



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: **April 3, 2015**

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 Background Investigator	78,487-104,922 57,607-84,209 60,906-89,032 68,924-100,766	Apr 9	*Division Librarian	127,347-158,207
Correctional Nurse	60,739-90,076		*Operations and Statistical Research Analyst	73,748-109,432
Criminalist	62,598-84,334; 81,954-110,455& 85,984-115,905		DWP	99,722-145,763
*Electric Distribution Mechanic	Trainee 73,205-94,127 Journey-level 104,587; 109,703; 114,819; 120,707(flat-rate)		*Principal Librarian	88,593-131,397
*Elevator Mechanic	88,719 (flat-rate)		*Staff Assistant to General Manager Water and Power	144,218-179,171
*Heavy Duty Equipment Mechanic	DWP 95,045 (flat-rate)	9	Management Assistant	45,956-67,191
Helicopter Mechanic	77,610 (flat-rate)		DWP	56,647-70,386
Licensed Vocational Nurse	83,039 (flat-rate)	Applications will only be accepted on-line on the following three days: from 8:00 A.M., TUESDAY, APRIL 7, 2015; WEDNESDAY, APRIL 8, 2015; TO MIDNIGHT, THURSDAY, APRIL 9, 2015.		
Load Dispatcher	46,812-58,150			
	Trainee 89,178-110,768 Permanent 102,186-137,369			
Polygraph Examiner	59,299-132,839			
*Safety Engineer Pressure Vessels	82,225-91,663			
	DWP 95,338-106,279			
*Signal Systems Electrician	79,719 (flat-rate)			
*Tree Surgeon	49,548-61,554			
	DWP 67,818-84,250			
*Veterinary Technician	48,462-60,197			
*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			
*Water Utility Worker	49,631-61,678			
	DWP 63,099-89,136			
*Open and Promotional On-line application only				

POLICE OFFICER

\$57,420 to \$88,427

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

\$57,420 to \$88,427

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

\$48,713 to \$81,474

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

\$51,448 to \$83,019

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: **April 3, 2015**

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	Apr 9	Chief Security Officer	58,004-77,673
	Journey-level	104,587; 109,703; 114,819; 120,707 (flat-rate)		DWP	76,608-95,191
*Elevator Mechanic		88,719 (flat-rate)		*Division Librarian	127,347-158,207
	DWP	95,045 (flat-rate)		*Operations and Statistical Research Analyst	73,748-109,432
*Heavy Duty Equipment Mechanic		77,610 (flat-rate)		DWP	99,722-145,763
*Safety Engineer Pressure Vessels		82,225-91,663		*Principal Librarian	88,593-131,397
	DWP	95,338-106,279		Rehabilitation Project Coordinator	82,267-127,013
*Signal Systems Electrician		79,719 (flat-rate)		Senior Custodian	35,203-45,810
*Tree Surgeon		49,548-61,554		DWP	49,903-62,013
	DWP	67,818-84,250		LAWA	36,168-47,439
*Veterinary Technician		48,462-60,197		Senior Transportation Engineer	109,098-135,552
*Wastewater Collection Worker		44,704-55,519		*Staff Assistant to General Manager Water and Power	144,218-179,171
		51,510-63,997			
*Wastewater Treatment Electrician		80,346 (flat-rate)			
		88,322 (flat-rate)			
*Wastewater Treatment Mechanic		75,230-80,200			
Water Utility Worker		49,631-61,678			
	DWP	63,099-89,136			
			*Open and Promotional On-line application 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: **April 3, 2015**

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.

ACCOUNTANT I OR II

- **Information Technology Department: Accounting And Payroll Services,** CONTACT: H.R. Consolidated Records (213) 972-5980. **COMMENTS:** The responsibilities include: A) Manages Special Funds/Grants Reimbursement: 1) Retrieve labor data from Paysr per pay period. Data is used to obtain reimbursement of labor expenses from UASI, Prop P, Prop Q and other funding sources; 2) Run quarterly lobbying report which is due on or before the 15th of the month following the quarter being reported. B) Manages Department purchasing card transactions: 1) Audit monthly transactions and supporting documentation for 12 card holders to ensure compliance with the Controller's office guidelines. If there are any findings, position informs card holder and provides advice and alternative solution to the card holder; 2) Request exception approval from Controller's Office for purchases not on the approved vendor list when necessary; 3) Create encumbrances and prepare GAX documents for monthly payment to US bank; 4) Prepare journal voucher to pay out of state use tax quarterly. C) Maintains Billing and Payment Transactions: 1) Maintain a master billing log to record all billings and track payments to ensure timely payments; 2) Prepare billings to various departments for telephone reimbursements; 3) Extract labor data and prepare billings for council audio overtime reimbursements from various Departments, Council Districts, or outside organization requiring overtime; 4) Helicopter Avionics billings to DWP (approximately \$5K quarterly); 5) Billing to Building & Safety . Special Funding Source (approximately \$600K annually); 6) Billing for Channel 35 and tracking of payments. D) Processes FMS Accounts Payable documents . Encumbrances, payments, journal vouchers, ITI / ITA; BGAA, TA, etc. E) Approve FMS documents, position has level 1 and level 2 approval in the FMS process; F) Maintains FMS Security Access. maintain security access to the FMS system for departmental personnel by creating UDOC documents in FMS; G) On-line deposit, cashwiz update (Daily); H) Assists Senior Accountant and Principal Accountant. I) Backs-up 2 Accounting Clerks . city-wide telephone phone bills process and SMS Pos. Deadline to apply is **4/9/15**. [TL3/23/15]

ACCOUNTANT II

- **Animal Services: Administration . Accounting,** Antonio Zepeda (213) 978-1808. **COMMENTS:** The Department of Animal Services is seeking to fill one Accountant II position. Duties and responsibilities include supervision and performance of accounting functions, including Appropriation accounting, budgeting, Supply Management System (SMS) processing of orders and requisitions, e-commerce, Special Fund grants and accounts receivables. This position requires familiarity with the City's Financial Management System (FMS), SMS and budget monitoring that offers tremendous professional

knowledge, development and beneficial experience. Interested candidates should fax a departmental job application and resume to (213) 978-1813. This position will remain **open until sufficient applications are received.** [TL12/31/14]

- **Board of Public Works:** Office of Accounting, Tommy Siu 213-978-0993. *COMMENTS:* TRANSFER OPPORTUNITY. One Accountant II transfer opportunity in the Board of Public Works/Office of Accounting/General Accounting Division. This position has been approved by the Managed Hiring Committee. Interested candidates should submit Departmental Application and Résumé to the Office of Accounting, 200 N. Spring St., Ste. 967, City Hall, Stop 470, Fax No. (213) 978-0998, Attn: Tommy Siu or email to tommy.siu@lacity.org. **Open until a sufficient number of applications are received.** [TL2/4/15]
- **General Services:** Finance & Accounting, Edyth Alquiros (213) 922-8580. *COMMENTS:* Interested candidates please email City application and resume to Edyth.Alquiros@lacity.org. **This position is open until sufficient applications are received.** [TL3/3/15]

ACCOUNTING CLERK I

- **Animal Services:** Administration . Accounting, Antonio Zepeda (213) 978-1808. *COMMENTS:* The Department of Animal Services is seeking to fill one Accounting Clerk I position. This position's main responsibilities are Accounts Payable and the processing of Supply Management System (SMS) orders and requisitions; however, opportunities exist to work with Accounts Receivable, Spay and Neuter Program and other accounting functions. This position requires familiarity with the City's Financial Management System (FMS) and SMS and offers tremendous professional development, gainful knowledge and varied experience. Interested candidates should fax a departmental job application and resume to (213) 978-1813. This position will remain **open until sufficient applications are received.** [TL12/31/14]
- **General Services:** Finance & Accounting, Edyth Alquiros (213) 922-8580. *COMMENTS:* Please send a City application by February 23, 2015, including a complete work history, to Dept. of General Services, Personnel Services, Room #307, City Hall South, Mail Stop #508 or fax to (213) 922-8514 or email to Edyth.Alquiros@lacity.org. [TL2/3/15]

ACCOUNTING CLERK I OR II

- **Information Technology Department:** Finance And Administrative Services, Contact: H.R. Consolidated Records (213) 972-5980. *COMMENTS:* The job duties for this position are: A) Manages Special Funds/Grants Reimbursement: 1) Retrieve labor data from Paysr per pay period. Data is used to obtain reimbursement of labor expenses from UASI, Prop P, Prop Q and other funding sources; 2) Run quarterly lobbying report which is due on or before the 15th of the month following the quarter being reported. B) Manages Department purchasing card transactions: 1) Audit monthly transactions and supporting documentation for 12 card holders to ensure compliance with the Controller's office guidelines. If there are any findings, position informs card holder and provides advice and alternative solution to the card holder; 2) Request exception approval from Controller's Office for purchases not on the approved vendor list when necessary; 3) Create encumbrances and prepare GAX documents for monthly payment to US bank; 4) Prepare journal voucher to pay out of state use tax quarterly. C) Maintains Billing and Payment Transactions: 1. Maintain a master billing log to record all billings and track payments to ensure timely payments; 2. Prepare billings to various departments for telephone reimbursements; 3. Extract labor data and prepare billings for council audio overtime reimbursements from various Departments, Council Districts, or outside organization requiring overtime; 4. Helicopter Avionics billings to DWP (approximately \$5K quarterly); 5. Billing to Building & Safety . Special Funding Source (approximately \$600K annually); 6. Billing for Channel 35 and tracking of payments. D) Processes FMS Accounts Payable documents . Encumbrances, payments, journal vouchers, ITI / ITA; BGAA, TA, etc. E) Approve FMS documents, position have

level 1 and level 2 approvals in the FMS process. F) Maintains FMS Security Access. maintain security access to the FMS system for departmental personnel by creating UDOC documents in FMS G) On-line deposit, cashwiz update (Daily) H) Assists Senior Accountant and Principal Accountant I) Backs-up 2 Accounting Clerks . city-wide telephone phone bills process and SMS Pos. Candidates wishing to be considered should submit a resume to hrconsolidatedrecords@lacity.org. Screening may be conducted to select the most qualified candidates for interview. Deadline to apply is 4/9/15.

[TL3/26/15]

ACCOUNTING CLERK II

- **Airports: LAX . Airport Police Division** (Transfer/Paygrade Advancement), APD-HRLU@lawa.org. Please email a city application to APD-HRLU@lawa.org. **COMMENTS:** DEADLINE TO APPLY . *Friday, April 3, 2015.* *Brief description of duties of position:* The Accounting Clerk II assigned to the Fiscal Support Unit perform difficult and responsible clerical accounting work in the review, preparation, processing, and maintenance of accounting records, documents and reports. Incumbents must have specialized accounting knowledge and be able to process accounting documents and reports relating to purchasing, accounts receivable and accounts payable. [TL3/23/15]
- **POLICE: Fiscal Operations Division**, Veronica Yeo 213-486-8565. **COMMENTS:** The Los Angeles Police Department has an Accounting Clerk II paygrade advancement opportunity. Please email your Departmental application and last two evaluations to Veronica Yeo at N4870@lapd.lacity.org. An application review may be utilized to determine the most qualified candidates to be interviewed. **Open until sufficient applications are received.** [TL4/2/15]

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]

ANIMAL CARE TECHNICIAN (4310)

- **Animal Services: Field Operations**, CONTACT: Personnel Section (213) 978-1808. **COMMENTS:** Part-time (See attached for details). [TL1/21/15]

AUDITOR I

- **Los Angeles Police Department: Internal Audits and Inspections Division**, Heather Hake (213) 236-1451. **COMMENTS:** This position will work as project manager or as an assistant project manager in the Fiscal Audit Section, conducting audits in the areas of Special Funds, Payroll, Timekeeping, Overtime Compensation, and other financial audits. [TL11/25/14]

AUTO BODY REPAIR SUPERVISOR I

- **POLICE:** Motor Transport Division, Betty Collins (213) 486-4660. **COMMENTS:** (Emergency Appointment) ONE POSITION. **Filing will remain open until sufficient applications are received.** See attached job description. [TL11/26/14]

