Workforce Development Department:** Financial Management, H.R. (213) 744-7274. *COMMENTS:* ACCOUNTING CLERK II Position has been approved by the Managed Hiring Committee. Interested Accounting Clerk candidates should submit a Departmental application to cynthia.winston@lacity.org or by fax to (213) 744-9308. *Brief description of position:* This position is responsible for monitoring, reviewing, and resolving incomplete or incorrect D-Time entries; processing prior pay-period adjustments, payroll corrections, mileage reimbursement requests; resolves errors on payroll reports; maintains timekeeping records; and prepares emergency checks and check cancellation requests. Employees in the classification of Accounting Clerk I will be considered in-lieu. **Open until sufficient applications are received.** [TL3/27/14]

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]

AUDITOR I

- **Police:** Internal Audits & Inspections Division, Heather Hake (213) 202-5475. *COMMENTS:* The Los Angeles Police Department has a lateral transfer opportunity for an Auditor I. This position has been approved by the Managed Hiring Committee. The 5/40, 9/80 and 4/10 schedules are available. Please email your Departmental application and last two evaluations to Heather Hake at:

N1209@lapd.lacity.org, or fax to (213) 202-5412. An application review may be utilized to determine the most qualified candidates to be interviewed. **Open until sufficient applications are received.** [TL2/24/14]

Building Repairer I (1 Position)

- **Airports: LAX – Maintenance Services Division**, Grace Quan (424) 646-7900. Please email or fax a city application to gquan@lawa.org or (310) 215-5399. **COMMENTS: DEADLINE TO APPLY – *Friday, May 16, 2014*.** *Brief description of duties of positions:* A Building Repairer I performs a variety of maintenance, modification, repair, and some new construction work on buildings. This position maintains and repairs equipment used in various structures performs routine inspections and preventive maintenance as needed, and related work. In addition to the routine work, this position performs emergency repairs on buildings, structures and fixtures to provide correction of safety and security related issues. Must possess and maintain a valid California Driver's License and LAWA badge with Customs icon during ALL times of employment. Must operate City vehicle. [TL4/30/14]

CHIEF GRANTS ADMINISTRATOR

- **Economic and Workforce Development Department: Economic Development**, CONTACT: H.R. (213) 744-7274. **COMMENTS:** Chief Grants Administrator - SEE ATTACHED. [TL5/2/14]

CHIEF MANAGEMENT ANALYST (Will consider Information Systems Manager II and Director of Systems for In-Lieu Opportunity)

- **Airports: LAX – Financial Management Systems**, Toi-Shawnn McGlover Jeffrey (424) 646-9118. Please e-mail city application and resume to TMcGlover-Jeffery@lawa.org. **COMMENTS: DEADLINE TO APPLY – **Open until sufficient applications are received.**** *Brief description of duties of the position:* Position will manage the Financial Management Systems Division, reporting to LAWA Deputy Executive Director/Comptroller. Responsibilities include managing the Department's financial and accounting information system (SAP), the revenue agreement system (RAMS), and acting as the primary financial systems' liaison for LAWA with other City Departments (ITA, City Controller, Finance) and industry contacts. Division manager will manage, plan, and coordinate with LAWA's Division business process owners on various financial system initiatives. The Division Manager supervises, both directly and through subordinate supervisors, 16 functional support staff, manages training, ensures high quality customer service, and plans for future systems and business process enhancements. Will consider Information Systems Manager II in lieu. Send a cover letter, City application and resume to Toi-Shawnn McGlover-Jeffery @ TMcGlover-Jeffery@lawa.org. [TL12/4/13rev1/23/14]

CIVIL ENGINEERING ASSOCIATE III – 7 positions

- **PW/Engineering: Various**, Angelia Brown (213) 485-5140. **COMMENTS:** These positions are open to current Civil Engineering Associate II's and III's. The positions will be filled via transfer and/or paygrade advancement. Candidates who wish to be considered should submit a Departmental Application (<http://per.ci.la.ca.us/Forms/DeptApp.pdf>) and résumé via email to eng.boecerts@lacity.org. Be sure to add the classification in the 'subject line.' An application review may be utilized to determine the most qualified candidates to be interviewed. Deadline to apply: ***Friday, May 16, 2014 at 4:00 p.m.*** [TL5/6/14rev5/7/14]

CONSTRUCTION EQUIPMENT SERVICE WORKER (1 Position)

- **Airports: VNY – Van Nuys Maintenance Services**, Andrea Chisholm (818) 442-6600. Please email a city application to achisholm@lawa.org. **COMMENTS: DEADLINE TO APPLY – *Friday, May 23, 2014*.** *Brief description of duties of positions:* Performs a variety of non-repair functions on construction equipment and fleet. Maintains records on equipment serviced including labor & maintains inventory

records, prepares parts requests. Performs PM work such as lubricating equipment, flushing and refilling transmission, replacing oil and gas filters, and servicing equipment such as air compressors, tractors, cranes, etc. The selected candidate must possess and maintain a valid LAWA identification badge and CA Commercial Driver's License with tanker and hazardous materials endorsements during ALL times of employment. [TL5/8/14]

DEPARTMENTAL CHIEF ACCOUNTANT IV

(Will consider DCA III for pay-grade and Financial Manager II for in-lieu opportunity)

