



# 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: **December 12, 2014**

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**	78,487-104,922	Dec 18	Communications Information Representative**	43,138-64,185
Background Investigator**	61,554-91,496		DWP	44,495-64,832
Correctional Nurse**	60,739-90,076			
Criminalist**	62,598-84,334;			
	81,954-110,455&	25	*Roofer**	67,797 (flat-rate)
	85,984-115,905		DWP	61,032 or 75,836 (flat-rate)
*Electric Distribution Mechanic**	Trainee 73,205-94,127		Special Investigator**	64,665-121,897
	Journey-level 104,587; 109,703;			
	114,819; 120,707(flat-rate)			
*Elevator Mechanic**	88,719 (flat-rate)			
	DWP 95,045 (flat-rate)			
Helicopter Mechanic**	83,039 (flat-rate)			
Licensed Vocational Nurse**	46,812-58,150			
Load Dispatcher**	Trainee 89,178-110,768			
	Permanent 102,186-137,369			
*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		<b><u>POLICE OFFICER</u></b> \$48,943 to \$86,694 For more detailed information regarding Police Officer, please call (866) 444-LAPD, visit the website at <a href="http://joinlapd.com">joinlapd.com</a> or go to the Personnel Department, Room 150.  <b><u>POLICE SPECIALIST</u></b> \$48,943 to \$86,694 For more detailed information regarding Police Specialist, please call (866) 444-LAPD, visit the website at <a href="http://joinlapd.com/lateral.html">joinlapd.com/lateral.html</a> or go to the Personnel Department, Room 150.  <b><u>PORT POLICE OFFICER</u></b> \$46,353 to \$81,682 For more detailed information, please call (866) PORT-PD1, visit the website at <a href="http://www.portoflosangeles.org/security/port_police.asp">http://www.portoflosangeles.org/security/port_police.asp</a> , or go to the Personnel Department, Room 150.  <b><u>AIRPORT POLICE OFFICER</u></b> \$48,003 to \$77,444 For more detailed information, please call (866) GO-AIR-PD, visit the website at <a href="http://lawa.org/police/default.cfm">http://lawa.org/police/default.cfm</a> or go to the Personnel Department, Room 150.		
**On-line App Only				



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## WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS LIMITED TO PRESENT EMPLOYEES OF THE CITY THIS LIST PREPARED: **December 12, 2014**

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	Dec 18	Painter Supervisor**	83,645 (flat-rate)
	Journey-level	104,587; 109,703; 114,819; 120,707 (flat-rate)		DWP	93,396-98,595
*Elevator Mechanic**		88,719 (flat-rate)		Harbor	87,069 (flat-rate)
	DWP	95,045 (flat-rate)		Senior Park Services Attendant**	43,931-64,226
*Safety Engineer Pressure Vessels**		82,225-91,663	25	*Roofer**	67,797 (flat-rate)
	DWP	95,338-106,279		DWP 61,032 or	75,836 (flat-rate)
*Signal Systems Electrician**		79,719 (flat-rate)		Sign Painter**	72,766 (flat-rate)
*Tree Surgeon		49,548-61,554		DWP	67,630-84,042
	DWP	67,818-84,250		Street Tree Superintendent**	88,740-110,246
*Veterinary Technician**		48,462-60,197		DWP	117,533-146,013
*Wastewater Collection Worker**		44,704-55,519			
		51,510-63,997			
*Wastewater Treatment Electrician**		80,346 (flat-rate)	<b>*Open and Promotional</b> <b>**On-line App Only</b>		
		88,322 (flat-rate)			
*Wastewater Treatment Mechanic**		75,230-80,200			
Water Utility Worker**		49,631-61,678			
	DWP	63,099-89,136			

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: **December 11, 2014**

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.