BENEFITS SPECIALIST

- **LACERS:** Health Benefits and Communications Division, Health Member Services Section, Health Advocacy Unit (Substitute Authority Position) . Jasmine Hernandez (213) 473-7111. LACERS offers a tuition reimbursement program, a 9/80 work schedule, and on-site parking. Deadline to Apply: *Friday, April 17, 2015* or **until sufficient applications have been received.** A 9/80 shift is available for this position, with an end of shift time no earlier than 5:00 pm. This position will serve as a Health Advocate in the Health Advocacy Unit. Duties include, but are not limited to: assisting members via telephone, e-mail, written correspondence and in person to resolve claim issues, provider service issues, and network closure issues; researching, resolving, and processing of benefit claims; counseling members and eligible Survivors regarding health plans, premiums, subsidies, deductions, Medicare requirements, health reciprocity, and services covered by the health plan contracts; acting as Advocate of the Day (a duty that will be rotated daily amongst the members of the Health Advocate Unit); the Health Advocate will exercise a lead position for the entire Health Advocate Unit and in doing so will be responsible for coordinating staff coverage levels and ensuring that requests for Health insurance consultation are addressed and attended to in a timely and efficient matter; maintenance of an effective relationship with the Plan Providers; employer service representatives to ensure claims/benefits issues are resolved timely; processing overpayment adjustments (refunds) and underpayment adjustments as a result of changes to the health insurance status/coverage level of members; documenting of Health-related correspondences in the Health Advocate database as well as in LACERS Pension Gold database; development of a working knowledge of the Los Angeles Administrative Code and LACERS Board Rules, as they pertain to LACERS health benefits; and other related duties as required. Candidates who wish to be considered should submit a City application (<http://per.ci.la.ca.us/Forms/Application.pdf>), résumé, and two most recent annual evaluations via email to LACERS.HR@lacers.org. An application review may be utilized to determine the most qualified candidates to be interviewed. **NOTE:** The Los Angeles City Employees Retirement System (LACERS) is currently undergoing an extensive replacement of the Pension Administration System (PAS). In order to maximize the potential for the timely implementation of the PAS and as a result of the current and future expected work load, LACERS Board of Administration has approved the filling of substitute authority positions for FY15-16. These substitute authorities will provide management with the ability to continue to provide the quality customer service that LACERS is known for. It is management's intent to renew these substitute authorities through the full implementation of the PAS project (approximately 2017). It is anticipated that as many of the substitute authority positions as possible may be regularized in future budget requests; or the incumbents may be transferred to fill vacant positions through attrition. Should this not be the case, candidates are advised that all substitute authorities will expire at a future date yet to be determined and employees holding those positions may be subject to layoff and/or return to a former classification based on displacement seniority (to be determined by the City of Los Angeles Personnel Department). [TL4/2/15]

CLERK TYPIST

- **Los Angeles Housing & Community Investment Department:** Compliance 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 City application. Also, submission of a resume is recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL9/30/14]

- **POLICE: Records & Identification**, John Galitzen 213-486-8170. *COMMENTS:* The Los Angeles Police Department's Record & Identification Division has four Clerk Typist transfer opportunities. The positions will be assigned to the Vehicle Warrant Section (Day Watch) and the Automated Records Section (two are Day watch and one is PM watch). Please email your Departmental application and last two evaluations to John Galitzen at N2365@lapd.lacity.org. **Open until sufficient applications are received.** [TL1/28/15rev2/11/15]
- **Animal Services: Administration . Licensing**, Antonio Zepeda (213) 978-1808. *COMMENTS:* The Clerk Typist reports directly to the Senior Clerk Typist of the Licensing Section. This six-person Section processes 70,000 animal licenses yearly. The Clerk Typist is responsible for the following functions: Inputting Wells Fargo bank information and animal owner information into the Department's animal management software, known as Chameleon; processing animal license payments, including pulling and mailing license tags; obtaining licenses records for new and renewed animal licenses, paid for online, and inputting this information into Chameleon; processing mail with license information and payments and inputting this information into Chameleon; addressing customer questions over multi-line phone system or at the public counter. Assisting shelter staff with licensing transactions and correction of information over the phone; preparing cash receipts, generates correspondence, processes breeding permits, and refunds license overpayments; updating returned mail with new address information and inputting this data into Chameleon; updating rabies/sterilization information with information obtained from owners and veterinarians; ordering supplies, filing and photocopying. This position is on the 5/40 schedule, and works Monday through Friday. Interested candidates should fax a departmental job application and resume to (213) 978-1813. **This position will remain open until sufficient applications are received.** [TL2/9/15]
- **Airports: LAX . Airport Police Division- Field Services** (1 Position), CONTACT: LAX . HRLU. Please fax a city application to APD-HRLU@lawa.org. *COMMENTS:* DEADLINE TO APPLY . [Friday, April 3, 2015](#). *Brief description of duties of position:* The duties included timekeeping, ordering office supplies, filing, typing and other duties assigned by supervisor. [TL3/23/15]
- **PW / Bureau of Sanitation: Financial Management Division** (FMD), Erick Jackson (213) 485-2687. *COMMENTS:* The Clerk Typist is assigned to the Financial Services Section and reports to a Senior Management Analyst in the section. Responsibilities include, but are not limited to, maintaining a filing system and keeping up-to-date records via an Access database for tracking budget related documents and correspondence; the clerk typist is responsible for the preparation for distribution of LASAN's annual proposed budget, updating senior staff annual calendars and email lists, scanning memos and reports for electronic distribution, and performing general clerical support duties. The Clerk Typist is also responsible for providing support to Management Analysts in the section with data input and document tracking. Candidates must have Civil Service status as a Clerk Typist. Applications must be received by the close of business on the application deadline date: [Friday, April 10, 2015, 4:P.M.](#) Applications may be faxed to (213) 485-2973. [TL3/27/15]

COMMUNICATIONS ELECTRICIAN (1 Position)

- **Airports: LAX . IMTG (Airport Systems Management)**, Mariel Wroe (424) 646-6476. Please email a resume and city application to IMTGHiring@lawa.org. *COMMENTS:* DEADLINE TO APPLY . [Friday, April 10, 2015](#). *Brief description of duties of position:* The Communications Electrician performs skilled work in the installation, construction, repair, operation, maintenance and modification of LAWA's public safety and security systems devices and associated infrastructure including, but not limited to: digital and analog closed circuit television (CCTV) . including ancillary components (microphones, duress buttons, emergency phones), access control and monitoring system (ACAMS), Barco and other LCD monitor and video wall systems, Automated External Defibrillator (AED's), intercom, crash phone

alert system, and other audio visual systems and components for all LAWA locations at LAX, VNY and ONT. Work with Engineers and other trades supporting CCTV, ACAMS, Computer Aided Dispatch. In addition, support for capital improvement projects that provide IT Public Safety & Security Systems infrastructure. Install, repair, maintain, calibrate, test and inspect communications equipment. Provide written and verbal statuses on work orders, create and maintain work logs, interface and/or work with Contractors, consultants and the general public. [TL3/24/15]

CONSTRUCTION EQUIPMENT SERVICE WORKER – (Emergency Appointment)

- **General Services:** Fleet Services Division, Andrew Jedlinsky 213-922-8519. **COMMENTS:** Please send your Civil Service application to Mail Stop 508 . 111 E. 1st Street, 3rd floor Attn: Drew Jedlinsky, Los Angeles, CA 90012. Or, fax to 213-922-8514. *Please see advertisement in the back for more details. This position will remain open until a sufficient number of applications are received.* [TL3/12/15rev3/27/15]

CUSTODIAN

- **Zoo:** Custodial, Teresa Seipel (323) 644-4779. **COMMENTS:** Please submit Departmental application by fax to (323) 644-4776 or by email to lazoo.personnel@lacity.org. Open until sufficient applications are received. [TL3/17/15]

DATABASE ARCHITECT

- **Fire Department:** Administrative Services Bureau . Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the Management Information Systems Division at 200 N. Main St., CHE, Los Angeles. 9/80 work schedule available. Position has been approved by the Managed Hiring Committee to be filled by transfer. The LAFD is seeking a highly motivated, technically proficient, and skilled Database Architect to provide development, administration, and support for various databases currently used or being considered by the LAFD. Highly desired candidates shall have extensive skills and work experience with various databases, including but not limited to: Sybase Advantage, SQL Server 2008-2012 and Oracle 11g. The Database Architect's (DBA) responsibilities include: database design, implementation and maintenance of the LAFD database that supports Inspection Applications, FireStatLA and OpenData, Mobile devices, GIS, Training Tracking Systems, Automated Staffing System and other departmental applications. Please call (213) 978-3761 to request a copy of the position description. Candidates wishing to be considered for an interview 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.** [TL3/3/15]
- **Harbor Department:** Information Technology, CONTACT: Human Resources (310) 732-3480. **COMMENTS:** This position manages and supports Data Base Management Software (DBMS)/data servers including installation, configuration, upgrade, monitoring, patching, system administration; manages databases and related interfaces including data base creation, modification, ETL (Extract Transform Load) processing, backup, restore and disaster recover; performance tuning and monitoring; develops and implements standards and best practices for data base management. Microsoft SQL database skills/experience required. DEADLINE: Interested candidates, please fax Department Application for Employment or resume to (310) 521-8344 by *Wednesday, April 1, 2015.* [TL3/18/15]

ELECTRICAL ENGINEER ASSOCIATE IV (1 Position)

- **Airports:** CPPE Group- Terminals/Buildings, Londie Hill. Please email a resume, city application, and copy of Driver's license to: CPPGAdmHRRequest@Lawa.org. **COMMENTS:** DEADLINE TO APPLY . *Thursday, April 9, 2015*. Brief description of duties of position: The Electrical Engineer Associate IV is a member of the Terminal / Building Section. The position duties are to provide electrical design input for future LAWA Capital Improvement Program (CIP) and Capital Renewal Allowance (CRA) projects; In-house engineering support to Facilities and Technical Services Division for routine services and emergency request; Design, plans, analysis specifications and solutions for emergency repairs and replacement of electrical equipment, devices, and lighting to support the airport and terminal operations; Electrical recommendations, revisions, definitions and modifications to the LAWA Design and Construction Handbook; Assistance in the compilation of updates to all LAWA electrical design requirements; Electrical recommendations and descriptions for the Project Initiation Form (PIF) and the Project Definition Booklets (PBD) for contract and bidding documents. Division will consider Electrical Engineer Associate II with P.E. License. [TL3/27/15]

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]

ENVIRONMENTAL SUPERVISOR II

- **PW / Bureau of Sanitation:** Solid Resources Support Services Division, Kimberly Young (213) 485-2689. **COMMENTS:** Transfer/paygrade opportunity; interested candidates should fax a City application (rev 05/2014) to (213) 485-2973. See attached for details. **Open until sufficient applications are received** [TL3/18/15]

EXECUTIVE ADMINISTRATIVE ASSISTANT II

- **Los Angeles Housing & Community Investment Department:** Executive Management 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 City application. Also, submission of a resume is recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL2/3/15]

FISCAL SYSTEMS SPECIALIST II (Transfer/Paygrade Advancement)

- **Airports-LAX:** Financial Management Systems, Val Hunter. Submit Application and Resume via email to: vhunter@lawa.org. **COMMENTS:** Deadline to submit Application and/or Resume is *Friday, April 24, 2015*. Brief description of duties of position: The Fiscal Systems Specialists II will oversee the Finance and Cost Controlling Module (FI/CO), which is critical to LAWA in that SAP is the Financial System of Record. This manager will be managing three to five employees in providing quality and timely support for this module and work closely with the PropWorks Revenue System team lead to coordinate the systems interface (between SAP and Propworks). The manager will be responsible for overseeing FI/CO help desk trouble calls/tickets, technical user assistance, configuration, report generation, and other FI/CO related projects, tasks duties. Position responsibilities include liaison and relationship management with internal and external customers and stakeholders; developing,

recommending and implementing improvements and solutions to systems and operational issues having LAWA-wide impact. The Fiscal Systems Specialists II will be responsible for managing and ensuring all FI/CO related projects are developed and implemented effectively and timely. Manage major FI/CO Projects which includes new SAP initiatives and enhancements to the module. Oversee the gathering User Requirements for added functionality and configuration within the SAP Finance and Cost Controlling Modules (i.e. facilitating via system solutions streamlining the Finance, Accounts Payables/Receivables, Budget and Finance, Reports, and Cost Controlling Business Processes), configuring SAP to fully integrate FI/CO Modules with the Materials Management/Vendor Invoicing Management . MM/VIM and Human Resources (HR) Modules. Oversee developing of technical specification for the ABAP Programmers to customize specific functionality not addressed through configuration, this is done in conjunction with developing and maintaining business procedure scenarios to demonstrate how various system business transactions are inter-related and consistent with industry best business practice; creating technical specifications for the various ad-hoc reports for submission to the ABAP Programmer for development and migration into the SAP Production Environment. Manage tracking and resolving system transactions and business procedure issues for systems. Other duties as appropriate. Candidates must have a minimum three (3) years experience as a Fiscal Systems Specialist I. [TL4/2/15]