- **Airports: LAX – Finance & Budget – Financial Reporting Section**, Latrice Carter (424) 646-5162. Please e-mail city application and resume to lcarter@lawa.org. **COMMENTS:** DEADLINE TO APPLY – **Open until sufficient applications are received.** *Brief description of duties of the position:* Plans, directs, supervises and evaluates work of subordinate supervisors and professional staff of LAWA's Financial Reporting Division, including the sections responsible for GAAP compliance, accounting standards, bond accounting, project accounting and fixed assets. Oversees the maintenance of LAWA's general ledger and coordinates with LAWA's operating divisions to prepare monthly, quarterly and annual internal financial reporting and analysis of results for LAWA and its individual airports. This position reports directly to the CFO and will oversee a staff of 13-15 accounting and administrative personnel. Will accept Financial Manager II for in-lieu opportunity. [TL12/10/13]

ELECTRICAL CRAFT HELPER (1 Position)

- **Airports: VNY – Van Nuys Maintenance Services**, Andrea Chisholm (818) 442-6600. Please email a city application to achisholm@lawa.org. **COMMENTS:** DEADLINE TO APPLY – **Friday, May 23, 2014.** *Brief description of duties of positions:* Assists skilled journey-level Electrician by performing a variety of semi-skilled and manual duties involved in the maintenance, installation and/or repair of electrical systems, facilities and equipment and does related work. Must obtain a CA Driver's License Class B within six months after hire and maintain along with LAWA identification badge throughout employment. [TL5/8/14]

ELECTRICIAN

- **Airports: LAX – Engineering & Facilities Management Division**, (5 Positions) Londie Hill (424) 646-7859. Please email or fax a city application and resume to ehill@lawa.org or (424) 646-9346. **COMMENTS:** DEADLINE TO APPLY – **Open until sufficient applications are received.** *Brief description of duties of positions:* An Electrician does skilled electrical work in the installation, maintenance, and repairs of wiring and electric installations throughout airport buildings, plants and facilities; may act as lead person to other journey-level Electricians, overseeing their work and doing related work. The selected candidate must possess and maintain a valid California Driver's License during all times of employment. [TL12/27/13rev1/8/14]

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]

ENGINEERING DESIGNER II

- **PW/Engineering:** Wastewater Conveyance Engineering Division, Ivan Gerson (213) 485-1169. *COMMENTS:* This position is open to current Engineering Designer I & II's. The positions will be filled via transfer and/or paygrade advancement. Deadline to apply: **Tuesday, May 27, 2014 at 4:00 p.m.** [TL5/15/14]

ENVIRONMENTAL COMPLIANCE INSPECTOR - 4292

- **Public Works – Sanitation:** Watershed Protection Division, Rolanda C. Dowd (213) 485-2230. *COMMENTS:* Emergency Appointment Opportunity - deadline to respond is **Friday, May 23, 2014, 4:00pm**. Valid CA Driver's license required. Please contact BOS Personnel Liaison Services – Group 1 for a detailed bulletin. See attached bulletin for details. [TL5/6/14]

GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

- **Fire Department:** Administrative Services Bureau – Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position in the Management Information Systems Division 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 only. 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. [TL5/1/14]

GEOGRAPHIC SYSTEMS SUPERVISOR II

- **PW/Engineering:** Mapping Division, Bruni Pelletier (213) 482-7133. *COMMENTS:* This position is open to current Geographic Information Systems Supervisors I & II's. The positions will be filled via transfer and/or paygrade advancement. Deadline to apply: **Friday, May 30, 2014 at 4:00 p.m.** [TL5/15/14]

MANAGEMENT ANALYST II (9184)

- **PW / Bureau of Sanitation:** Industrial Safety & Compliance Division (ISCD), Erick Jackson (213) 485-2687. *COMMENTS:* This position supervises employee development, administrative and risk management support activities for the Industrial Safety and Compliance Division (ISCD). Transfer/Paygrade Opportunity Notice- deadline to apply is Friday, May 30, 2014, 4:00 p.m. Valid CA Driver's license required. Please contact BOS Personnel Liaison Services – Group 1 for a detailed bulletin. Applications may be faxed to (213) 485-2973. See attached for details. [TL5/7/14]
- **Fire Department:** Administration – Professional Standards Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position in the Professional Standards Division located 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. 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 to request a copy of the position description. [TL5/8/14]

MANAGEMENT ASSISTANT (3 positions)

