



City of Los Angeles

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City of Los Angeles Personnel Department

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AIRPORT POLICE SERGEANT

Class Code: 3226

Open Date: 04-08-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$85,649 to \$106,404 and \$90,389 to \$112,292

NOTES:

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

DUTIES

An Airport Police Sergeant is a sworn peace officer, authorized to carry a firearm and make arrests with or without a warrant. Airport Police Sergeants plan, supervise, direct, control and assist Airport Police Officers in the enforcement of federal and state laws and regulations, City of Los Angeles ordinances, Airport Security Program requirements, and airport rules and regulations at any of the Los Angeles World Airports' facilities.

REQUIREMENTS

Four years of full-time paid experience as a peace officer for a public, nonmilitary law enforcement agency, with at least two of those years as an Airport Police Officer or an Airport Safety Officer with Los Angeles World Airports, performing law enforcement, person and property protection, safety, and criminal deterrence activities at a Los Angeles World Airports facility.

NOTES:

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

WHERE TO APPLY

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

NOTE:

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

APPLICATION DEADLINE

Applications must be received by **THURSDAY, APRIL 21, 2016.**

SELECTION PROCESS

Examination Weights: Written Test: Multiple-Choice Qualifying
Essay Advisory
Interview: (including City Application, Advisory Essay, and Personnel Folder)100%

The examination will include a qualifying multiple-choice test, an unweighted advisory essay and a weighted interview. Candidates must receive a passing score on the qualifying multiple-choice test to continue in the examination. Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory essay writing exercise, which will be held in Los Angeles on **SATURDAY, JUNE 25, 2016**.

In the qualifying multiple-choice written test, candidates may be examined for knowledge of: laws and regulations governing Airport Police Officers and the aviation industry; methods of patrolling and safeguarding Airport property, buildings, installations and adjacent facilities and roadways; safety principles and practices; laws of arrest and the elements of a crime; rules of evidence pertaining to searches and seizures, particularly in an airport environment; Airport Police and Los Angeles World Airports Manuals; City personnel rules, policies and procedures; Equal Employment Opportunity responsibilities; memoranda of understanding as they relate to subordinate personnel; and the ability to: apply sound supervisory principles and practices; analyze statistical information used in identifying crime trends; ability to understand and apply complex policies and procedures; and other necessary knowledge and abilities.

The multiple-choice questions, with the possible exception of questions intended to test analytical ability in which all pertinent information is provided, will be from sources listed on the published bibliography. Copies of the bibliography will be available on-line at <http://per.lacity.org/exams/3226bib.pdf>.

At the time of the multiple-choice test, candidates will be required to complete an advisory essay exercise. This exercise will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate.

In the interview, LAWA personnel packages **will be used**. Candidates are encouraged to review their LAWA personnel packages prior to the interview process.

In the interview, emphasis will be placed on the candidate's knowledge, experience and quality of performance as they have prepared the candidate to perform the duties of an Airport Police Sergeant. Candidates may be examined for knowledge of: laws and regulations governing Airport Police Officers and the aviation industry; City personnel rules, policies and procedures; Equal Employment Opportunity responsibilities; memoranda of understanding as they relate to subordinate personnel; the ability to: analyze situations and adopt or implement quick, effective, and reasonable courses of action; confront dangerous situations; understand and apply complex policies and procedures; apply sound supervisory principles and practices; write a variety of reports using English usage, spelling, and punctuation; provide clear and accurate information through oral communication; follow written and oral instructions; interact effectively and courteously with others; work well with others in a culturally diverse setting; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **AUGUST 2016** to early **SEPTEMBER 2016**.

The interview panel may consist of members from Los Angeles World Airports, other (airport) police agencies, and the community.

NOTES:

1. This examination is based on a validation study and, as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City Application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. The seniority credit will be included in the final general average grade of each candidate at the rate of 0.25 of a point for each year of continuous service as an Airport Police Officer or Airport Safety Officer with the City of Los Angeles prior to January 1, 2017.
5. A final average score of 70% in the interview is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

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

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