HEARING OFFICER (as needed)

- **Fire Department:** Fire Prevention & Public Safety Bureau . Brush Clearance Unit, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. Application Deadline: The filing period for these positions may close on or before *Friday, April 3, 2015*. **Based on the number of applicants, the filing deadline may be extended.** See attached for details. [TL3/25/15]

MANAGEMENT ANALYST I

- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. **COMMENTS:** RESIDENTIAL SEWER SERVICE CHARGE SECTION POSITION. The Management Analyst I assignments with RSSC will include but not be limited to: review and process Sewer Service Charge (SSC) adjustment requests and appeals; supervise SSC adjusters and clerical staff; handle customer telephone inquiries regarding SSC; conduct site visits and investigations; coordinate with the Department of Water and Power in SSC billing process; prepare commission reports; schedule and attend SSC hearings with a Commissioner of the Board of Public Works; prepare Board reports to be presented to the Board, prepare SSC information brochures. Candidates must have Civil Service Status as a Management Analyst. Management Assistants may apply. **Open until sufficient applications received.** Applications may be faxed to (213) 485-2969. [TL2/4/15]
- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. **COMMENTS:** SOLIDS FISCAL MONITORING SECTION POSITION The Management Assistant in-lieu of a Management Analyst I assignments with the Solids Fiscal Monitoring section will include but not be limited to: engage in financial administration and budget implementation of various solid resources programs; track and evaluate expenditures by fund and by program; determine special fund expenditure eligibility; manage, process and monitor inter-fund transfers and adjustments; project year-end surplus and deficits; prepare regular special fund reports; develop service rates; prepare invoices; and monitor account receivables. Candidates must have Civil Service Status as a Management Analyst. Management Assistants may apply. **Open until sufficient applications received.** Applications may be faxed to (213) 485-2969. [TL2/4/15]

MANAGEMENT ANALYST II

- **POLICE:** Communications Division (Projects Unit), Norma Espinoza-Cato 213-978-6585.
COMMENTS: Paygrade advancement available. [TL2/11/15amended3/24/15]
- **Airports:** LAX . Commercial Development Group Division - Landside Business and Terminal Business Management Sections, Stephanie Young (424) 646-7226. Please email a City application to SYOUNG@lawa.org. *COMMENTS:* DEADLINE TO APPLY . **Open until sufficient applications are received.** *Brief description of duties of position:*
Landside Business Management (1): Contract administration, analytical functions, report writing, project management. A valid California Driver's License is required. Screening process to be used based on contract management and RFP experience. (Will accept Management Assistant in lieu)
Terminal Business Management (2):
 Business Relationship Manager for International Airlines/Terminals Team . Manage contracts/leases/concessions agreements, monitor tenant activity, negotiate agreements, provide assistance to tenants to facilitate successful revenue generation. [TL2/13/15]
- **Fire Department:** Emergency Operations, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. Four positions available; Central Bureau, located at 108 N. Fremont Ave. Los Angeles, Valley Bureau, located at 5101 N. Sepulveda Bl., Sherman Oaks, South Bureau, located at 638 S. Beacon St., San Pedro, CA 90731, and West Bureau, located at 1800 N. Bronson Ave., Los Angeles. 9/80 work schedule available. Positions have 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 sufficient applications are received.** Please call (213) 978-3761, and leave your name, current department name, and contact phone number. A copy of the position description will be provided at a later date. [TL3/4/15]
- **Fire Department:** Emergency Operations-Homeland Security Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position available in the Grants Section, located at 201 N. Figueroa St., 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 sufficient applications are received.** Please call (213) 978-3761, and leave your name, current department name, and contact phone number. A copy of the position description will be provided at a later date. [TL3/24/15]
- **Los Angeles Housing & Community Investment Department:** Various Sections, Marcia Ruiz (213)808-8476. *COMMENTS:* These positions have been approved by the Managed Hiring Committee. Screening may be conducted to select the most qualified candidates for interview. Please submit a City application. Submission of a resume is highly recommended. Employee must be a Management Analyst II; no paygrade advancements. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL3/26/15rev3/2715]
- **LAX Airports:** IMTG Administration . Contracts & Procurement (Will accept Management Assistant in lieu), Mariel Wroe (mwroe@lawa.org). Email: Submit completed city application via email to IMTGHIRING@LAWA.ORG. *COMMENTS:* This position will remain **open until a sufficient amount of applications are received.** *Brief description of duties of position:* Contract analyst for the Information Management & Technology Group (IMTG); works with contract Managers and Procurement Services

Division to establish new and successor contracts by reviewing specifications, Scopes of Work (SOW), Requests for Bids (RFBs), Requests for Proposals (RFPs), and Requests for Qualifications (RFQs); works directly with the City Attorney's Office and vendors on contract amendments and other contract documents and assists in securing the necessary signatures; performs the full range of duties for contracts up to \$150,000; works with IMTG staff to resolve contract-related payment and other issues, etc. The Division is willing to consider employees in the Management Assistant position. [TL3/26/15]

MANAGEMENT ASSISTANT

- **Los Angeles Housing & Community Investment Department:** Compliance 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 City application. Also, submission of a resume is recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL9/30/14]
- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. *COMMENTS:* RESIDENTIAL SEWER SERVICE CHARGE SECTION POSITION The Management Assistant in-lieu of a Management Analyst I assignments with RSSC will include but not be limited to: review and process Sewer Service Charge (SSC) adjustment requests and appeals; handle customer telephone inquiries regarding SSC; conduct site visits and investigations; coordinate with the Department of Water and Power in SSC billing process; prepare commission reports; schedule and attend SSC hearings with a Commissioner of the Board of Public Works; prepare Board reports to be presented to the Board, prepare SSC information brochures. Candidates must have Civil Service Status as a Management Assistant. **Open until sufficient applications received.** Applications may be faxed to (213) 485-2969. [TL2/4/15]
- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. *COMMENTS:* SOLIDS FISCAL MONITORING SECTION POSITION The Management Assistant in-lieu of a Management Analyst I assignments with the Solids Fiscal Monitoring section will include but not be limited to: engage in financial administration and budget implementation of various solid resources programs; track and evaluate expenditures by fund and by program; determine special fund expenditure eligibility; manage, process and monitor inter-fund transfers and adjustments; project year-end surplus and deficits; prepare regular special fund reports; develop service rates; prepare invoices; and monitor account receivables. Candidates must have Civil Service Status as a Management Assistant. **Open until sufficient applications received.** Applications may be faxed to (213) 485-2969. [TL2/4/15]
- **Airports: LAX .** Commercial Development Group Division - Landside Business (2 Positions), Stephanie Young (424) 646-7226. Please email a city application to SYOUNG@lawa.org. *COMMENTS:* DEADLINE TO APPLY . **Open until sufficient applications are received.** *Brief description of duties of position:* Management Assistant will be responsible for the following programs and functions: 1) Administering Employee Parking Pass Program for LAX, includes data entry and maintaining a customer database. 2) Procuring parking supplies, and monitoring inventory, 4) Generating and reviewing statistical reports related to parking, and 5) Addressing services complaints, including investigation and resolution. Reporting location P2A Parking Office. Contract administration, analytical functions, report writing, project management. A valid California Drivers License is required. Screening process to be used based on contract management and RFP experience. [TL2/13/15]
- **Airports: LAX** IMTG Administration . Budget & Finance, Mariel Wroe (mwroe@lawa.org). Submit Application and/or Resume via email to IMTGHIRING@LAWA.ORG or fax to (424) 646-9245. Deadline to submit Application and/or Resume is **Monday, April 13, 2015**. *Brief description of duties of position:* Monitors budget expenditures through the electronic Purchase Approval System (ePAS), checks contract authorities and balances, ensures that divisions stay within budget, and requests asset

numbers as needed; completes budget transfers when required; tracks fixed costs for contracts overseen by the above divisions; works with LAWA's Rates & Charges Section to identify and distribute reimbursable expenses; prepares budget statistics, reviews data, and finalizes budget statistics for inclusion in the IMTG Strategic Plan. [TL3/25/15]

- **Library Department:** Human Resources Office, Kimberly Aviles / kaviles@lapl.org 213-228-7430. The Library Department will consider a Management Assistant in lieu of a Personnel Analyst. 9/80 work schedule is available. Interested candidates must submit a departmental application and resume via fax to 213-228-7439. **Open until a sufficient number of applications are received.** SUMMARY OF DUTIES: This position is tasked with performing a myriad of personnel assignments including but not limited to: advising managers and supervisors on employee discipline, grievances, labor relations, City Charter, Administrative Code, Civil Service Rules, Memoranda of Understanding (MOU), and Department policies. Act as management advocate in Civil Service Appeal Hearings or Arbitrations related to discipline; appear before the Civil Service Commission or the Employee Relations Board to represent Department in the final disposition of discipline cases or employee relations matters. Attend first and/or second level grievance meetings and participate in the resolution of employee grievances and the preparation of grievance responses. Meet with Union Representatives on labor relations matters including the interpretation of MOUs, Department policies and procedures, employee disciplinary matters, grievances, and Unfair Employee Relations Practice claims. Additionally, the position prepares reports, and correspondence. [TL3/26/15]
- **Fire & Police Pensions:** DROP/Service Pensions Section, Jennifer Shimatsu (213) 978-4441. COMMENTS: LOS ANGELES FIRE AND POLICE PENSIONS (LAFPP): DROP/Service Pensions Section . A 9/80 or 5/40 work schedule is available, with an end of shift time no earlier than 5:00 p.m. This position serves in a lead oversight capacity with a working knowledge of relevant City Charter and Administrative Code provisions, MOUs, and Federal and State law requirements, to facilitate their application, and for oral and written communication with:
 - Plan members and staff
 - the LAFPP proprietary pension administration system
 - Custodian bank's payment system
 - the proper counseling of Plan membership
 - accurate preparation and distribution of benefit payments (service and deferred pensions, DROP entry and exit, survivor and beneficiary)

All while meeting Section goals/metrics.

Other skills and experience needed will include, but not be limited to:

- an ability to meet deadlines with accuracy or work product
- an aptitude for detail
- effective organization of workload with changing priorities
- a basic ability to interpret legal documents
- excellent interpersonal skills
- strong customer service background
- experience with Microsoft Office
- PaySR (preferred)
- databases
- a high amount of initiative.

The work location is 360 E. 2nd Street, 4th Floor, Los Angeles, CA 90012. To be considered, interested candidates should submit a Departmental Application (<http://per.ci.la.ca.us/Forms/DeptApp.pdf>), resume, and the two most recent evaluations via email to jennifer.shimatsu@lafpp.com no later than *4:00 pm on Friday, April 10th, 2015* or **until a sufficient number of applications have been received.** Submitted material will be reviewed to

determine a reasonable number of candidates with the most relevant background and experience to interview. Candidates selected for an interview will be contacted by Los Angeles Fire and Police Pensions staff at a future date. [TL3/26/15]

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 III

- **PW/Engineering:** West Los Angeles District Office, Juliet Ward (310) 575-8640. [TL2/3/15]
- **PW/Engineering:** Valley District Office, Joyce Mierez (818) 374-4600. [TL2/6/15]

PERSONNEL ANALYST

- **Library Department:** Human Resources Office, Kimberly Aviles / kaviles@lapl.org 213-228-7430.
COMMENTS: The Library Department will consider a Management Assistant in lieu of a Personnel Analyst. 9/80 work schedule is available. Interested candidates must submit a departmental application and resume via fax to 213-228-7439. **Open until a sufficient number of applications are received.** **SUMMARY OF DUTIES:** This position is tasked with performing a myriad of personnel assignments including but not limited to: advising managers and supervisors on employee discipline, grievances, labor relations, City Charter, Administrative Code, Civil Service Rules, Memoranda of Understanding (MOU), and Department policies. Act as management advocate in Civil Service Appeal Hearings or Arbitrations related to discipline; appear before the Civil Service Commission or the Employee Relations Board to represent Department in the final disposition of discipline cases or employee relations matters. Attend first and/or second level grievance meetings and participate in the resolution of employee grievances and the preparation of grievance responses. Meet with Union Representatives on labor relations matters including the interpretation of MOUs, Department policies and procedures, employee disciplinary matters, grievances, and Unfair Employee Relations Practice claims. Additionally, the position prepares reports, and correspondence. [TL9/10/14rev3/26/15]