#### **ACCOUNTING CLERK II**

- **Office of the Controller:** Management Services Division, Debra Lewis (213) 978-7205. *COMMENTS:* The Office of the Controller has a transfer opportunity for an Accounting Clerk II. This position is responsible for processing Accounts Payable (AP) using Financial Management System (FMS) and Supply Management System (SMS). Duties include but are not limited to monitoring and tracking expenses, generating routine/non-routine reports and correspondences, ordering supplies, coordinating travel scanning/maintaining accounting documents, and processing payments. Qualified candidates will possess at least one year full-time FMS & SMS experience. Desirable qualifications include proficient knowledge in Excel, excellent interpersonal skills, detail-oriented and the ability to work in a busy environment with multiple deadlines. Screening may be conducted to select the most qualified candidates for interview. To be considered, interested candidates should submit a Departmental application, resume and two most recent evaluations via email to [debra.lewis@lacity.org](mailto:debra.lewis@lacity.org), or via fax to (213) 978-7211. Deadline to Apply: **Wednesday, November 19, 2014 12:00 p.m. or until a sufficient number of applications have been received.** [TL11/6/14]

#### **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](mailto: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]

#### **AUDITOR I**

- **Los Angeles Police Department:** Internal Audits and Inspections Division, Heather Hake 213-202-5444. *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]

### **CHIEF GRANTS ADMINISTRATOR**

- **EWDD: Economic Development Section** (1 position), Cynthia Winston (213) 744-7274. **COMMENTS:** *Emergency Appointment – Notice is attached.* **Open until sufficient applications received.** An application screening process may be conducted to select the most qualified candidates for interview. [TL10/31/14]

### **CHIEF MANAGEMENT ANALYST**

- **Airports: LAX** . Financial Management Systems, (Will consider Information Systems Manager II and Director of Systems for In-Lieu Opportunity), Toi-Shawnn McGlover Jeffery (424) 646-9118. Please e-mail city application and resume to [TMcGlover-Jeffery@lawa.org](mailto:TMcGlover-Jeffery@lawa.org). **COMMENTS:** DEADLINE TO APPLY . **Open until sufficient applications are received.** *Brief description of duties of the position:* Position will manage the Financial Management Systems Division, reporting to LAWA Deputy Executive Director/Comptroller. Responsibilities include managing the Department's financial and accounting information system (SAP), the revenue agreement system (RAMS), and acting as the primary financial systems liaison for LAWA with other City Departments (ITA, City Controller, Finance) and industry contacts. Division manager will manage, plan, and coordinate with LAWA's Division business process owners on various financial system initiatives. The Division Manager supervises, both directly and through subordinate supervisors, 16 functional support staff, manages training, ensures high quality customer service, and plans for future systems and business process enhancements. Will consider Information Systems Manager II in lieu. Send a cover letter, City application and resume to Toi-Shawnn McGlover-Jeffery @ [TMcGlover-Jeffery@lawa.org](mailto:TMcGlover-Jeffery@lawa.org). [TL12/4/13rev1/23/14]

### **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: 77th Area**, Sharon Green (213) 485-4171. **COMMENTS:** Records Section. Various watches. 4/10 and 5/40 available. FREE PARKING. [TL10/20/14rev10/22/14]
- **POLICE: Southeast Area/RECORDS UNIT**, Karen Sims 213-972-7943. **COMMENTS:** The Los Angeles Police Department Southeast Area has a Clerk Typist transfer opportunity. This position has been approved by the Managed Hiring Committee. The 9/80 schedule is available. FREE PARKING. Please email your Departmental application and last two evaluations to Karen Sims at [C9567@lapd.lacity.org](mailto:C9567@lapd.lacity.org). An application review may be utilized to determine the most qualified candidates to be interviewed. **Open until sufficient applications are received.** [TL11/21/14]
- **Department of Transportation: Franchise and Taxi**, Contact: H.R. (213) 972-5980. **COMMENTS:** Transportation: Clerk Typist, Contact: HR Consolidated at (213) 972-5992. Comments: This position requires processing applicants for driver, attendant or vehicle permits at the LADOT Permit Office public counter, Monday through Thursday, from 10 A.M. to Noon and from 1 P.M. to 3 P.M. During hours not spent at the public counter, the incumbent(s) will be assigned to filing, mail processing, data entry and other general clerical duties. Good general personal computer skills and the ability to work courteously and professionally with diverse applicants are essential for this position. Interested candidates must submit two most recent evaluations and a Department Application