- **Airports: LAX – Airport Police Division – Security Credential Section**, Danielle Jennings (424)646-5603. Please email city application to djennings@lawa.org or fax (424) 646-9300. **COMMENTS:** DEADLINE TO APPLY – **Thursday, May 15, 2014**. *Brief description of duties of positions:* Security Credential Section/Enrollment and Contract Management Unit -The duties are to enroll and train new entrant companies in the badge program, process contracts, additional contracts, additional access requests and assist at the public counter and answer phones. Manage and act as the liaison for 50 active companies operating at LAX. Reviewing and analyzing a company's operational needs to gain access and be badged at the airport in compliance with Department, City and Federal regulations. Provide federally mandated airport security training to current and new badge holders. Conduct site visits to determine access control needs. Responsible for preparing reports, letters, memoranda and recommendations to management on a wide variety of administrative, personnel and security related issues that affect the day to day operations of the office. Assist with special projects and assignments on an as needed basis. Heavy customer contact is required. Security Credential Section/Regulatory Audit & Coordination Unit -Manage and acting as the liaison for 50 active companies operating at LAX. Reviewing and analyzing a company's operational needs to gain access and be badged at the airport in compliance with Department, City and Federal regulations. Provide federally mandated airport security training to current and new badge holders. Prepare reports, letters memoranda and recommendations to management on a wide variety of operations of the office. Prepare reports, letters memoranda and recommendations to management on a wide variety of administrative, personnel and security related issues that affect the day to day operations of the office. Conduct site visits and field evaluations (audits) of companies and agencies doing business at LAX to ascertain that all federal, state, City, and LAWA rules and regulations are followed and proper documentation is on file. Create flyers, memorandums, reports, etc. for dissemination internally and to the airport community on badging and security related issues. Assist with special project projects and assignments on an as needed basis. [TL5/8/14]

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 II

- **PW/Engineering: Central District Office**, Eda Meredith (213) 482-7057. [TL4/8/14]

PAYROLL SUPERVISOR I

- **Economic and Workforce Development Department:** Financial Management, CONTACT: H.R. (213) 744-7274. *COMMENTS:* PAYROLL SUPERVISOR I: Position has been approved by the Managed Hiring Committee. Please submit a departmental application to cynthia.winston@lacity.org or by fax to (213) 744-9308. *Brief description of duties:* Monitoring and reviewing payroll; supervising Accounting Clerk(s) in the processing of payroll; processing prior pay-period adjustments and payroll correction notices; monitoring and implementing the collection of salary over-payments; preparing various internal reports; processing mileage reimbursement and maintaining automobile insurance records for mileage employees. **Open until sufficient applications are received.** [TL3/26/14]

PRINCIPAL COMMUNICATIONS OPERATOR (1 Position)

- **Airports:** LAX – Airport Police Division, Lucinda Rezendes (424)646-5602. Please email a city application to lrezendes@lawa.org. *COMMENTS:* DEADLINE TO APPLY – **Friday, May 23, 2014**. *Brief description of duties of positions:* Second level supervision/management of the 24-hr public safety dispatch center of the Airport Police Division. Responsible for performing a wide range of supervisory duties including monitoring and evaluating employees' performance, providing training, timekeeping, maintaining dispatch equipment, ensuring procedures are disseminated and adhered to, managing audio requests and dispatch records requests, ensuring Department of Justice compliance, participating in the selection of personnel and assisting on the dispatch floor as needed. [TL5/8/14]

PROGRAMMER ANALYST III

- **Fire & Police Pensions:** Systems, Erick Kurimoto (213) 978-4440. *COMMENTS:* The Los Angeles Fire and Police Pensions (LAFPP) Programmer Analyst III position's responsibilities include supporting, monitoring, and managing web-based document management system, known as Documentum, which includes the web, context, index, and SQL database servers. This position is also expected to support, monitor, and manage the department Inputaccel Captiva scanning solution. The following experience is preferred: Documentum Query Language (DQL), Documentum Installer, Documentum Administrator (DA), Inputaccel Captiva release 5.3, SQL database, J2EE Web Technologies (Apache TomCat) and Webtop release 6.5. This position is expected to support the department Internet website, developed in Java, and hosted in a Linux environment with MYSQL database. This position is also expected to support the department Intranet website, developed in ColdFusion, Javascript, and HTML, with SQL database in a Windows server platform. Knowledge in administering Linux and Windows servers is highly desired. In addition, this position, is expected to design, develop, implement, maintain, and support other web-based and Microsoft Access desktop applications using ColdFusion, Javascript, HTML, Java, VisualBasic, and SQL. This position is also available for Programmer Analyst IIs for paygrade advancement. LAFPP offers tuition reimbursement and on-site parking. To apply, please submit a Departmental Application (<http://per.ci.la.ca.us/Forms/DeptApp.pdf>) and two most recent annual evaluations to Erick Kurimoto via fax at (213) 978-4463 or email at Erick.kurimoto@lafpp.com, no later than **4:00 pm on Thursday, May 29th, 2014**. [TL5/13/14]

RISK AND INSURANCE ASSISTANT

- **City Administrative Officer:** Risk Management, Claudia Castellon (213) 473-7553. *COMMENTS:* Please see full page advertisement towards the back section of all transfer listings. Interested candidates should submit a city application and/or resume no later than **Tuesday, May 20th..** [TL5/6/14]

SECRETARY

- **PW/Engineering:** Wastewater Conveyance Construction Division, Hector Chavez (213) 847-0289. *COMMENTS:* Deadline to apply: **Friday, May 16, 2014 at 4:00 p.m.** [TL5/7/14]

