



City of Los Angeles

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City of Los Angeles Personnel Department

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ZOO CURATOR OF EDUCATION

Class Code: 4300

Open Date: 09-14-18

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$57,628 to \$84,229; \$67,922 to \$99,305; \$82,663 to \$120,874

NOTES:

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

DUTIES

A Zoo Curator of Education plans, develops, implements and/or evaluates a comprehensive zoo education program and public information program at the Los Angeles Zoo; or assigns, reviews, and evaluates the work of employees engaged in these activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills Equal Employment Opportunity responsibilities.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Graduation from an accredited four-year college or university; and one year of full-time paid professional experience at a zoo, or other informal science learning facility, performing duties such as: designing, developing, implementing, evaluating, or presenting various kinds of educational, informational and interpretive programs for the public; writing science based curriculum; preparing and researching science materials for programs; writing informational graphics; or providing interactive workshops for audiences of various ages; or
2. Current employment with the City of Los Angeles and two years of full-time paid professional teaching experience in a school classroom providing instruction in the life sciences.

PROCESS NOTES

1. **In addition to the regular City application, all applicants must complete a Zoo Curator of Education Qualifications Questionnaire and a Training and Experience Questionnaire at the time of filing. The Zoo Curator of Education Qualifications Questionnaire and Training and Experience Questionnaire are located within the Supplemental Questions section of the City application. Applicants who fail to complete both, the Qualifications Questionnaire and the Training and Experience Questionnaire, will not be considered further in this examination and their application will not be processed.**
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement has been met.
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. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from an accredited four-year college or university in order to obtain that position. Therefore, to be considered "professional," non-City qualifying experience must be gained in positions after obtaining a four year degree.
5. 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, Qualifications Questionnaires, and Training and Experience Questionnaires **WILL ONLY BE ACCEPTED ON-LINE**. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity>.

NOTE:

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

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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

APPLICATION DEADLINE

Applications, Qualifications Questionnaires and Training and Experience Questionnaires must be received by **THURSDAY, SEPTEMBER 27, 2018.**

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

Qualifications Review

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

SELECTION PROCESS

Examination Weight: Evaluation of Training and Experience Questionnaire 100%

The examination score will consist entirely of an evaluation of training and experience, wherein candidates may be evaluated on their experience, professional background, personal qualifications and abilities, including the knowledge of: the Los Angeles Zoo's role in educating the public sufficient to plan Zoo education programs; current principles and practices of both formal and informal education, including learning styles and teaching techniques, sufficient to develop, implement, and evaluate educational programs for audiences from various backgrounds; animal taxonomy, behavior, natural history and conservation sufficient to determine appropriate program content; fundamental principles and practices of supervision including planning, delegating, evaluating, training, directing, assigning, and motivating staff and volunteers in an educational setting; pertinent City and Personnel Department rules, policies and procedures including Equal Employment Opportunity (EEO) responsibilities; and the ability to evaluate resource materials and current events in wildlife issues sufficient to develop appropriate and timely programs; prioritize goals and activities of an educational program to ensure the program's design and implementation are effective; organize and schedule meetings and resources for program development with program employees, managers, school administrators, and others, in order to ensure the mission and goal of the program are aligned with current educational needs and standards; clearly and effectively communicate and present scientific or complex materials to people of diverse backgrounds; communicate clearly and effectively in writing; and other necessary skills, knowledge, and abilities.

Training and Experience Questionnaires for all candidates who meet the requirements and are processed under Rule 4.2 and the Qualifications Review as noted above will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications as described on the candidate's Training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the expert review panel.

NOTES:

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

NOTICE:

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

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

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

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