<http://per.ci.la.ca.us/Forms/DeptApp.pdf>. These documents must be scanned as a single .pdf and email to [hrconsolidatedrecords@lacity.org](mailto:hrconsolidatedrecords@lacity.org). The subject line of the email should read: %ADOT . Clerk Typist+Deadline to apply: *3:00pm, Friday, December 12, 2014 pm* or **until a sufficient number of applications has been received.** [TL11/21/14]

#### **COMMUNICATIONS INFORMATION REPRESENTATIVE I**

- **Information Technology Department:** 3-1-1 CALL CENTER, CONTACT: H.R. Consolidated Records (213) 972-5980. *COMMENTS:* The Information Technology Agency has a Transfer Opportunity in the 311 Call Center for two (2) Communication Information Representative I. This position handles incoming calls from the public; routes telephone calls to the proper station; monitors and dispatches personnel via radio; enters and retrieves data from a computer based system; relays messages received orally and in writing; places long distance and/or operator assisted calls; and does clerical work. The work location is 200 N. Main St., CHE. Candidates wishing to be considered should submit a resume to [hrconsolidatedrecords@lacity.org](mailto:hrconsolidatedrecords@lacity.org). Screening may be conducted to select the most qualified candidates for interview. Deadline to apply is *12/19/14.* [TL12/3/14]

#### **DATABASE ARCHITECT**

- **Harbor Department:** Information Technology, CONTACT: Human Resources (310) 732-3480. *COMMENTS:* Interested candidates, please fax Department Application for Employment or resume to (310) 521-8344 by *Tuesday, December 16, 2014.* [TL12/2/14]

#### **ELECTRICIAN**

- **ZOO:** Construction, Teresa Seipel (323) 644-4779. Please fax Departmental application to (323) 644-4776. For questions, please call (323) 644-5330. **Open until sufficient applications are received.** [TL11/6/14]

#### **ELEVATOR MECHANIC HELPER**

- **Airports: LAX .** Engineering & Facilities Management, Londie Hill (424) 646-7859. Please e-mail city application and resume to [ehill@lawa.org](mailto: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](mailto:ehill@lawa.org) or fax (424) 646-9346 prior to interview. [TL2/6/14]

#### **HEAVY DUTY EQUIPMENT MECHANIC**

- **POLICE:** Motor Transport Division, Lisa Folsom 213-486-1020. *COMMENTS:* Two positions For Heavy Duty Equipment Mechanic are open. The Motor Transport Division is looking for qualified individuals who would like to join the Los Angeles Police Department family of highly professional and dedicated employees. Duties include but are not limited to the following: Diagnose, repair, rebuild and test various systems on and off of road heavy duty equipment. Inspect and make minor repairs in the field. Alter, install, assemble and mount specialized equipment. Good oral and written communication and computer skills to carry out the duties of the position and are highly desirable. Submit a Departmental Application for Employment <http://per.ci.la.ca.us/Forms/DeptApp.pdf> and two most recent performance evaluations by fax to (213) 687-8863 or Email to [MTD@lapd.lacity.org](mailto:MTD@lapd.lacity.org). For inquiries, please contact Lisa Folsom at (213) 486-1020. **Open for filing until sufficient applications have been received.** [TL10/30/14rev10/31/14]



## **INDUSTRIAL AND COMMERCIAL FINANCE OFFICER**

- **EWDD:** Lending and Portfolio Development Section, Cynthia Winston (213) 744-7274. Comments: *Emergency Appointment – Notice is attached. Open until sufficient applications received.* An application screening process may be conducted to select the most qualified candidates for interview. [TL10/31/14]