SENIOR CLERK TYPIST

- **Los Angeles Housing Department + Community Investment Department:** Administrative Services 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 regular City application and resume, position **open until sufficient applications have been received** Fax Number is (213) 808-8477. [TL12/4/13]
- **Los Angeles Housing Department + Community Investment Department:** Rent Stabilization Division (3 positions), 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 regular City application and resume, position **open until sufficient applications have been received** Fax Number is (213) 808-8477. [TL12/4/13]
- **LACERS:** Health Benefits and Communications. Lin Aragon (213) 473-7244. LACERS offers a tuition reimbursement program, parking, and a 9/80 work schedule with an end of shift time no earlier than 5:00 pm. This position will be responsible for general clerical duties and will have primary responsibilities of staffing the Member Support Services Center (MISSC) within the Health Benefits and Communications Division including LACERS Member Reception Desk. The MISSC representative is primarily responsible for providing excellent customer service via LACERS main phone line; assisting members who visit LACERS by appointment or as walk-ins to the office with a variety of issues pertaining to their retirement benefits; disseminating information to members on a variety of topics, including but not limited to, retirement estimates, estimates for health and dental benefits, beneficiary forms, and direct deposit information. Excellent communication skills and previous customer service experience are strongly desired. Intermediate computer and keyboard skills are required. Screening may be conducted to select the most qualified candidates for interview. To be considered, interested candidates should submit a City Application (<http://per.ci.la.ca.us/Forms/Application.pdf>), résumé, and two most recent evaluations via email to LACERS.HR@lacity.org, or via fax to (213) 473-7282. Deadline to Apply: **Thursday, April 17, 2014 at 12:00p.m.** (Noon), or **until a sufficient number of applications have been received.** [TL3/20/14rev4/10/14]

SENIOR ELECTRICIAN

- **Airports:** LAX – Engineering & Facilities Management Division – Facilities Maintenance, Elander (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 the position: A Senior Electrician performs skilled electrical work in the installation, maintenance, and repair of wiring and electric installations on the airfield and throughout airport buildings, plants and facilities including the new Bradley West Commissioning/Activation Project. This classification repairs and maintains switchgear, electrical equipment, and performs improvements to electrical systems of buildings and structures in order to test and certify the Fire/Life Safety System and to meet Fire Department Regulation 4 requirements. A Senior Electrician also acts as a lead person to journey-level Electricians, supervises their work and does related work for the Bradley West Commissioning/Activation Project. Applications and resumes should be e-mailed to ehill@lawa.org or faxed to 424-646-9346 before the interviews. Candidates must possess a valid State of California Driver's License during all times of employment and must be able to get a Customs seal. [TL1/31/14]

SENIOR MANAGEMENT ANALYST II – 2 Positions

- **PW/Engineering:** ASD, Olga Houston (213) 485-5142. *COMMENTS:* *COMMENTS:* These positions are open to current Sr. Management Analyst I's and II's. The positions will be filled via transfer and/or paygrade advancement. Candidates who wish to be considered should submit a Departmental Application (<http://per.ci.la.ca.us/Forms/DeptApp.pdf>) and résumé via email to

eng.boecerts@lacity.org. Be sure to add the classification in the 'subject line.' An application review may be utilized to determine the most qualified candidates to be interviewed. Deadline to apply: **Friday, May 16, 2014 at 4:00 p.m.** [TL4/7/14]

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

- **Library Department:** Information Technology Division – Central Library (1 vacancy), Juanita Carter 213-228-7430. *COMMENTS:* Please fax completed City application and two most recent evaluations to 213-228-7439. *Summary of Duties:* This position will provide hardware and software support to 72 branch libraries and will setup and configure hardware and software; install new equipment at branch libraries; coordinate and implement the operating system migration to Windows 7 or newer Windows operating system. The incumbent must have experience with, and a basic understanding of, LANs and WANs, and the ability to troubleshoot problems with the network and devices including switches, hubs, and routers. The incumbent will assist a Senior Systems Analyst in the auditing and tracking of over 3,000 computers by using the Track-It inventory system. Working knowledge and experience in SQL server and Crystal Reports are desired. Experience or knowledge in web applications or writing scripts / batch files, Visual Basics, HTML is desired. The incumbent will be required drive to branch libraries in the city of Los Angeles as needed and must possess and maintain a valid California Driver License and automobile insurance during the course of employment. 5/40 work schedule only and will be required to work a Saturday rotation, approximately one Saturday a month. [TL2/13/14]
- **Water & Power:** Information Technology Services, ITS PERSONNEL. There are 4 positions to be filled that will support the maintenance, operations, and development of customer related systems. All positions will be on the 5/40 work schedule. One position will support field operations, which includes meter reading and field services, collections, and investigation; this position will require the employee to spend time at both the JFB and Valley Offices. One position will support Customer Contact Center Technology, including the interactive voice response system and related applications; this position is located in the JFB. Two additional positions will support the newly implemented billing system and related functions; these two positions are located in the JFB. Duties include but are not limited to: gather user requirements for system and application development; prepare functional specifications for system development; analyze business processes and make recommendations to management on ways to automate and streamline operations; participate in operational and project teams as a technical resource to assist in the establishment of functional and technical requirements for system maintenance and development; establish test plans and coordinate the various phases of testing prior to system deployment; conduct meetings with Subject Matter Experts to determine and analyze business processes; administer billing and field automation systems; create queries to extract data from existing databases; interact with vendors to evaluate new product offerings. May also assist in the