PROGRAMMER ANALYST III

- **City Clerk:** Systems Division, Election Applications and Operations Support Section. *COMMENTS:* The City Clerk's Office has one (1) transfer opportunity for a Programmer Analyst III position. The Systems Division is looking for candidates with programming experience developing for Windows client/server and Web environments using one or more of the following languages: C#, Javascript, HTML, CSS

and/or ColdFusion. GIS software experience and SQL database queries/reporting experience is desirable. For inquiries call (213) 978-1104. Interested candidates, please submit a City Application and/or Resume via fax at (213) 978-3115 or via e-mail to Lynn.Haro@lacity.org. **Open until a sufficient number of applications are received.** [TL7/22/14]

- **Office of Finance:** Systems, Finance Personnel Services Section (213) 978-1762. The Office of Finance (Finance) is seeking to fill one Programmer/Analyst III position. Finance is willing to consider Programmer/Analyst II candidates for a pay grade advancement. This position will operate in a collaborative team environment developing, supporting, and administering a citywide cash receipting system (CashWiz). The Systems Division is looking for candidates with experience in the following languages, frameworks, and databases: C#.NET, ASP.NET Javascript, JSON, MVC, CSS, HTML, SQL Server, and SQL Reporting Services. In addition, this position will provide support for Finance's Intranet Site, including developing an Online Forms page. Interested candidates are requested to submit a completed City application and their most recent employee evaluation to financepersonnel@lacity.org or via fax to 213-978-1752. This bulletin will remain posted until a sufficient number of applications are received. **This bulletin will remain posted until a sufficient number of applications are received.** [TL2/5/15rev2/13/15]

PROGRAMMER ANALYST III and IV

- **Information Technology Department:** Public Safety Application Division, CONTACT: H.R. Consolidated Records (213) 972-5980. **COMMENTS:** The Information Technology Agency has two Transfer Opportunities for Programmer Analyst III in the Public Safety Application Division (will consider a pay grade advancement based on experience). The responsibilities include: -Work independently on tasks required in 1 or more of the following areas: a major technical or software area such as new, re-platformed and/or major enhancement application/system development, on-going support maintenance for large and/or complex city-wide or office automation system(s); working alone in as part of a group, performs journey level+programming/analytical duties required to support major systems, information systems or office automation systems. May report to a Technical Project Lead Programmer/Analyst V or Section Manager. Perform technical programmer/analytical tasks in 1 or more of the Divisions technical environment areas(NET . ASP and MVC, ColdFusion, MS-SQL, Windows, LINUX, VM-ESX, XHTML, HTML5, Javascript, CSS, C#, web services development/maintenance, related development tools, and legacy mainframe applications/database). The work location is 200 N. Main St., CHE. A 9/80 work schedule is available. Candidates wishing to be considered should submit a resume to hrconsolidatedrecords@lacity.org. Please e-mail this address to request a copy of the position description. Screening may be conducted to select the most qualified candidates for interview. Promotion from Programmer Analyst II may be considered. **Open until a sufficient number of applications are received.** [TL10/23/14]

PROGRAMMER ANALYST IV

- **Fire Department:** Administrative Services Bureau . Management Information Systems Division, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the Human Resources Services Section of the Information Technology Bureau 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 or paygrade advancement. The LAFD is seeking a highly motivated, technically proficient, skilled programmer to act as a lead decision-making software developer primarily responsible for maintaining, managing, enhancing and modifying the Automated Staffing and Timekeeping System. Successful candidates will have extensive programming and analytic experience. Highly desired candidates shall have a Computer Science B.S. degree from a 4-year recognized university, skilled in Open Source and industry standard application development

tools, fluent in RDBMS and Third and Fourth Generation programming languages, such as Java, JSP, Java Servlets, C/C++, NetBeans IDE 8, Delphi, MySQL and Sybase with Apache Web Services and its Tomcat Web Container and hardware. 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. **Open until a sufficient number of applications are received.** Please call (213) 978-3761 to request a copy of the position description. [TL2/20/15rev3/6/15]

- **Information Technology Department: Vehicle Management System**, CONTACT: H.R. Consolidated Records (213) 972-5980. **COMMENTS:** The responsibilities include: Data Conversion for three separate implementation: Assist the vendor in data conversion from MCMS to M5: provide data samples, assist in data mapping specifications; supply all MCMS data in flat file ASCII format and/or spreadsheets per Assetworks requirements with documentation for both test and production. Assist in validating data loading; respond to Assetworks analysis of widowed/orphaned records and coordinate with GSC, LAFD, LAPD to correct such data. Contribute to developing procedures to keep production M5 data in sync with the MCMS system during each implementation phase; Training: Attend vendor training including Application Workshop, Work-Flow Design Workshop, to become familiar with FleetFocus M5 application functionality and workflows. Learn the FleetFocus business intelligence tools including: Crystal Reports, the integrated ad-hoc reporting module, Dashboards, and Performance Measure Metrics modules for setup and configuration support. Learn the new modules: Capital Asset Management (CAM) and KeyValet; Participate in application readiness review: Data load conversion, application configuration, proposed workflow; Participate in production go-live for three separate departments; Participate in migration to LA City environment; Provide ongoing support for both the legacy system (MCMS) and the new M5 until all the departments have moved to M5; and Work closely with the Programmer Analyst V, Database Architect, and Systems Programmer II to provide consistent application availability for both MCMS and M5 for GSD, LAPD, LAFD. The work location is 200 N. Main St., CHE. A 9/80 work schedule is available. 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. Screening may be conducted to select the most qualified candidates for interview. Promotion from Programmer/Analyst II may be considered. Deadline to apply is **4/10/15**. [TL3/26/15]

SAFETY ENGINEER (TRANSFER OPPORTUNITY)

- **Public Works –Street Services: Risk Management**, Maricel Reyes/Personnel Department Liaison Services, Grp I (213) 847-0844. **COMMENTS:** Please submit your Civil Service application, resume and a copy of last employee evaluation to Maricel Reyes, Mail Stop 550 . 1149 S. Broadway Street, 4th floor on or before **April 7, 2015**. You may also send the required documents by email to Maricel.Reyes@lacity.org. Please see advertisement in the back for more details. [TL3/24/15]

SECRETARY

- **Fire Department: Emergency Operations** . **South Division Bureau Office**, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. One position is available in the Operations South Bureau Office located at 638 S. Beacon Street, Suite 374, San Pedro CA, 90731. 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. 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. [TL3/3/15]

SECURITY OFFICER

- **POLICE:** Security Services Division (Three Positions), John Czerwinski (213) 978-4667. [TL11/25/14]
- **POLICE:** Central Area/ Day Watch, Sgt. Mark Aceves 213 486-1094. [TL1/15/15]

SENIOR CIVIL ENGINEER (9485)

- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. **COMMENTS:** This Sr. Civil Engineer position will perform the duties of an Assistant Division Manager for the Financial Management Division, including acting as the Division Manager in his/her absence; prepare and monitor the Stormwater Capital Improvement Program; act as the Fund Manager of the Stormwater program. This responsibility includes preparing, managing and reporting of the Stormwater budget, in conjunction with the operating divisions, and designing rates in accordance with applicable state and federal laws; managing the Residential Sewer Service Charge program including coordinating with the Department of Water and Power to ensure accurate and timely information regarding revenue collection, billing adjustments and other reporting data. This position will also advise and brief Councilpersons, Commissioners, City Attorney's Office, and staff of other Bureaus and Departments regarding program-wide financial status, issues and initiatives; prepare, review and approve a variety of correspondence relative to various aspects of the financial management of Stormwater program; and supervise the activities of engineers, management analysts and clerical staff, including the hiring of employees, reviewing of evaluations and probationary reports as required; handle miscellaneous personnel matters including grievances; reviewing and assigning all requests and referring each to the appropriate section, under the direction of the Division Manager. Candidates must have Civil Service status as a Senior Civil Engineers or Senior Environmental Engineers registered as Professional Engineers with the California State Board for Professional Engineers. Open until **April 6, 2015**. Applications may be faxed to (213) 485-2973. [TL3/27/15]

SENIOR CLERK TYPIST

- **ZOO:** Administration and Operations, Teresa Seipel (323) 644-4779. Please fax Departmental application to (323) 644-4776. Prior purchasing experience preferred. **Open until sufficient applications are received.** [TL11/5/14]
- **Board of Public Works:** Office of Accounting, Tommy Siu 213-978-0993. **COMMENTS:** TRANSFER OPPORTUNITY. One Senior Clerk Typist transfer opportunity in the Board of Public Works/Office of Accounting/General Accounting Division. This position has been approved by the Managed Hiring Committee. Interested candidates should submit Departmental Application and Résumé to the Office of Accounting, 200 N. Spring St., Ste. 967, City Hall, Stop 470, Fax No. (213) 978-0998, Attn: Tommy Siu or email to tommy.siu@lacity.org. **Open until a sufficient number of applications are received.** [TL2/4/15]
- **PW / Bureau of Sanitation:** Financial Management Division (FMD), Erick Jackson (213) 485-2687. **COMMENTS:** The Senior Clerk Typist assignments with the Solids Fiscal Monitoring Section will include but not limited to: preparing the monthly financial status report (FSR) and pending request for expenditure report; maintaining an Access database for requests to expend funds and track the status of Rule-11 requests; perform monthly reconciliation of DWP payments for Solid Equipment Charges (SEC); preparing memos containing financial instructions needed to manage the Solid Resources Funds; tracking tonnage and revenue for recyclable metals and material recovery facilities (MRFs); update and reconcile equipment purchase lists with GSD audit sheets; maintaining a centralized records/document management system; research Council Files for ordinances impacting the funds we manage; and overseeing clerical and administrative support functions for section. Candidates must

have Civil Service Status as a Senior Clerk Typist. **Open until sufficient applications received.**

Applications may be faxed to (213) 485-2969. [TL2/4/15]

- **Airports:** OMEG-Administration, Melinda Adams (424) 646-790, Madams@lawa.org or FAX: (310) 215-5399. **COMMENTS:** DEADLINE TO APPLY . *Thursday, April 9, 2015*. Brief description of duties of position: Provides clerical and administrative support to Maintenance Services Division (MSD) and Operations, Maintenance and Emergency Management Group (OMEG). Assists in the preparation of documents and coordinates interviews to fill vacancies. Reviews, interview documents and prepares hiring documents to ensure all City and LAWA hiring requirements are met. Tracks yearly evaluations, maintain divisional personnel files, performs data entry and maintains a database. Performs extensive filing of personnel related documents for MSD Workforce Unit. Assists with processing of interview candidates which involves ensuring enough candidates are scheduled and confirming with HR for proper notification to candidates. Assists with obtaining evaluations and ensuring they are distributed to Human Resources and filed). Prints, sorts & distributes weekly timesheets and distributes biweekly paychecks. Provides training on receiving & logging visitors in accordance with LAWA Escort policy. Assigns, tracks & monitors other clerical support activities including typing, filing, faxing, sorting & distributing and ensures their timely completion. Prepares memoranda, letters, forms & other correspondence, some of which are confidential in nature. Provides backup receptionist duties. A valid CA driver's license and LAWA badge must be possessed and maintained during employment and the employee must be able to operate a City vehicle. [TL3/27/15]
- **LAX Airports:** Internal Affairs, APD-Human Resources Liaison Unit. Please email a completed city application and resume to: APD-HRLU@lawa.org. Deadline to submit Application and Resume is *Friday, May 8, 2015*. Brief description of duties of position: This position will be assigned to Airport Police Division's Internal Affairs (IA) Unit. The duties include, but are not limited to, updating and ensuring quality control of all cases entered in the IA Pro System; creating weekly and monthly reports; conducting audits; proofing discipline reports; processing various requests for IA investigators; and compiling responses to requests from elected officials. [TL4/2/15]
- **Department of City Planning:** Development Services Centers . Metro and Valley Public Counters, Planning Personnel Services Section (213) 978-1763. The Department of City Planning's Development Service Centers (DSC) has two Senior Clerk Typist vacancies. The positions are located at the Metro and Valley Public Counters. These counters provide consultation services to applicants on development projects, serve as the point of entry for all discretionary land use applications, review and determine compliance with conditions of approval, review and sign-off on building permit applications, and conduct research and provide information on the use and interpretation of the Municipal Code. The Senior Clerk Typists assist Planning staff in performing the day to day functions of the Public Counter as well as perform difficult clerical work of a responsible nature requiring frequent exercise of independent judgment and a good knowledge of the functions of the DSC. Responsibilities of this position include, but are not limited to, working closely with employees and members of the public, typically utilizing a personal computer to complete daily tasks involving the management and transfer of case files and Planning and Case Tracking System (PCTS) data entry. These positions also answer phone calls and provide a high level of customer service; assign, review, and evaluate the work of other clerical staff; and participate in staff meetings/training. Interested and eligible candidates should submit a current resume via email to the attention of Planning Personnel at per.planning@lacity.org. **Open until a sufficient number of applications are received.** [TL4/2/15]
- **Water & Power:** Power Construction and Maintenance/Integrated Support Services, Gloria Ortega (213) 367-7727. The Power Construction and Maintenance (PCM) Division intends to fill one Senior Clerk Typist position in the General Construction group. This is a relief clerk position, and reporting locations may vary within a 50-mile radius of the Civic Center. A 5/40 or 9/80 work schedule is available. The selected candidate may be subject to overtime. A valid California driver's license is

required and must be maintained during employment. This position provides clerical support to the Energy Efficiency Programs of PCM. All interested candidates must submit a City of Los Angeles Departmental Application for Employment to Gloria Ortega, via email at Gloria.Ortega@ladwp.com. Ms. Ortega may be reached at (213) 367-7727. A screening device may be used to allow only the most qualified candidates to interview. **Open until a sufficient number of applications are received.** Only candidates who are currently in the classification of Senior Clerk Typist may apply. [TL4/3/15]

