



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: 10-30-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$59,612 to \$74,040; \$70, 219 to \$87,257; \$85,566 to \$106,300

NOTES:

1. Candidates from the eligible list are normally appointed to the lower pay grade positions.
2. The current job salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Zoo Curator of Education plans, develops, and implements 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

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.

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. A degree with a major in a Life Science is especially desired, but not required.
5. 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.
6. 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 <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NOTE:

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

APPLICATION DEADLINE

Applications, Qualifications Questionnaires and Training and Experience Questionnaires must be received by **THURSDAY, NOVEMBER 12, 2015**.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will have their Training and Experience Questionnaires evaluated 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 will be kept on file for two years from October 30, 2015 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; animal taxonomy sufficient to determine appropriate program content; current principles and practices in interpretation and effective conservation education program design; various learning styles and teaching techniques; fundamental principles and practices of supervision including planning, delegating, evaluating, training, directing, assigning, and motivating; basic principles, practices, and supervisory responsibilities under Equal Employment Opportunity; and the ability to evaluate information needs of different audiences sufficient to develop educational programs; evaluate resource materials and current events in wildlife issues sufficient to develop appropriate and timely programs; prioritize goals and activities for effective program design and implementation; organize and schedule meetings and resources for program development; determine staffing needs, such as type and expertise of staff necessary for specific programs; orally present scientific or complex materials in a form that is understandable and relevant to people of diverse backgrounds; use computers sufficient to input and retrieve information such as control inventory and cataloging of biofacts; use word processing programs sufficient to produce written materials, articles, and reports; deal tactfully and effectively with others; communicate clearly and effectively in writing; and other necessary skills, knowledge, and abilities.

Training and Experience Questionnaires 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. A final average score of 70% is required to be placed on the eligible list.
4. 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.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. 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 the bulletin.
7. 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.
8. 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.

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.