preparation of Request For Proposals (RFP), evaluation of responses, and contract negotiations. This ITS position will be matrixed to the Customer Service Division (CSD) and will work on applications and projects that support CSD operations. Overtime and travel will be required. The successful candidate will be evaluated on experience and skills in: previous work experience, education, and knowledge of working as a liaison between technical application support staff, business systems administration, and end-users including experience supporting enterprise systems; knowledge of system development life cycle, principles of project management, and application testing levels and methodology; knowledge of systems analysis in order to work with users' requests for business solutions including gathering user requirements and analyzing business processes; develop and prepare high-level plans for business system procedures and changes, including prerequisite steps, critical paths, and milestone events, in order to implement changes into existing procedures; ability to: communicate and interact effectively and tactfully with other Department personnel and customers in writing, in person or by telephone; create reports and query development; analyze written material; investigate, and resolve problem accounts using independent judgment. Resumes will be reviewed with respect to the candidates' descriptions of experience and qualifications for the duties as described above, and a screening process may be used. Situational questions may be used as a predictor of candidate's ability to analyze job-related problems. A written performance test may also be given to measure selected skills and abilities. Attendance records will be considered in terms of total number of hours of absence and number of instances. A thorough background check will be conducted prior to any job offer being made. Please fax a Departmental application and resume to (213) 367-1556; Attention: ITS Personnel. Resumes with applications will also be accepted by email at ITSPersonnel@LADWP.com. Accepting resumes until **3:00 pm on May 16, 2014.** [TL5/6/14]

- **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]

SYSTEMS PROGRAMMER I

- **Information Technology Agency:** Public Safety Fire Dispatch Division, CONTACT: H.R. Consolidated Records (213) 972-5980. *COMMENTS:* One Position in the Public Safety Fire Dispatch Division, located at 200 N. Main St., CHE. Position has been approved by the Managed Hiring Committee. Duties: The Division is in charge of the development, maintenance and support of the Fire 911 dispatch systems. The division is also responsible for the integration of various systems and technologies for the public safety systems at the Primary and back dispatch facilities. The system span over a multitude of complex and multi-platform environments. The staff in the division are responsible for the systems administrations, configurations, development of software, integration of systems and 24x7 support of all systems. Candidates wishing to be considered should submit a resume to

hrconsolidatedrecords@lacity.org. Please call (213) 972-5980 to request a copy of the position description. Deadline: **Open until a sufficient number of applications are received.** [TL3/11/14]

YOUTH EMPLOYMENT SPECIALIST I

- **Economic and Workforce Development Department:** Workforce, Contact: H.R. 213) 744-7274 .
COMMENTS: Youth Employment Specialist I See Attached.



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
200 North Spring Street, Room 1805
Los Angeles, CA 90012
Attn: Erika Hillard

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 (AB 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 pet 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 (printed)

Signature

Date

RESERVE ANIMAL CONTROL OFFICER (RACO) PROGRAM



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.



JOB ANNOUNCEMENT

RELIEF ANIMAL REGULATION WORKER

INFORMATION TECHNOLOGY SECTION

POSITION: Relief Animal Regulation Worker for the City of Los Angeles Department of Animal Services. This position is in the Department's IT section with primary duties in Help Desk and technical support.

POSITION OVERVIEW:

The Department of Animal Services is seeking a person to provide technical support for Department users and multiple locations throughout the City of Los Angeles. The primary work location is 221 N. Figueroa St, Suite 500 LA, CA 90012.

DUTIES:

- Respond and provide technical help/guidance to users in resolving technical problems.
- Perform desktop support functions. Troubleshoot hardware and software issues. Knowledge of TCP/IP network, various Windows Operating Systems, and MS Office software such as Word, Excel, PowerPoint, and Publisher.
- Install, configure, and deploy PC hardware and software to end users. Applicant must be able to physically lift and transport standard PC hardware and printer equipment. Minimal of 50lbs.
- Perform site inspection and equipment inventory as required. Driving is required.
- Prepare technical/user manuals.
- Other functions assigned by Supervisor.
- Programming and/or web design skills are desirable

MINIMUM REQUIREMENTS:

- One year post secondary education at the College or University level.
- Be at least 18 years of age, have a valid California Driver's License and proof of legal right to work in the U.S.
- One year experience providing Help Desk technical support.
- Must be able to lift 40 to 50 pounds.

SALARY:

\$18.80 per/hour with no benefits.

CONTACT:

To apply for this position, please email your resume to Dara.Ball@lacity.org.

Please complete a regular City application located at: <http://per.lacity.org/application.pdf> and mail it to: Personnel Liaison Services Bureau-Group 1, Attn: Relief Animal Regulation Worker, 200 North Spring Street, Room 1805, Los Angeles, CA 90012.

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



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EXEMPT EMPLOYMENT OPPORTUNITY

CHIEF GRANTS ADMINISTRATOR

Annual Salary: \$128,286 - \$159,397

OVERVIEW

The Economic and Workforce Development Department (EWDD) is seeking an experienced individual to join our Economic Development Division (EDD). The EDD offers over \$600 million in direct and indirect financing and technical assistance programs that promote business growth and job creation, with a focus on underserved, economically challenged areas in the City of Los Angeles.