SENIOR EQUIPMENT MECHANIC

- **Police:** Motor Transport Division, LaDrina Lee 213-486-1020. *COMMENTS:* Various locations and watches. [TL10/30/14]

SENIOR STOREKEEPER

- **PW/Street Lighting:** Field Operations, Martha Maldonado (213) 847-0800. *COMMENTS:* 1 Senior Storekeeper in Field Operations. Position will be **open for filing until a sufficient number of applications have been received.** [TL10/22/14]

STUDENT PROFESSIONAL WORKER

- **Fire Department:** Office of the Independent Assessor, Personnel Services Section, Selection Unit (Elizabeth Torres) (213) 978 3761. Please post the attached job bulletin as a separate attachment to your weekly transfer opportunities and website. [TL11/12/14]

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]
- **Los Angeles Housing & Community Investment Department:** Systems, Marcia Ruiz (213) 808-8476. *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 departmental application. Submission of a resume is highly recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL4/1/14]

SYSTEMS ANALYST II

- **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 troubleshoot 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]

- **Los Angeles Housing & Community Investment Department: Systems 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 City application. Also, submission of a resume is recommended. **Open until a sufficient amount of applications received.** Fax Number is (213) 808-8477. [TL10/24/14]
- **Office of Finance: Systems**, Finance Personnel Services Section (213) 978-1762. The Office of Finance (Finance) is seeking to fill one Systems Analyst II position within its Systems Division. Interested candidates must have experience in SQL database queries/reporting, Crystal Reports and programming experience using one or more of the following languages: VB, C#, JavaScript, HTML, and CSS. This position will operate in a collaborative team environment providing maintenance and support for the Department's Tax Discovery System (TDS), Crystal Enterprise, Documentum Imaging System (DMS), LATAX and other systems based on business needs. Screening may be conducted to select the most qualified candidates for interview. Interested candidates are requested to submit a completed City application and their most recent employee evaluation to financepersonnel@lacity.org or via fax to 213-978-1752. **This bulletin will remain posted until a sufficient number of applications are received.** [TL2/13/15]
- **Public Works–Street Services: Administration** (Transfer/Paygrade Advancement), Maricel Reyes/Personnel Section (213) 847-0844. *COMMENTS:* Please submit your Civil Service application and resume to Maricel Reyes, Mail Stop 550 . 1149 S. Broadway Street, 4th floor. You may also send the required documents by email to Maricel.Reyes@lacity.org. Please see advertisement in the back for more details. APPLICATION DEADLINE: **Open until sufficient applications are received.** [TL2/26/15]
- **POLICE: Scientific Investigation Division**, Tatiana Garcia 323-415-8121. *COMMENTS:* Duties include but are not limited to systems support for various laboratory programs and software applications. Tasks include server administration, set-up and troubleshooting of workstations and peripheral equipment, database administration, and software upgrades. Provide technical assistance with digital imaging systems and PC support. Experience in SQL database queries/reporting, Crystal Reports and programming experience using one or more of the following languages: VB, C#, JavaScript, HTML, and CSS is highly desirable. A 4/10 or 5/40 work schedule is available. Interested candidates are requested to submit a completed Departmental Application for Employment and their most recent employee evaluation to N1782@lapd.lacity.org. **This bulletin will remain posted until sufficient applications are received.** [TL3/3/15rev3/5/15]

SYSTEMS PROGRAMMER I

- **Information Technology Department:** 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 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 is 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. **Open until a sufficient number of applications are received.** [TL9/30/14]
- **Animal Services:** Administration . Systems, Antonio Zepeda (213) 978-1808. *COMMENTS:* The primary responsibilities of the job will be to administer, maintain and continue to develop the Department's internet and intranet websites and custom, web based applications. Experience with web servers and web development using CSS/ HTML, WordPress, and Cold Fusion is required. Experience with jQuery, Linux and MSSQL Server is highly desired. Duties will also include assisting with administration and maintenance of the Department's Windows 2008, Windows 2008 R2 and MSSQL 2008 servers and Active Directory network. Interested candidates should fax a departmental job application and resume to (213) 978-1813. **This position will remain open until sufficient applications are received.** [TL12/31/14rev2/9/15]

SYSTEMS PROGRAMMER II

- **Information Technology Department:** Enterprise Systems & Operations Services, CONTACT: H.R. Consolidated Records (213) 972-5980. *COMMENTS:* The Information Technology Agency has a Transfer Opportunity for two Systems Programmer II positions in the Mainframe Systems Operations and Enterprise Services Management Divisions. The responsibilities include: supports citywide application infrastructure for major financial management and public safety systems in Enterprise Systems Support section which constitutes (FMS, SMS, LATAX, 311, PAYSR, TEAMS II) along Distributed Systems Support which supports citywide SAN, VMWARE, server, and backup infrastructure. These positions are critical in providing off-hours, on-call support to critical financial, public safety applications, and Distributed Systems with its related components. Prompt resolution and expertise during off hour is critical to minimize both application and system disruption. The work location is 200 N. Main St., CHE. A 9/80 work schedule is available. Candidates wishing to be considered should submit a resume to hrconsolidatedrecords@lacity.org. To request a copy of the position description, send your request to that e-mail address. Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient number of applications are received.** [TL10/24/14]

SYSTEMS PROGRAMMER III

- **Information Technology Department:** Public Safety Application Division, CONTACT: H.R. Consolidated Records (213) 972-5980. *COMMENTS:* The Information Technology Agency has a Transfer Opportunity for a Systems Programmer III in the Public Safety Application Division. The responsibilities include: -Performs and directs the evaluation, development, implementation, maintenance and modification of systems software and complex enterprise applications on self-hosted VM ESX hardware platforms. Performs and directs the development and maintenance of systems procedures and documentation, hardware, software and system studies, performance tunings, problem determination and resolution, coordinates and provides technical assistance to other data processing personnel and use divisions of departments. Performs the more difficult and complex soft/hardware

systems work. Reports to the Division Manager; advises management on activities; may act as Division manager in his/her absence. Provides technical guidance to Division staff as technical specialist in 1 or more of the division's technical environment areas (Entrust Remote and Mobile, NET-ASP and MVC, ColdFusion, MS-SWL, Windows, LINUX, VM-ESX, XHTML, HTML5, Javascript, CSS, C#, web services development/maintenance, related development tools, and legacy mainframe applications/database), in support of the system and application. The work location is 200 N. Main Street, CHE. A 9/80 schedule is available. Candidates wishing to be considered should submit a resume to hrconsolidatedrecords@lacity.org. To request a copy of the position description, send your request to that e-mail address. Screening may be conducted to select the most qualified candidates for interview. **Open until a sufficient number of applications are received.** [TL10/16/14]

TRANSPORTATION ENGINEER or LANDSCAPE ARCHITECT (EMERGENCY APPOINTMENT)

- **Public Works –Street Services:** Engineering/Off-Budget Program, Maricel Reyes (213) 847-0844 / (213) 847-0814. *COMMENTS:* Please send your Civil Service application and resume to Mail Stop 550 . 1149 S. Broadway Street, 4th floor Attn: Luz Fabric, or email to Luz.Fabric@lacity.org. Please see advertisement in the back for more details. Deadline for submission of applications is *Friday, April 3, 2015, 2015 by 4:00 pm.* [TL3/26/15]

VETERINARIAN II (2365-2)

- **Department of Animal Services:** Shelter Operations, CONTACT: Personnel Section (213) 978-1808. See attached for details. [TL9/24/14]



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 . Group 1
200 North Spring Street, Room 1805
Los Angeles, CA 90012
Attn: Antonio Zepeda

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 (AS 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 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 (print)

Signature

Date



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 **VETERINARIAN II**

The City of Los Angeles envisions the day that every pet born is ensured a good home and good care. Los Angeles Animal Services is looking for Veterinarians who desire to be part of our team by providing top quality care to animals in the City's new and expanded shelters. We value the integrity of every employee, we care about our customers, and we are dedicated to the humane treatment of animals. Join us. The City of Los Angeles is an Equal Opportunity/Affirmative Action Employer.

DUTIES:

A Veterinarian diagnoses and gives first aid treatment, including surgery as needed, to animals in the care and custody of the Los Angeles Animal Services Department and inspects their care and treatment; assigns, reviews, and evaluates the work of employees assisting in the above work; advises the public and Department employees on matters within the field of veterinary medicine; exercises medical judgment and skill in the independent performance of responsibilities, applying current veterinary medical principles.

REQUIREMENTS:

- Doctor's degree in veterinary medicine from an accredited veterinary school
- Valid California State License to practice Veterinary medicine
- Valid California driver's license is required for all positions and must be maintained throughout employment

SALARY:

Full-Time starting salary: \$3,552.80 biweekly; medical and dental benefits provided
Part-Time hourly rate: \$44.41; no medical/dental benefits

HOW TO APPLY:

Submit a City job application for employment, resume, and a copy of your California License to practice Veterinary medicine, and three references to:

Personnel Department . Liaison Services Bureau
200 North Spring Street, Room 1805
Los Angeles, CA 90012

Attn: Antonio Zepeda (antonio.zepeda@lacity.org)

Applications can be downloaded at: <http://per.ci.la.ca.us/Forms/Application.pdf>

[TL9/24/14]



ANIMAL LICENSE CANVASSER (4330)
SPECIAL OPERATION'S LICENSING TEAM
PART-TIME "AS NEEDED"

The Department of Animal Services is recruiting for as-needed part-time Animal License Canvassers. A part-time Animal License Canvasser walks in residential and business districts enforcing animal license ordinances; collecting money for license fee payments and issuing receipts to animal owners; verifying current rabies vaccinations and sterilization of dogs in the field; and reconciling and balancing daily collections. Animal License Canvassers may also issue official notices. Successful candidates must be able to walk long distances, handle large volumes of work and provide excellent customer service.

DUTIES

The duties of this position may include, but are not limited to:

- Canvassing residences and businesses enforcing animal license ordinances;
- Driving a personal vehicle during the course of employment;
- Verifying rabies vaccinations;
- Verifying sterilization records to determine appropriate license fee;
- Collecting payment for licenses and issues receipts;
- Maintaining records and preparing reports that could be used in court as legal evidence;
- Disseminating public education materials to City residents;
- Observing and reporting suspicious activities involving animal related concerns, such as inhumane treatment, animal fighting, breeding activities, exotic animals, etc., to the appropriate section of the Department; and
- Performing other duties as required.

QUALIFICATIONS

- A valid California driver's license and a good driving record. Applicants may be disqualified and not eligible for hire if within the past 36 months they have been convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months;
- Ability to interpret and communicate Department policies and procedures and Municipal codes;
- Ability to clearly explain laws relating to licensing animals and the spay/neuter ordinance;
- Possess good writing skills and ability to communicate in writing clearly and legibly;
- Excellent communication and public speaking skills;
- Ability to use standard office equipment, such as a personal computer and perform data entry;
- Self-starter, self-motivated;
- Demonstrates a competent work history and attendance record in good standing;
- Ability to perform simple math calculations;
- Ability to work under minimum supervision;

- Ability to understand and follow directions;
- Ability to make good decisions;
- Ability to communicate effectively and tactfully in a clear and concise manner with the public;
- Must be able to work with, handle and be around animals without hindrances or barriers;
- Must be able to work in an enclosed office environment with other staff; and
- Must possess a %Can-Do+attitude.