## **MANAGEMENT ANALYST I**

- **Airports:** LAX . Capital Programming & Planning Division (1 Position), Londie Hill (424) 646-7859. Please email a resume and city application to [CPPGAdmHRRequest@lawa.org](mailto:CPPGAdmHRRequest@lawa.org). COMMENTS: DEADLINE TO APPLY . *Tuesday, December 16, 2014.* Brief description of duties of position: Reviews tenant construction approval requests for completeness. Coordinates with LAWA divisions to ensure comments, responses, document revisions and requests for additional information are performed in a timely manner. Selected candidate must possess and maintain a valid CA driver's license during all times of employment. We will consider a Management Assistant (in-lieu) or Management Analyst I. Candidates should email their resumes, applications and copy of the CDL to Londie Hill at [CPPGAdmHRRequest@lawa.org](mailto:CPPGAdmHRRequest@lawa.org) or fax applications to (424) 646-9346. [TL12/2/14]

## **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]

## **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]

## **PERSONNEL ANALYST**

- **Personnel:** Liaison Services, Deborah Caruso (213) 978-1810 or Maisha Hunter (213) 978-1800. Provide human resources support for the HR consolidated departments. Functions include, but are not limited to the following: coordinating and preparing discipline cases, serving as a Department advocate, assisting Departments in Memorandum of Understanding and employee relations issues.

9/80 available. **Will accept a Management Assistant in lieu.** Please fax departmental application to (213) 978-1813. **Open until sufficient applications are received.** [TL10/9/14]

#### **PERSONNEL ANALYST II**

- **Library Department:** Human Resources Office, Kimberly Aviles / [kaviles@lapl.org](mailto:kaviles@lapl.org) 213-228-7430. *COMMENTS:* Transfer Opportunity Only; 9/80 work schedule is available. Interested candidates must submit a departmental application and resume via fax to 213-228-7439. An application/resume screening may be conducted to select the most qualified candidates for interview. **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 disciplinary actions, grievances, conducting investigations on disciplinary matters and formulating charges, conducting Skelly hearings and recommending appropriate action to the Personnel Director and the City Librarian, handling all aspects of the disciplinary appeal process. Additionally, this position prepares reports, correspondence, and represents management at Civil Service Commission and Employee Relations Board hearings. [TL9/10/14]

#### **PRINCIPAL COMMUNICATIONS OPERATOR (1 Position)**

- **Airports: LAX .** Airport Police Division, Lucinda Rezendes (424)646-5602. Please email a city application to [APD-HRLU@lawa.org](mailto:APD-HRLU@lawa.org). *COMMENTS:* DEADLINE TO APPLY . **Open Until Sufficient Applications Are Received.** *Brief description of duties of positions:* Second level supervision/management of the 24-hr public safety dispatch center of the Airport Police Division. Responsible for performing a wide range of supervisory duties including monitoring and evaluating employees performance, providing training, timekeeping, maintaining dispatch equipment, ensuring procedures are disseminated and adhered to, managing audio requests and dispatch records requests, ensuring Department of Justice compliance, participating in the selection of personnel and assisting on the dispatch floor as needed. [TL6/6/14]

#### **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](mailto:Lynn.Haro@lacity.org). **Open until a sufficient number of applications are received.** [TL7/22/14]

#### **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.** [TL10/25/14]

#### **SECURITY OFFICER**

- **POLICE:** Security Services Division, Chief Security Officer Wallace Holcolm (213) 978-4660. *COMMENTS:* The Los Angeles Police Department, Security Services Division, is seeking Security Officer candidates to fill eleven (11) positions assigned to various Library locations. The candidates will be required to be available to work days, nights, or morning assignments, in addition to weekends, holidays, and rotating shifts in various library locations throughout the City of Los Angeles. Interested candidates should contact Chief Security Officer Wallace Holcolm at (213) 978-4660. **Open until sufficient applications are received.** [TL10/16/14]
- **POLICE:** Security Services Division (Three Positions), John Czerwinski (213) 978-4667. [TL11/25/14]

#### **SENIOR ACCOUNTANT I**

- **Board of Public Works:** Office of Accounting, Tommy Siu 213-978-0993. *COMMENTS:* TRANSFER OPPORTUNITY One Senior Accountant I transfer opportunity in the Board of Public Works/Office of Accounting/Special Funds and Projects 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.** [TL10/8/14]

