



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR SECURITY OFFICER

**Class Code: 3184**

**Open Date: 04-29-16**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$44,537 to \$63,371

The salary in the Department of Water and Power is \$67,672 to \$71,451.

### **NOTES:**

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf)
3. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Senior Security Officer assigns, reviews, and evaluates the work of a group of employees on an assigned shift engaged in patrolling and safeguarding City-owned buildings, parks, grounds, and equipment, performing traffic control and issuing parking citations at City-owned facilities, answering questions, directing visitors, and assuring that only authorized persons enter buildings and yards; applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities; and does related work.

### **REQUIREMENT**

Two years of full-time paid experience with the City of Los Angeles in a class at the level of Security Officer patrolling and safeguarding buildings, facilities, parks, groups and equipment, and protecting restricted areas, or working in a law enforcement capacity.

### **NOTES:**

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. 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 major moving violation (such as DUI).

### **SELECTIVE CERTIFICATION**

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training. Only persons who have the necessary language skills may be certified in order of standing on the eligible list to fill such positions. Some positions may require the ability to speak or write a language other than English. If you have the ability to speak or write a language other than English, indicate this language in the appropriate box on the application.

### **WHERE TO APPLY**

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

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, MAY 12, 2016.**

## **SELECTION PROCESS**

Examination Weights:	Multiple-Choice Test . . . . .	Qualifying
	Essay . . . . .	Advisory
	Interview . . . . .	100%

In the multiple-choice test, candidates may be examined for knowledge of: patrol procedures; rules of conduct and access for public places; procedures and laws of private person's arrest, including proper restraint procedures, detention, responses to emergencies; methods for establishing security for events, City buildings, and other sites; methods of crowd control; control of vehicular and pedestrian traffic; principles and practices of supervision, City personnel rules, policies, and procedures, including equal employment opportunity responsibilities, laws and regulations; Memoranda of Understanding as they apply to subordinate personnel; writing skills, including grammar and spelling; reading comprehension; and other necessary knowledge and abilities.

At the time of the multiple-choice test, candidates will be required to prepare a written response related to the duties of Senior Security Officer. The response will not be separately scored, but will be presented to the interview board for consideration in the overall evaluation of the candidate.

In the interview, emphasis will be placed on the candidate's preparation to supervise a group of Security Officers; knowledge of security procedures, ability to interact tactfully and effectively with others, judgment sufficient to assess and act upon emergency situations, ability to go beyond duties and identify more effective methods of operation, oral and written communication skills, and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the time and location of the qualifying multiple-choice test and advisory writing exercise, which will be held in a single half-day session on **SATURDAY, JULY 9, 2016**, in Los Angeles.

## **APPOINTMENTS:**

Some Senior Security Officers will be required to be available to work day, night, or morning assignments, weekends, holidays, rotating shifts, and in various locations throughout the City of Los Angeles.

## **NOTES:**

1. 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 the following: [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
4. This examination is based on a content validation study and, as provided by Civil Service Commission Rule 4.20, this test will not be subject to candidate inspection.
5. The seniority credit included in the final general average grade of each candidate will be computed at the rate of 0.25 of a point for each year of continuous service as a Security Officer or Security Aide with the City of Los Angeles.
6. A final average score of 70% is required to be placed on the eligible list.

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

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