MILEAGE RATE AND MINIMUM VEHICLE INSURANCE REQUIREMENTS

- 56 cents reimbursed per mile for business miles driven;
- \$25,000 in the case of injury to or death of one person;
- \$50,000 per accident/incident; and
- \$5,000 of property damage, in an accident.

SALARY: \$15.98 per hour; no medical/dental benefits

SELECTION PROCESS

Examination	Weights
Interview	100%
Written Exercise	Advisory
Math Performance Test	Advisory

The examination will consist of three parts: 1) an oral interview and 2) a written exercise and 3) math performance test to determine the candidates whose qualifications best fit the duties and responsibilities of the position. The results of the written exercise and math performance test will be evaluated in the interview. The final interview score will account for 100% of the total score.

HOW TO APPLY

Submit a Departmental application for employment with an original signature by mail:

Personnel Department . Liaison Services Bureau
 200 North Spring Street, Room 1805
 Los Angeles, CA 90012
Attn: Antonio Zepeda

Open until sufficient applications are received.

Applications can be downloaded at: <http://per.lacity.org/application.pdf>

NOTE: At the time of the interview, all candidates must possess and present a valid Class C Driver's License, and an original driving history that is issued by the California Department of Motor Vehicles no greater than 30 days prior to the interview.

LOS ANGELES FIRE COMMISSION



BOARD OF
FIRE COMMISSIONERS

DELIA IBARRA
PRESIDENT

ANDREW GLAZIER
VICE PRESIDENT

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LETICIA GOMEZ
COMMISSION EXECUTIVE ASSISTANT II

SUE STENGEL
INDEPENDENT ASSESSOR

EXECUTIVE OFFICE
200 NORTH MAIN STREET, SUITE 1840
LOS ANGELES, CA 90012-4112

ERIC GARCETTI
Mayor

(213) 978-3838 PHONE
(213) 978-3814 FAX

OFFICE OF THE INDEPENDENT ASSESSOR **STUDENT PROFESSIONAL WORKER - JOB OPPORTUNITY** HOURLY RATE: \$15.41

The Office of the Independent Assessor (OIA) for the Los Angeles Board of Fire Commissioners is seeking a graduate student intern, preferably from a law or public policy school (first year law students may apply). Students interested in public safety (fire and police) law and policy, public employment law, municipal law, and/or transparency in government are encouraged to apply.

In 2009, the residents of the City of Los Angeles voted to amend the City Charter to create the position of Independent Assessor (IA). The IA has the power and duty to:

- a) Audit, assess and review the Los Angeles Fire Department's (LAFD or Fire Department) handling of complaints of misconduct committed by employees;
- b) Conduct any audit or assessment requested by majority vote of the Board of Fire Commissioners; and
- c) Initiate any assessment or audit of the Fire Department or any portion of the Fire Department.

The Independent Assessor reports directly to the Board of Fire Commissioners, the civilian head of the LAFD, and assists the Fire Commission in providing independent civilian oversight of the Fire Department. The small size of the OIA affords a Student Professional Worker (SPW) an opportunity to play an integral role in the day-to-day work, including interaction with LAFD personnel and observance of daily operations. Duties may include, but are not limited to:

- Researching best practices of fire and other public safety agencies;
- Conducting legal research;
- Reviewing and analyzing LAFD policies; and
- Assisting with audits of a variety of LAFD functions.

The SPW may work full or part time.* An SPW is restricted to work a maximum of 1039 hours for the City of Los Angeles in a 12-month period. Please note that this position is not a permanent Civil Service position with the City of Los Angeles. Therefore, the position is not eligible for any employee benefits.

The selected candidate will be required to take and pass a pre-employment medical exam and clear a background investigation.

To apply, please email a resume and writing sample to:

Sue Stengel
Independent Assessor
Los Angeles Board of Fire Commissioners
sue.stengel@lacity.org

Open until a sufficient number of applications are received. May close at any time. Please feel free to contact the office with questions.

Eligibility Requirements:

1. Current full-time enrollment in an accredited four-year college or university or an accredited law school and must maintain 3.0 GPA.
2. Must be enrolled in and successfully complete a minimum of 6 semester (or 8 quarter) units of degree-oriented classes each semester (quarter) while employed as a Student Professional Worker. For quarter system programs, students must attend at least 3 quarters each year.
3. Satisfactory proof (enrollment verification, official college transcript, etc.,) must be submitted upon hire.
4. Student Professional Workers **must maintain** enrollment as a full-time student to continue employment, and must submit proof of enrollment not later than two weeks after the commencement of each Semester or Quarter.

*The SPW is required to work no less than 10 hours per week and a maximum of 40 hours per week, between the hours of 8:00 a.m. . 6:00 p.m.

11/12/14

AUTO BODY REPAIR SUPERVISOR I

(EMERGENCY APPOINTMENT)

Salary \$2,804.80 (bi-weekly)

The Los Angeles Police Department's Motor Transport Division is interested in filling ONE Auto Body Repair Supervisor I position on an emergency basis.*

Duties:

An Auto Body Repair Supervisor is a civilian employee of the Police Department. An Auto Body Repair Supervisor assigns, reviews and evaluates the work of a group of employees engaged in fabricating, installing, remodeling, or repairing bodies and body accessories of automotive and miscellaneous equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

An Auto Body Repair Supervisor is regularly assigned to the day watch. However, if required, they must be available to work weekends, holidays, night and early morning shifts based on the Department needs.

Requirements

1. Two years of full-time paid experience as an Auto Body Builder and Repairer, or in a class at least at that level and which provides journey-level experience in fabricating, installing, remodeling, or repairing bodies and body accessories of automotive equipment.
 - Prior to appointment, a thorough and comprehensive pre-employment background investigation will be conducted by the Los Angeles Police Department.

NOTE:

- **Candidates must not have a history of criminal or improper conduct including any felony convictions.**
 - **Candidates must not have poor employment, military, or driving record, which would affect candidate's suitability for this type of work.**
 - **Candidates must have displayed a pattern of respect and honesty in their dealings with individuals and organizations.**
 - **Candidates must be fingerprinted and have no disqualifying record of law violations or other improper conduct. Potentially disqualifying violations or conduct includes convictions for more than one minor offense within the past year. Candidates may be required to undergo a DRUG and ALCOHOL screening test based on City policy.**
- Must pass a comprehensive medical examination given by a City physician.
 - Must have reliable transportation.
 - Must have a valid California driver's license.
 - Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand and finger dexterity with at least one hand involved in reaching, handling, or feeling, and using small tools; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this classification. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

Note: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

***NOTE:**

The Auto Body Repair Supervisor position will be filled through an Emergency Appointment, which can 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 Auto Body Repair Supervisor. 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.

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

Interested applicants may access a PDF copy of the application by visiting:

<http://per.lacity.org/application.pdf>

The completed and hardcopy application must be mailed or hand-delivered to the following address.

Los Angeles Police Department
Personnel Division/Civilian Employment Section
100 West First Street, Suite 228
Los Angeles, CA 90012

Hours: Monday . Thursday, 7:30 am . 4:30 pm

(213) 486-4660

ONLY ORIGINAL SIGNED APPLICATIONS WILL BE ACCEPTED. NO FAXES OR EMAILED COPIES.

Filing will remain open until sufficient applications are received.

Applications are subject to review and only the most qualified will be invited to participate in the interview process. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.

11/26/14



JOB ANNOUNCEMENT
ANIMAL CARE TECHNICIAN - 4310
PART-TIME “AS NEEDED”

The Department of Animal Services is recruiting for as-needed part-time Animal Care Technicians. A part-time Animal Care Technician receives and cares for all types of domestic and wild animals; assists with transferring animals to other shelters; explains regulations regarding disposition of animals to the public; works with the public to adopt animals both in the shelter and at mobile adoption events; cares for dangerous and/or diseased and injured animals; interfaces with medical staff regarding the health of animals; and cleans kennels, cages, vehicles, buildings, yards and equipment. Animal Care Technicians must assist in humanely euthanizing animals due to disease, injury or overcrowded conditions. Animal Care Technicians require contact with the public, volunteers, adoption partners, local veterinarians/clinics, internal staff and staff in other departments and provide excellent customer service and animal care.

NOTE: Must be available for assignment to various shifts, weekends, and holidays, at any one of the Department of Animal Services animal care centers.

EDUCATION AND EXPERIENCE:

1,040 hours (paid or volunteer) experience in the care or maintenance of companion animals, which must include dogs, cats, or rabbits; **or**

Completion of 3 semester units or 4 quarter units from a recognized college or university in animal health or animal care.

WORK PERFORMED:

- Assist the general public in the selection of animals available for adoption;
- Explain Department procedures, laws, ordinances and regulations pertaining to impoundment, redemption, purchase, licensing, care and euthanization of animals to the public;
- Unload animals from animal collection vehicles and place animals in cages, or secure medical attention, if necessary;
- Segregate animals by species, sex, age, size and temperament;
- Clean and maintain euthanasia room, kennels, cat room, observation room, all cages, facilities, grounds and equipment;
- Segregate sick or injured animals for special medical attention;
- Feed, water, groom and exercise animals when necessary;
- Report sick or unusual behavior of animals to Veterinary staff in treatment of animals;
- Assist Veterinary Technicians in the euthanization of sick, injured and unwanted animals;
- Drive animal collection vehicles and horse-trailers when making emergency pick-ups or when assisting the Animal Control Officers;
- Clean vehicles;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification.
This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

QUALIFICATIONS: Incumbents must have the following knowledge and abilities:

Knowledge of:

- Principles, practices, and techniques of proper animal care;
- Common breeds of dogs and cats;
- Habits, care, feeding, and shelter of various wild and domestic animals;
- Safety principles, practices, and regulations as they relate to animal care;

The ability to:

- Learn laws and ordinances concerning the care, impounding and destruction of animals;
- Learn methods used to clean and disinfect animal shelters;
- Learn the symptoms and first-aid or emergency treatment for common diseases and injuries of dogs and cats;
- Understand and follow instructions;
- Keep routine records and make reports;
- Deal tactfully and effectively with the public.

LICENSE:

A valid California driver's license is required for all positions and must be maintained throughout employment.

TO APPLY:

Submit a Departmental application for employment with an original signature by inter-office mail, email, or in-person to:

Personnel Department . Liaison Services Bureau
200 North Spring Street, Room 1805
Los Angeles, CA 90012
Attn: Antonio Zepeda (antonio.zepeda@lacity.org)

Open until sufficient applications are received.

Applications can be downloaded at: <http://per.lacity.org/application.pdf>

The above statements describe the general nature and level of work being performed by individuals assigned to this classification.
This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

1/21/15

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: April 3, 2015

TO: All Current Systems Analyst I's and IIs

FROM: Personnel Section, Bureau of Street Services/Public Works

SUBJECT: **SYSTEMS ANALYST II –**
TRANSFER/PAYGRADE ADVANCEMENT OPPORTUNITY

DUTIES:

Duties will include, but are not limited to:

Analyze/design/develop/documentation/training/implementation and support of Bureau systems solutions; install/configure/and provide support to Bureau personnel as well as trouble-shoot complex technical hardware/software issues; install and upgrade MS Windows and MS SQL Server technology; perform SQL queries and generate Crystal reports; coordinate systems projects and issues with Bureau personnel, outside vendors, and other City agencies.

KNOWLEDGE

Knowledge of MS Windows Servers, Microsoft Office, Novell Server, Workstation OS, general hardware/software/network systems, GIS, ColdFusion, MS SQL web applications, SQL database queries/reporting, Crystal Reports, HTML, CSS, and Java Script. Some knowledge of mainframe languages in SAS, FOCUS, and TSO desired but not required.

SKILLS

Requires excellent analytical, hardware/software problem-solving as well as systems analysis, design, and development skills. The successful candidate must possess strong verbal and technical/business writing skills

ABILITIES

Must be able to work independently to analyze, research, and develop solutions. Must possess a professional manner and communicate effectively both orally and in-writing with managers, users, vendors and coordinate with other City agencies. Must be able to work effectively under tight deadlines.

SELECTION PROCEDURE:

Screening of applications may be conducted to select the most qualified candidates for interview; thereafter, selection process will include interview and written sample. Final selection will include a review of personnel folders and past work history. 9/80 schedule available.