RESPONSIBILITIES

The Chief Grants Administrator (CGA) position manages and oversees a major function of EWDD's administration and operation. This position is responsible for the development, administration, and evaluation of economic development programs including the Community Development Block Grant business loan and business assistance programs, the Industrial Development Bond conduit financing; and it provides oversight for the HUD CDBG Section 108 Loan Program. The CGA is also responsible for the development, administration, evaluation, marketing and promotion of economic development programs and incentives for new and existing businesses. The CGA also directs the preparation of grant proposals, plans and reports to grantor agencies, prepares the Division budget, monitors expenditures and coordinates budget appropriations with Federal and State grant resources

Under the direction of the Assistant General Manager for Economic Development, the CGA will assist with the development of a citywide strategic plan for economic development that would serve as a road map for increased investment and revenues, and identify economic catalysts to improve and sustain the city's economy.

The Chief Grants Administrator will be responsible for overseeing the financial underwriting and analysis of all economic development projects under the purview of the department. In addition the CGA will provide oversight and ensure compliance with the requirements of our economic development tools including Community Development Block Grant funds, Section 108 loans, New Market Tax Credit, Bonds, and public-private financing.

In carrying out the responsibility for shaping major policy recommendations for economic development issues in the City of Los Angeles, the CGA will be required to collaborate extensively on behalf of the EWDD with the Mayor's Office, Council Offices, the U. S. Department of Housing and Urban Development, and various other public and private organizations in planning and implementing economic development projects.

REQUIREMENTS

1. Two years of full-time paid experience in a position at least at the level of Assistant Chief Grants Administrator engaged in the design, implementation, administration or evaluation of economic development or community development programs, preferably in a public agency that administers professional Federal grants management programs in a complex urban environment.

2. Demonstrated knowledge and professional ability to manage and administer a broad range of complex community and economic development programs, in a fast paced, progressive and diverse environment including: knowledge of necessary principles, methods, techniques and practices; the ability to develop effective plans to measure program success; and the ability to formulate and implement policies and procedures to ensure compliance with Federal, State and local regulations and guidelines.
3. Demonstrated ability in interacting with and making presentations before elected/appointed officials including the City of Los Angeles Mayor's Office, City Council, etc., as well as other Federal, State, local and regional agencies, individuals, diverse groups and organizations as the incumbent will be required to act as a spokesperson to market and promote the various economic development programs and incentives to existing businesses and to attract new business into the City of Los Angeles.
4. Demonstrated knowledge of grant application and administration procedures, Section 108 loan administration, and a good knowledge of the major principles and practices of planning, administering, monitoring, evaluating, and preparing and negotiating contracts for community development and economic programs; good knowledge of City, State and Federal practices and procedures for organization, budgeting and financial administration related to grant-funded economic programs.
5. Demonstrated ability to plan, organize, direct and evaluate the work of professional employees engaged in implementing and monitoring grant programs in the areas of economic and community development.
6. Demonstrated ability to identify and analyze potential problems and develop innovative, practical solutions on matters related to a comprehensive community and economic development programs.
7. Demonstrated ability to develop and maintain a collaborative environment seeking partnerships with a variety of City departments, offices and bureaus, political entities, civic organizations, outside community based agencies, Federal agencies or other organizations, and the public in planning and implementing economic development projects in the City of Los Angeles.
8. Demonstrated ability to work in a politically sensitive environment and to be an effective team player.
9. A valid California driver license and a good driving record are required.

HOW TO APPLY

Interested candidates should immediately submit a resume detailing applicable background and work experience, a completed City job application, a cover letter of interest, and three (3) work-related references (include name, job title, affiliation and telephone number) by mail or email to:

Economic and Workforce Development Department
Human Resources Division, Attention: Cynthia Winston
1200 W. 7th Street, 4th Floor
Los Angeles, CA 90017
E-mail: cynthia.winston@lacity.org

Applications may be accessed at per.lacity.org/appform.htm **Incomplete applications will not be accepted.**

Applicants who lack six months or less of the required experience may file for this position; however, they cannot be appointed until the full experience requirement is met.

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

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) 744-7274 if you need assistance.

*** Information concerning exempt employment is attached to this bulletin.**

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.

RISK AND INSURANCE ASSISTANT, CLASS CODE 1645

City Administrative Officer: Risk Management, CONTACT: Claudia Castellon, (213) 473-7553. *The available position is an **EMERGENCY APPOINTMENT**. Please see information below.

The position requires three years full-time paid experience with the City of Los Angeles as a Senior Clerk Typist or equivalent **and** six months full-time paid experience working in the insurance industry or the City reviewing, analyzing, issuing and processing Insurance and/or Bond documentation. Interested candidates who need additional information or would like to submit a City application and/or resume should contact Claudia Castellon via email @ claudia.castellon@lacity.org. Deadline to apply is **Tuesday, May 20, 2014**.

***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.

When 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.

CITY OF LOS ANGELES
BUREAU OF SANITATION

EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

DATE: April 28, 2014

TO: ALL LABORATORY TECHNICIANS OR QUALIFYING CANDIDATES WHO MEET THE LATEST BULLETIN REQUIREMENTS FOR ENVIRONMENTAL COMPLIANCE INSPECTOR.

EMERGENCY APPOINTMENT OPPORTUNITY FOR ONE (1) ENVIRONMENTAL COMPLIANCE INSPECTOR IN THE BUREAU OF SANITATION, WATERSHED PROTECTION DIVISION.