#### **SENIOR AUTOMOTIVE SUPERVISOR**

- **Fire Department:** Training & Support Bureau . Supply & Maintenance Division, Personnel Services Section, Selection Unit (Elizabeth Torres) 213) 978 3761. One position in the Supply & Maintenance Div., located at 140 N. Avenue 19, Los Angeles. 9/80 work schedule available, free parking and & optional overtime may be available. Position has been approved by the Managed Hiring Committee to be filled by Emergency Appointment. Candidates wishing to be considered should submit a departmental application and two most recent annual evaluations to Elizabeth.Torres@lacity.org or fax (213) 978-3618. Please call (213) 978-3761 to request an application and/or copy of the position description. **Open until a sufficient number of applications are received.** [TL9/30/14]

#### **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]
- **PW/Sanitation – Personnel Department,** Personnel Services, Rita Aparacio 213.485.2230. *COMMENTS:* SENIOR CLERK TYPIST (Clerk Typists will also be considered) Public Works/Sanitation: - Personnel Services - Please fax newly revised (05/2014) City application, which can be found on



<http://per.lacity.org/Application.pdf> to (213) 485-2973. Please see attached Transfer Opportunity Notice for detailed information. [TL12/3/14]

#### **SENIOR EQUIPMENT MECHANIC**

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

#### **SENIOR MANAGEMENT ANALYST I** (9171)

- **PW/Street Lighting:** Administrative Services, Martha Maldonado (213) 847-0800. **COMMENTS:** 1 Sr MA position in Admin Division. Position will oversee Payroll, Facilities Management, MBE/WBE requirements, Personal Service Contracts, assist in the preparation of the Bureau's budget, assist with Personnel, and other special projects. **Position will be open for filing until a sufficient number of applications have been received.** [TL10/28/14]

#### **SENIOR PERSONNEL ANALYST**

- **Personnel:** Equal Employment Opportunity Division, Rosalia Aispuro (213) 473-9058. **COMMENTS:** The Personnel Department is seeking to fill a Senior Personnel Analyst position with either an individual currently in that position or a Personnel Analyst, Management Analyst, Management Assistant or Management Aide who would be transferred in lieu. The position will report to the Equal Employment Opportunity Division. EEO duties include investigating complaints of discrimination or harassment filed against the City of Los Angeles by conducting interviews with the complainant, the accused, witnesses and supervisors; analyzing relevant information; writing reports of investigative findings to state & federal agencies and following up with any additional inquiries made by those agencies, and writing responses that explain investigative findings to state & federal agencies and following up with any additional inquiries made by those agencies, and writing responses that explain investigative findings to complainants filing with the Office of Discrimination Complaint Resolution; working with departments to resolve complaints when needed. Analyst will also assist with one or more Employee Development projects, such as employee engagement, on-boarding, executive training, or course development for the Online Training Academy. Interested candidates are requested to submit a resume to Rosalia Aispuro via fax at (213) 473-9113 or email at Rosalia.Aispuro@lacity.org. Resumes will be thoroughly reviewed to determine a reasonable number of candidates with the applicable background and experience to interview. **Open until sufficient applications are received.** [TL10/2/14]
- **Personnel:** Equal Employment Opportunity and Employee Development Division: Rosalia Aispuro (213) 473-9058. **COMMENTS:** The Personnel Department is looking for an eager candidate ready to fill a position reporting to the Equal Employment Opportunity and Employee Development Division. The Employee Development Section aims to engage employees Citywide and enhance their skills through training and other tools. The work requires innovative thinking, making use of technology and figuring out the best way to make an impact using available resources. The Section currently manages the City's online training academy, and is in the process of implementing many more initiatives including a performance management program, an onboarding system, and an employee engagement program. The EEO Section handles discrimination complaints filed by City employees and applicants. The selected employee will investigate these complaints and provide reports of their findings to either the EEOC, DFEH or internally, to the Civil Service Commission. This Senior Personnel Analyst position can be filled by an individual currently in that position or a Personnel Analyst I, II, or Management Assistant who would be transferred in lieu. Interested candidates are requested to transmit a completed City application/resume to Rosalia.Aispuro@lacity.org. Applications/resumes will be thoroughly reviewed to determine a reasonable number of candidates with the applicable background and experience to interview. As part of the selection process, present and former supervisors may be

contacted for references and a review of your employee personnel folder will be conducted. This bulletin will remain posted **until a sufficient number of applications are received.** [TL10/20/14]