APPLICATION DEADLINE: Open until sufficient applications are received. Please submit a Civil Service application and resume to Maricel Reyes at (213) 847-0844, 1149 South Broadway, Suite 400, Los Angeles, California, 90015, Mail Stop 550. Or, email them to Maricel.Reyes@lacity.org.

**GENERAL SERVICES DEPARTMENT
FLEET SERVICES DIVISION**

EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

DATE: March 26, 2015

**EMERGENCY APPOINTMENT OPPORTUNITY FOR ONE **CONSTRUCTION EQUIPMENT
SERVICE WORKER** IN GENERAL SERVICES DEPARTMENT –
FLEET SERVICES DIVISION**

Application Deadline: Open until sufficient applications are received.

Positions Available:

- One (1) vacant Construction Equipment Service Worker position at North Hollywood

This position is located at 12201 Sherman Way, North Hollywood, CA 91605. Work hours will be 3:30pm to 1:00am, Monday . Friday. Work hours may change based on operational need.

Minimum Requirements:

1. One year of full-time paid experience in servicing and lubricating construction vehicles exclusively; **or**
2. Two years of full-time paid experience in servicing and lubricating a combination of **ALL of the following:** cars, trucks and construction vehicles.
3. Candidates **MUST** list the types of cars, trucks, and construction vehicles that you have serviced and lubricated in the Work Experience section of the application. Candidates who fail to include this information at the time of filing their application will not be considered further.
4. A valid California drivers license and a good driving record are required. A valid California Class A or Class B Commercial Driver License and a Tanker (TA) endorsement may be required for some positions in the class of Construction Equipment Service Worker.

*****CANDIDATES MUST MEET THE MINIMUM ELIGIBILITY REQUIREMENTS*****

Construction Equipment Service Workers maintain and repair equipment required to support a wide variety of City departments including; Street Services, Recreation and Parks and other operations.

Major duties include:

1. Preventive Maintenance on a wide variety of equipment
2. Working in the field
3. Driving & operating a lube truck
4. Assisting shop personnel when needed
5. Working on dirty & dusty equipment

6. Lifting heavy oil pans & equipment panels
7. Climbing ladders
8. Stocking your truck with supplies daily

METHOD OF EVALUATING CANDIDATES:

Depending on the number of candidates who apply, all applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position's duties and requirements. Final selection will be based on an oral interview, where candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors as part of the selection process.

HOW TO APPLY:

Interested applicants may pick-up an application at the Personnel Department, 700 East Temple Street, Rm. 100, Los Angeles, California, 90012. The applicant may complete the application online, but will need to submit a hardcopy of the application by mail or fax. A PDF copy of the application may be accessed at <http://per.lacity.org/application.pdf>

Interested applicants may fax or mail their completed City application to:

City of Los Angeles, Personnel Department
Liaison Services Bureau
Attention: Drew Jedlinsky
111 East First Street, Room 301
Los Angeles, CA 90012
Telephone: (213) 922-8519 / Fax: (213) 922-8514

Incomplete applications will not be considered. Submitted application materials become the property of General Services Department (GSD) and will not be returned to applicants. Submitted applications will be kept active for six (6) months only. A new application is required if an interview is not made within said period. Only candidates selected for an interview will be contacted by personnel staff.

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.

The City of Los Angeles is an Equal Employment Opportunity Employer.

3/12/15rev3/27/15

DEPARTMENT OF PUBLIC WORKS
LA SANITATION

PAYGRADE/TRANSFER OPPORTUNITY NOTICE

DATE: March 19, 2015

TO: ALL ENVIRONMENTAL SUPERVISOR I AND II(s) IN THE CITY OF
LOS ANGELES

**PAYGRADE/TRANSFER OPPORTUNITY FOR ONE (1) ENVIRONMENTAL SUPERVISOR II IN THE
DEPARTMENT OF PUBLIC WORKS, LA SANITATION**

APPLICATION DEADLINE: Open until sufficient applications are received

POSITION AVAILABLE:

One (1) Environmental Supervisor II position in the Environmental Compliance Section of the Solid Resources Support Services Division, LA Sanitation (LASAN).

MINIMUM REQUIREMENTS:

This position is open to all regular full-time Environmental Supervisor I & II(s) currently employed in the City of Los Angeles who have successfully completed probationary period.

DUTIES AND RESPONSIBILITIES:

The Environmental Supervisor II is responsible for advanced technical and policy level assignments dealing with air quality emission reduction policies, rules, legislation and programs, focusing on the analysis and evaluation of complex air quality issues that may affect LASAN's Solid Resources operations and programs. Specific areas may include general mobile source rules and regulations, programs to reduce emissions from on-road heavy-duty diesel vehicles, alternative fuel vehicles and infrastructure, environmental justice with regard to air quality issues, greenhouse gas emission reduction strategies, and other interdisciplinary efforts to reduce pollutants.

The Environmental Supervisor II is also responsible for managing complex air quality emission reduction projects. Tasks could include assisting the Executives and Management on developing and implementing air quality related projects, seeking internal and external funding to support related projects, recommending and monitoring mobile source emission reduction programs funded through the external grants and the City's Subvention funds, investigating special projects with potential air quality impacts, coordinating the City-wide efforts in reducing greenhouse gas emissions and implementing strategies to mitigate climate change impacts.

The Environmental Supervisor II may manage interdepartmental working groups, act as liaison and represent the Division and LASAN at meetings with other Divisions and City Departments, working group meetings of regulatory and other public agencies, analyze proposed policies, regulations, and legislation, brief Executives and Management on environmental issues, and make recommendations on technical and policy positions. The position requires the preparation of board reports, memoranda, and transmittals to other City departments, elected officials, and regulatory agencies.

The Environmental Supervisor II is responsible for supervising professional staff and/or the work of technical consultants. This position may contribute to administrative tasks of the division including providing input to budget and staffing decisions, or providing other information necessary for the efficient administration of the division.

This position also supports the department's community and business outreach and education efforts through preparing or reviewing written outreach materials and by making presentations to community, environmental and other interested groups.

METHOD OF EVALUATION OF CANDIDATES:

All City applications received will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position duties and requirements. Depending on the number of candidates who apply, final selection may be based on an oral interview, and candidates will be interviewed 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.

HOW TO APPLY:

Candidates interested in applying for this position must submit the newly revised (05/2014) application which can be found at <http://per.lacity.org/Application.pdf>:

City of Los Angeles, LA Sanitation
Attn: Kimberly Young
1149 South Broadway, 9th Floor
Los Angeles, CA 90015
Mail Stop 520
Telephone: (213) 485-2689
Fax: (213) 485-2973

3/19/15



City of Los Angeles Fire Department

Student Professional Worker Job Opportunity

The Los Angeles Fire Department (LAFD) is seeking to fill three (3) Student Professional Worker (SPW) positions in its Management Information Systems (MIS) Section. The MIS Section handles Information Technology support for computer hardware and software applications used throughout the LAFD.

This is a great opportunity for talented and highly motivated individuals, who are in the process of completing their education, to gain experience for a professional career in IT.

Eligibility Requirements:

5. Current full-time (12 semesters units or the equivalent 16 quarter units) enrollment in an accredited four-year college or university, have attained Junior or Senior standing and must maintain 3.0 GPA.
6. Must be enrolled in and successfully complete a minimum of 6 semester (or 8 quarter) units of degree-oriented classes each semester (quarter) while employed as a Student Professional Worker. For quarter system programs, students must attend at least 3 quarters each year.
7. Satisfactory proof (enrollment verification, official college transcript, etc.,) must be submitted upon hire.
8. Student Professional Workers **must maintain** enrollment as a full-time student to continue employment, and must submit proof of enrollment not later than two weeks after the commencement of each Semester or Quarter.

Preferred Skills/Knowledge: Seeking applicants with a Major in a computer related course program and having a working knowledge of at least one of the following:

- Programming language (PHP, ColdFusion, VB, VB.NET, ASP, ASP.NET, Java, C, C++ and C#)
- Database design in SQL Server or Oracle
- HTML and Cascading Style Sheets, basic web design skills and knowledge of related software tools
- Geographic Information Systems

The SPW must possess good communication skills and the ability to work autonomously.

Tasks: The SPW will be required to perform a variety of tasks related to application development, support, and maintenance; computer hardware support, troubleshooting, and deployment; general office and clerical tasks, support and training for clients; and other related tasks.

Compensation & Benefits: The rate of pay is \$13.46 per hour. Please note that this position is not a permanent Civil Service position with the City of Los Angeles. Therefore, the position is not eligible for any employee benefits.

Work Schedule: The SPW is required to work a minimum of 20 hours, but no more than 30 hours per week, between the hours of 7:00 AM to 5:00 PM on weekdays. The maximum allowable working hours in any service year is 1039 hours.

How to Apply: Email your resume to Elizabeth.Torres@lacity.org

Filing Period: Open until a sufficient number of applications are received. May close at any time.

**GENERAL SERVICES DEPARTMENT
BUILDING MAINTENANCE DIVISION**

EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

DATE: March 23, 2015

EMERGENCY APPOINTMENT OPPORTUNITY FOR ONE (1) [SENIOR MANAGEMENT ANALYST I](#) IN GENERAL SERVICES DEPARTMENT – BUILDING MAINTENANCE DIVISION

Application Deadline: [April 3, 2015](#)

Positions Available:

- One (1) vacant Senior Management Analyst I

This position is located at Building Maintenance Division HQ, 111 E. 1st Street, Room 512 Los Angeles, CA 90012.

Minimum Requirements:

5. Two years of full-time paid experience as a Management Analyst II or in a class which is at least at that level and which provides professional experience in administrative, financial, grants, legislative or personnel work.

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

A Senior Management Analyst directs professional and clerical personnel in performing wide range of administrative, financial, grants, legislative and/or personnel work; personally perform the more difficult work; may act as staff advisor to management; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

METHOD OF EVALUATING CANDIDATES:

Depending on the number of candidates who apply, all applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position's duties and requirements. Final selection will be based on an oral interview, where candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors as part of the selection process.

HOW TO APPLY:

Submit City application, resume and most recent evaluations.

Interested applicants may fax or mail their completed City application to:

City of Los Angeles, Personnel Department
Liaison Services Bureau
Attention: Raymund Santos
111 East First Street, Room 301
Los Angeles, CA 90012
Telephone: (213) 922-8573 / Fax: (213) 922-8514

Incomplete applications will not be considered. Submitted application materials become the property of General Services Department (GSD) and will not be returned to applicants.

All applications must be received no later than 4:00pm on April 3, 2015.

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 requires 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 ~~pr~~ 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.

The City of Los Angeles is an Equal Employment Opportunity Employer.

3/24/15

BUREAU OF STREET SERVICES

JOB OPPORTUNITY NOTICE (3-24-2015)

TO: ALL SAFETY ENGINEERS

SUBJECT: TRANSFER OPPORTUNITY – (1) POSITION

APPLICATION DEADLINE: 4:00 pm, Tuesday, April 7, 2015

JOB LOCATION: Bureau of Street Services
Executive Division
1149 S. Broadway, 4th Floor
Los Angeles, CA 90015

REQUIREMENTS: One (1) year of full-time paid experience as a **Safety Engineer** with the City of Los Angeles.

DUTIES AND RESPONSIBILITIES:

The Bureau of Street Services Safety Engineer is responsible for directing, coordinating, developing and implementing a comprehensive occupational health and safety program. The successful candidate must have excellent working knowledge of Cal/OSHA law, experience managing excavation/shoring, confined space classification and entry, construction safety, aerial cranes, MUTCD, and in controlling regulated carcinogens and heavy metals. The candidate must also have experience in developing construction codes of safe work practice, presentation of required safety training programs and investigation of workplace accidents. Represents the Bureau at Cal/OSHA appeals and hearings. Creates accident prevention strategies and supervises administrative and clerical staff.

HOW TO APPLY:

Candidates interested in applying for this position should submit the following:

- Civil Service Application for Employment available at: <http://per.ci.la.ca.us/Forms/DeptApp.pdf> and
- Resume and
- Two (2) most recent evaluations

SUBMIT TO:

ATTN: Maricel Reyes

Bureau of Street Services . Personnel Section
1149 S. Broadway, 4th Floor
Los Angeles, CA 90015

Mail Stop 550

Email Address: Maricel.Reyes@lacity.org

METHOD OF CANDIDATE EVALUATION:

Selection will be based on an oral interview, review of personnel folder and work history.