APPLICATION DEADLINE: 4:00 p.m., Friday May 23, 2014

LOCATION

Bureau of Sanitation – Watershed Protection Division, located at 2714 Media Center Drive, Los Angeles, CA 90065

MINIMUM REQUIREMENTS:

1. Two years of full-time paid experience in a position at least at the level of Laboratory Technician in physical or chemical testing, wastewater treatment, or in explaining or enforcing environmental health laws, ordinances, or regulations pertaining to wastewater treatment.
2. Completion of 12 semester or 18 quarter units from a recognized college or university in biology, chemistry, environmental science or engineering may be substituted for each year of experience lacking.

A Valid Class C CA Driver's License with a good driving record is required.

***Candidates filing under Requirement #2 must list course titles, number of units, school and date completed in the School/Training section of the application.

*****NOTE*****

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. Emergency appointments are subject to the approval of the Personnel Department. No emergency appointment can exceed one year

(City Charter Section 1013). In order for an appointment to be made permanent, a candidate must take and pass an exam and receive a score that is high enough to be reachable.

*****CANDIDATES MUST MEET THE MINIMUM ELIGIBILITY REQUIREMENTS BY THE APPLICATION DEADLINE DATE.*****

DUTIES AND RESPONSIBILITIES

An Environmental Compliance Inspector performs highly independent investigations and fieldwork with duties that include but are not limited to:

- Conducting emergency response activities to hazardous materials/waste incidents occurring in the public's right of way at all hours that include but are not limited to: oil spills, chemical spills, gas emissions, sanitary sewage spills, abandoned hazardous materials, and biohazardous waste, which could potentially impact State receiving waters and/or the public health & safety. Perform criminal investigations to identify sources of illicit discharges and abandoned chemicals.
- Overseeing remediation efforts during spills, illicit discharges, and abandoned chemical waste; Performing hazardous materials categorization of abandoned chemicals and materials;
- Performing homeless encampment clean-ups on City property and public right-of-way throughout the City of Los Angeles. Tasks include operational lead, health and safety hazard determinations, legal documentation, encampment assessment, site security, and oversight of clean-up operation.
- Directing enforcement activities: inspection a variety of facilities including commercial, industrial, residential, and City facilities to determine compliance with NPDES (storm water/urban runoff) regulations, codes, statutes, and ordinances.
- Investigating construction sites for compliance with the NPDES (storm water/ urban runoff) permit and all applicable storm water issues;
- Preparing reports and other documents associated with inspections and enforcement cases;
- Collect samples, photographs, witness statements, and other evidence during investigations;
- Perform other assigned projects and/or studies regarding compliance, watersheds/receiving waters, and other applicable administrative duties, including but not limited to generating investigation reports and preparing enforcement cases for referral to prosecutors.
- Attend training classes to stay current with all NPDES, hazardous materials, hazardous waste, and safety regulations and law enforcement investigation techniques from federal, State, and local agencies.

SKILLS, KNOWLEDGES, ABILITIES, AND PERSONAL QUALIFICATIONS

The Bureau of Sanitation is seeking qualified candidates with the following skills, knowledge, abilities:

- Good oral and written communication skills
- Ability to exercise independent judgment; good customer service skills; ability to work well with the public, peers, and personnel of various classifications
- Ability to obtain Peace Officer Standards Training (P.O.S.T.) certification pursuant to criteria set forth in Section 1029 of the California Government Code.

SELECTION PROCEDURE

Depending on the number of candidates who apply, all applications may be reviewed in order to identify candidates whose past and present experience is most closely related to the duties and requirements of the position.

Final selection will be based on an oral interview, where candidates will be evaluated for their skills, knowledge, abilities, and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors and may review candidates' personnel folders as part of the selection process. All candidates who are interviewed will be notified of the final results of the selection process.

HOW TO APPLY

Interested candidates may apply by submitting a completed City Application to:

Bureau of Sanitation – Personnel Liaison Services
1149 S. Broadway, 9th Floor
ATTN: Rolanda C. Dowd
Mail Stop# 520
(213) 485-2689
FAX (213) 485-2973

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 4:00 P.M. ON FRIDAY MAY 23, 2014.

**DEPARTMENT OF PUBLIC WORKS
BUREAU OF SANITATION**

TRANSFER/PAYGRADE OPPORTUNITY NOTICE

Date: **May 6, 2014**

To: **ALL CITY EMPLOYEES WITH STATUS AS A MANAGEMENT ANALYST**

TRANSFER AND/OR PAYGRADE OPPORTUNITY FOR ONE (1) MANAGEMENT ANALYST II

APPLICATION DEADLINE: Friday, May 30, 2014

POSITIONS AVAILABLE:

One (1) Management Analyst II position in the Industrial Safety & Compliance Division (ISCD) located at 12000 Vista del Mar, Playa del Rey, California, 90293

MINIMUM REQUIREMENTS

This position is open to all candidates with status in the class of Management Analyst.

DUTIES AND RESPONSIBILITIES

Under the direction of the Division Manager and the Training and Risk Management Support Section Manager, this position will supervise employee development, administrative and risk management support activities for the Industrial Safety and Compliance Division (ISCD).

