



City of Los Angeles

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City of Los Angeles Personnel Department

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CHIEF SECURITY OFFICER

Class Code: 3187

Open Date: 03-27-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$58,004 to \$72,077 and \$62,535 to \$77,673

The salary at the Department of Water and Power is \$76,608 to \$95,191.

NOTES:

1. For information regarding the reciprocity of the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Chief Security Officer organizes and directs the work of a large group of Principal Security Officers, Senior Security Officers, Security Officers, and Security Aides, engaged in patrolling and safeguarding City-owned buildings and their occupants, grounds, and equipment, and in crowd control; supervises the investigation of accidents, thefts, and disturbances; applies sound principles and techniques in building and maintaining an effective workforce; and fulfills Equal Employment Opportunity responsibilities; and does related work.

REQUIREMENTS

1. One year of full-time paid experience as a Principal Security Officer with the City of Los Angeles; **or**
2. Two years of full-time paid experience as a Senior Security Officer with the City of Los Angeles.

NOTES:

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

WHERE TO APPLY

Applications WILL ONLY BE ACCEPTED ON-LINE. When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, APRIL 9, 2015.**

SELECTION PROCESS

| | | |
|-----------------------------|------------------------|-----------------|
| Examination Weights: | Essay | Advisory |
| | Interview | 100% |

The examination will consist entirely of an evaluation of the candidate’s professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate’s technical skills and experience; ability to supervise a twenty-four hour security operation; ability to deal tactfully and effectively with others; oral and written communication skills; and other necessary knowledge, skills, and abilities.

At the time of the interview, candidates will be required to prepare an advisory written essay related to the duties and responsibilities of a Chief Security Officer. The essay will not be separately scored, but will be presented to the interview board for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will be held in late **MAY 2015** through early **JUNE 2015**.

NOTES:

- 1. 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.
- 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 Verification Form within 14 calendar days of the submittal of the City application. The Disability Verification Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
- 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. Seniority credit at the rate of 0.25 of a point for each year of continuous service with the City of Los Angeles will be added to the final general average of each candidate.
- 5. A final 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, disability, creed, color, ancestry, medical condition (cancer), and Acquired Immune Deficiency Syndrome.