3/24/15



HEARING OFFICER (1328)

Job Description

Department: City of Los Angeles Fire Department
Fire Prevention and Public Safety Bureau

Position: **Hearing Officer**
Exempt Position

Salary: \$25.84 . 37.79 Hourly

Description: The City of Los Angeles Fire Department is seeking qualified individuals to serve as Hearing Officers in the Fire Prevention and Public Safety Bureau. Hearing Officers preside over impartial hearings pertaining to Fire Department Codes and Ordinances. These positions are not permanent Civil Service employment. Employment is scheduled to begin April 2015 and end on or before June 30, 2015. These positions are ~~as-needed~~ and will work on an on-call basis. The number of hours worked will be determined by operating needs.

Duties and Responsibilities: The Los Angeles Fire Department is responsible for enforcing compliance with Los Angeles Municipal Codes 57.104.21.1 and 57.322.1. Fire Department inspections that are not in compliance with the ordinance are issued a Notice of Non-compliance, indicating the violations(s) found during the inspection. If the violation still exists upon re-inspection, a non-compliance fee and additional charges will be applied if the property owner or responsible party fails or refuses to comply. Property owners may appeal such charges to the Board of Fire Commissioners or their designee.

A Fire Department Hearing Officer is an appointed designee of the Board of Fire Commissioners who presides over appeal hearings. The Hearing Officer receives oral or broadly written assignments, determines the admissibility and applicability of evidence, and prepares written decisions based on fact-finding research and interpretation of laws and ordinances. The Hearing Officer's proposed decisions and recommendations are forwarded to the Board of Fire Commissioners for review and/or approval. Duties consist of, but are not limited to the following:

- Conducts hearings, and interviews respondents and witnesses.
- Informs and advises respondents of their rights, requirements, applicable hearing procedures, and substantive provisions of Fire Code Ordinances.
- Reads, interprets and explains laws, codes, ordinances, departmental policies, and/or regulations related to Fire/Life and Safety violations to respondents and responsible parties.
- Determines the admissibility and applicability of evidence.
- Verifies information on violations and/or evidence presented by respondents through the use of personal computers, and various databases, such as the Vegetation Management and Integrated Inspection System, and others.
- After evaluation of evidence, determines if the respondent is liable for the charges assessed.
- Prepares and submits written proposed decisions and recommendations to the Board of Fire Commissioners for review and approval.

Requirements

- *Graduation from a recognized four-year college or university is required, and
- Two years of full-time paid professional experience performing duties in analyzing and applying laws and regulations, legislative analysis, administrative analysis, research procedures and personnel administration.
- A valid California driver's license may be required.

*Additional full-time paid experience in work related to conducting hearings, reading, interpreting and explaining laws, codes, ordinances, departmental policies and/or regulations, evaluating evidence, preparing written recommendations, and analyzing, interpreting and applying provisions of the law and various legal principles or education may be substituted on a year for year basis for the required Bachelor's Degree.

Application Deadline: The filing period for these positions may close **on or before Friday, April 3, 2015.** Based on the number of applicants, the filing deadline may be extended.

Interested candidates should call the phone number listed below and request a copy of the Selection Criteria and submit a current completed City application, cover letter detailing their qualifications and resume to:

Los Angeles Fire Department
Personnel Services Section . Selection Unit
Attention: Elizabeth Torres
Phone: (213) 978-3765
Fax: (213) 978-3618
Email: Elizabeth.Torres@lacity.org

City Application Form: <http://per.lacity.org/application.pdf>

Selection Process: The selection process shall consist of a three-step evaluation:

Step 1: All applications will be reviewed to determine if candidates meet the listed minimum requirements.

Step 2: Each qualifying candidate's personal and professional qualifications, as delineated in his or her application, will be reviewed for qualifications relative to those of the other candidates.

Step 3: Candidates who present qualifications, which most closely match those necessary for the position will be invited to interview. The interview will assess the candidate's experience and personal/professional development as they pertain to the necessary skills, knowledge and abilities needed for the position.

Step 4: Candidates who are invited to interview, will be required to submit a writing sample, prior to his/her interview date, such as a report, memorandum or other written product, which s/he authored. Writing samples will be forwarded to the interview panel.

Appointments are subject to background review and clearance.

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

3/26/15

BUREAU OF STREET SERVICES

EMERGENCY APPOINTMENT NOTICE (3-25-15)

TRANSPORTATION ENGINEER (7278) OR LANDSCAPE ARCHITECT (7929-1)

TO: ALL TRANSPORTATION ENGINEERING ASSOCIATE IIIs (7280-3) AND LANDSCAPE ARCHITECT ASSOCIATE IIIs (7933-3)

The Bureau of Street Services (BSS) Engineering Division is seeking a Transportation Engineer or a Landscape Architect I for the "Off-Budget" Program.

The candidates must be resourceful, thorough, and a strong leader with the ability to lead and supervise civil engineering associates, landscape architectural associates, transportation engineering associates and/or other staff; oversee technical designs; organize construction using City crews; provide construction management and coordinate multiple projects. Specific tasks include scheduling, coordinating, training, reviewing and monitoring staff to deliver grant funded design-build projects on time, on budget, and within agreed scope of work; the ability to be decisive, timely, able to quickly assess the actual status of a project, identify problem areas and formulate resolutions; and the ability to independently represent the interests of the Bureau and Department. This person must also have a thorough knowledge of Federal, State, and Regional grant administration procedures; ensure project compliance with applicable rules and regulations, governing codes and policies; detailed familiarity of public works civil engineering, landscape architecture and transportation design; interpret requirements for streetscapes, bikeways, sustainable design, and complete street design principles; and working experience with the City's various financial accounting process, budget planning and procedures.

REQUIREMENTS

- Two (2) years experience supervising professionals in the design, construction, and management of design-build streetscapes and roadways projects constructed by City crews
- Excellent organizational and communication skills
- Working knowledge of the City, Department, and Bureau policies, procedures, supervisory guidelines, financial accounting and budgeting
- Strong experience preparing competitive grant applications and knowledge of Federal, State, and regional grant administration procedures is strongly preferred
- California licensure in good standing as a Transportation Engineer, Landscape Architect or Civil Engineer, respectively
- Valid California Class C Drivers License

HOW TO APPLY

Candidates interested in applying for these positions must submit a Civil Service application and resume.

All application materials must be submitted to the Bureau of Street Services, Personnel Section, Attention: Luz Fabric, 1149 S. Broadway Street, 4th floor, Stop 550 or emailed to Luz.Fabric@lacity.org.

APPLICATION DEADLINE: **April 3, 2015 by 4:00 pm**

SELECTION

Employee's application, work history and personnel folders will be reviewed and the most qualified candidates will be interviewed. The interview may include questions regarding supervisory experience; ability to plan, schedule, monitor assignments; ability to effectively communicate with elected offices, governing agencies, and general public; knowledge of street design, street construction, public works maintenance practices, grant compliance, design-build delivery and field engineering; City personnel/supervisory policies, rules, practices and procedures; report writing; and other necessary knowledge and abilities.

If a substantial number of applicants apply, the Bureau will initially screen the candidates through an evaluation of the application material submitted by the candidate. Final selection will be based upon an evaluation of the top candidates. The final evaluation will include an interview and a review of the candidate's personnel file and work history.

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.

**DEPARTMENT OF PUBLIC WORKS
BUREAU OF SANITATION**

TRANSFER OPPORTUNITY NOTICE

DATE: March 26, 2015

TO: ALL CLERK TYPISTS

**TRANSFER OPPORTUNITY FOR ONE [CLERK TYPIST](#) POSITION IN THE BUREAU OF
SANITATION, FINANCIAL MANAGEMENT DIVISION**

APPLICATION DEADLINE: [Friday, April 10, 2015 by 4:00 P.M.](#)

Duties and Responsibilities:

This position is assigned to the Financial Services Section and reports to a Senior Management Analyst in the section. Responsibilities include, but are not limited to, maintaining a filing system and keeping up-to-date records via an Access database for tracking budget related documents and correspondence; the clerk typist is responsible for the preparation for distribution of LASAN's annual proposed budget, updating senior staff annual calendars and email lists, scanning memos and reports for electronic distribution, and performing general clerical support duties. The Clerk Typist is also responsible for providing support to Management Analysts in the section with data input and document tracking.

Skills, Knowledge, Abilities, and Personal Qualifications:

The Division is interested in candidates who possess the following skills, knowledge, abilities, and personal qualifications, including, but not limited to, the following:

- ❖ A general knowledge of office clerical procedures;
- ❖ Good knowledge of common personal computer software such as Excel, Word, and Access;
- ❖ Experience using Merlin is a plus, but not necessary;
- ❖ Ability to learn to use City and departmental computer software programs;
- ❖ Ability to manage multiple work assignments;
- ❖ Ability to understand and follow written and oral instructions;
- ❖ Ability to do routine clerical work;
- ❖ Ability to operate common office machines and equipment;
- ❖ Good interpersonal skills; and
- ❖ Thoroughness and attention to detail.

METHOD OF EVALUATING CANDIDATES

Depending on the number of candidates who apply, all resumes and applications may be reviewed in order to identify approximately six candidates whose past and present work experience is most closely related to the position duties and requirements. Candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications in the position.

Final selection may be based on an oral interview. In addition, the interviewers may contact present and former supervisors and may review candidates' personnel folders as part of the selection process.

HOW TO APPLY

Candidates interested in applying for this position must submit the newly revised (05/2014) City Application, which can be found on <http://per.lacity.org/Application.pdf>.

1149 South Broadway, 9th floor
Los Angeles, CA 90015
Mail Stop #520
Attn: Erick Jackson
Telephone: (213) 485-2689
Fax: (213) 485-2969

Applications must be received by the close of business on the application deadline date:
[April 10, 2015 . Friday, 4:PM](#)



**CITY OF LOS ANGELES
ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT
EXEMPT EMPLOYMENT OPPORTUNITY**

SENIOR PROJECT COORDINATOR (1538)

Executive Management Division

Annual Salary: \$71,889.84 - \$105,130.80

OVERVIEW

The Economic and Workforce Development Department (EWDD) is accepting applications for the position of Senior Project Coordinator in our Executive Management Division. The EWDD is responsible for increasing the economic prosperity of residents and businesses operating in the City of Los Angeles and for delivering best-in-class economic and workforce services. In support of this, the Senior Project Coordinator will be tasked with preparing and reviewing various forms of communication to ensure first-rate delivery of information to internal and external stakeholders.

RESPONSIBILITIES

The primary responsibilities of this position will include, but are not limited to:

- Working closely with the Information Technology Division and outside consultants to revise, maintain, and update information on the Department's internal and external websites;
- Overseeing the production of printed materials and correspondences including brochures, newsletters, press releases, and video presentations;
- Creating a marketing campaign that includes the use of multimedia formats and take-away products;
- Participating in job fairs and community events;
- Responding to media and press calls, arranging interviews and materials for press events, and organizing responses to Public Records Requests;
- Preparing professional and relevant speeches, speaking points, and presentations;
- Reviewing public statements, speaking points, and newsletter content to ensure professional presentation of all materials; and
- Coordinating with consultants on the use of social media.

SKILLS AND ABILITIES

- This position requires effective written and oral communication skills and the ability to work in a team setting;
- Ability to operate personal computers including the use of the Internet; spreadsheet, database and word processing software;
- Ability to comprehend complex information, conduct research, organize and analyze data from a variety of sources, develop conclusions and to prepare external communications and materials based upon the evaluation of facts;
- Ability to multi-task various assignments, prioritize duties and responsibilities, and to effectively interact with consultants, the media, members of the public, and individuals at all levels of City service; and
- The ability to plan, organize, schedule, and coordinate the work of subordinates.

REQUIREMENTS

A Bachelor's Degree from a recognized four-year college or university in Liberal Arts, Journalism, Communications, Marketing or a closely related field **AND** five (5) years of relevant professional experience in communications, print, journalism, social media, marketing, television or radio production, or digital media.

A valid California driver license and a good driving record are also required.

Candidates must meet the minimum eligibility requirements by the application deadline date.

HOW TO APPLY

Interested candidates should immediately submit a resume detailing applicable background and work experience, a completed City job application (revised version dated 05/2014), a copy of the degree or transcript that meet the educational requirement, a cover letter of interest, and three (3) work-related references (include name, job title, affiliation and telephone number) by fax or mail to:

Economic and Workforce Development Department
Human Resources Division . Mail Stop 854
1200 W. 7th Street, 4th Floor
Los Angeles, CA 90017
Telephone: (213) 744-9300
Fax: (213) 744-9308

Applications may be accessed at per.lacity.org/appform.htm **Incomplete submissions or older versions of the City job application will not be accepted.**

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) 744-9300 if you need assistance.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

4/1/15