- Assigns, supervises and evaluates the work of professional and clerical support staff engaged in administrative, training, and risk management support activities.
- Assist the Administrative Division staff in budgetary activities including tracking expenditures and forecasting funding availability for regulatory and non-regulatory employee development programs and assisting with contract administration.
- Provides general oversight of the Training and Information Systems Data Base (TIMS).
- Provides enforcement of Specialized Training and Tuition Reimbursement Program policies, and assist in conducting, but primarily coordinating, some employee development and essential skill course training on an as needed basis.
- Directly involved in special risk mitigation projects including the review, follow-up and tracking of high severity litigation and claims (upwards of \$100,000 in claim costs).
- Prepares the High Severity Quarterly Report in compliance with the Mayor's Executive Directive 9, and reviews other claims related data to determine exposure, trends and root cause analysis and makes recommendations for possible training or re-evaluation of department policies, safety practices, etc. to mitigate future liability.
- In coordination with ISCD's Safety Operation, monitors and reports on safety training compliance tracked in TIMS to fulfill Cal OSHA regulations and to fulfill annual reporting requirements of the Personnel Department and City Council.

SKILLS, KNOWLEDGE AND ABILITIES:

- Candidates should possess strong leadership skills including initiative and a willingness to innovatively problem solve and provide solutions that address operational needs of ISCD, and the performance needs of employees in the Bureau of Sanitation.
- Ability to display a customer focused attitude and approach including excellent communication and interpersonal skills as this position will have frequent interaction with employees at all levels in the organization including other City department staff.
- The ability to be flexible and adapt to change including a change in Department priorities to meet work demands.
- Strong analytical, writing and oral presentation skills are important for this position.
- Candidates should be proficient in word, excel and other Microsoft programs.
- Proficiency in access and power point is also preferred.
- Supervisory experience or experience as a team leader is highly desirable.

METHOD FOR EVALUATION OF CANDIDATES:

Depending on the number of candidates who apply, all City applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position duties and requirements.

Final selection will be based on an oral interview where candidates will be evaluated for their skills, knowledge, abilities and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors and may review candidates' personnel folders as part of the selection process. All candidates will be notified of the final results of the selection process.

HOW TO APPLY

Interested candidates may fax or mail their completed City applications.

Candidates may also include a resume, but a City applications must be completed and sent to:

City of Los Angeles, Bureau of Sanitation
Attention: Erick Jackson
1149 S. Broadway, 9th Flr.
Los Angeles, CA 90015
Mail Stop: 520
Phone: (213) 485-2689
Fax: (213) 485-2973

All application material must be received by May 30, 2014 @ 4:00 p.m.



SPECIAL INVESTIGATOR

LOS ANGELES FIRE DEPARTMENT PROFESSIONAL STANDARDS DIVISION

Annual Salary: \$90,452.16 TO \$112,376.16

BACKGROUND

The Professional Standards Division (PSD) is a division within the City of Los Angeles' Fire Department, and is responsible for the Equal Employment Opportunity (EEO) and disciplinary investigations that arise from its nearly 3,600 employees, 3,300 of whom are sworn personnel. Related functions of PSD include disciplinary appeals through a Board of Rights hearing for sworn or Civil Service Appeal hearings for civilians, and providing litigation assistance to the City Attorney's office in cases involving the Fire Department.

The Special Investigator position will be filled through an Emergency Appointment, which will 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 Special Investigator. 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.

RESPONSIBILITIES

Special Investigators conduct and/or participate in personnel and administrative investigations into allegations of misconduct by Fire Department employees both sworn or civilian which potentially involve violations of departmental or City rules, regulations, policies or procedures, including state and federal laws, pertaining to EEO complaints, disciplinary matters, charges of discrimination, retaliation, hazing, fraud, waste, corruption and abuse. Special Investigators are responsible for conducting sensitive investigations which includes: plan investigative strategies and approaches; interview complainants, witnesses, and City employees; prepare oral and written reports on investigative findings; analyze documentary materials; assist in the Board of Rights selection process and in identifying and securing appropriate witnesses and testimony in support of the Fire Department's case; work in conjunction with uniformed advocates in representing the Fire Department before the Board of Civil Service Commissioners in discipline appeal cases, and in discipline-related arbitrations; may conduct research and provide analysis and recommendations pertaining to a wide variety of audits, assessments and reviews for the Board of Fire Commissioners; and related work.

Special Investigators are distinguished from a Chief Special Investigator in that the former class is responsible for conducting and participating in investigations whereas the Chief Special Investigator directs the work of such employees and develops and implements policies and procedures related to such work.

REQUIREMENTS

1. Three years of full-time paid experience conducting criminal or disciplinary investigations of sworn police or fire employees of alleged fraud, waste, abuse or misconduct, or
2. Three years of full-time paid experience conducting disciplinary investigations of holders of a government-issued license, credential or certification; or
3. Graduation from an American Bar Association accredited law school and three years full-time paid experience litigating employment law, discipline, and/or EEO discrimination issues for a public agency.

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

TO APPLY

Electronic submittals are required. City application can be downloaded from the Personnel Department's website: <http://per.lacity.org/appform.htm>

Interested candidates should immediately submit a resume detailing applicable background and work experience (including specific course work that is required), a City application, 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
Email: elizabeth.torres@lacity.org

APPLICATION DEADLINE

The filing period may close at any time.

Questions can be directed to Elizabeth Torres at
elizabeth.torres@lacity.org or (213) 978-3765

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

The City of Los Angeles is an Equal Employment Opportunity Employer