### **SENIOR SECURITY OFFICER**

- **Police:** Security Services Division, Chief Security Officer Wallace Holcolm (213) 978-4660. *COMMENTS:* The Los Angeles Police Department, Security Services Division, is seeking Senior Security Officer candidates to fill three positions assigned to various Library locations. The candidates will be required to be available to work days, nights, or morning assignments, in addition to weekends, holidays, and rotating shifts in various library locations throughout the City of Los Angeles. Interested candidates should contact Chief Security Officer Wallace Holcolm at (213) 978-4660. **Open until sufficient applications are received.** [TL10/16/14]

### **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]

### **STRUCTURAL ENGINEER**

- **PW/Engineering:** Structural Engineering Division, Cynthia Jefferson (213) 485-5368 or 485-5200 [TL10/16/14]

### **STRUCTURAL ENGINEER ASSOCIATE III**

- **PW/Engineering:** Structural Engineering Division, Cynthia Jefferson (213) 485-5368 or 485-5200. *COMMENTS:* The Bureau of Engineering (BOE) has an immediate transfer opportunity for a Structural Engineering Associate (SEA) III position in the Structural Engineering Division (SED). In lieu of the SEA III transfers, SEA II and Civil Engineering Associate (CEA) II and III candidates with PE license and minimum two years of full-time paid professional experience at the level of SEA II may be considered for this transfer. The selected candidate will act as lead engineer in the preparation and/or checking of complex structural design calculations, analysis, and feasibility studies for Public Works physical plant projects. These include wastewater facilities structures, pipeline rehabilitations, retaining structures, underground structures, buildings and other City-owned facilities and structures. The incumbent will perform structure type selections, preliminary engineering, computer modeling, detailed design and analysis for all applicable loading conditions, including seismic loads, technical reports, cost analysis, and technical specifications for complex wastewater facilities projects. Extensive knowledge of applicable structural design codes, including ACI, AISC, LABC, and AASHTO LRFD is required. The incumbent will also act as a section leader in the absence of the Structural Engineer by directing, guiding, reviewing and monitoring the activities of the group in the preparation of plans, specifications, and cost estimates, and/or checking and approving plans submitted by district offices and/or private engineering consultants. Other duties include the preparation of reports, correspondence, quantity take-offs, design schedules, review of complex construction shop drawings and submittals, and other construction management activities for projects in construction. Interested candidates should call Cynthia Jefferson, at (213) 485-5368 or (213) 485-5200, Structural Engineering Division, 1149 South Broadway, Suite 740, Stop 491. Please submit a Resume and Departmental Application. [TL10/29/14]

### **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]

## **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 troubleshoots 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:** 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. [TL10/24/14]

## **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](mailto: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]

- **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 I in the Public Safety Application Division (will consider a pay grade advancement based on experience). The responsibilities include: -Performs evaluations, development, implementation, maintenance and modification of systems software and complex enterprise applications tasks. Performs the development and maintenance of systems procedures and documentation. Performs hardware, software and system studies, performance tunings, problem determination and resolution, coordinated and provides technical assistance to other data processing personnel and use divisions of departments. Performs onsite technical support for Citywide EOC daily, emergency activations and exercises. Reports to the Section Manager; advises management on activities. Works with Division staff in 1 or more of the Division's 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), in support of LAPD, LAFD, and EOC systems and applications. 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](mailto: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.** [TL10/23/14]

## **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](mailto: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](mailto: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]

**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  
200 North Spring Street, Room 1805  
Los Angeles, CA 90012  
**Attn: Erika Hillard**

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 (AB 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 pet 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 (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RESERVE ANIMAL CONTROL OFFICER (RACO) PROGRAM



**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](mailto: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](http://www.servicelocator.org) by entering the desired zip code.*

<b>ORGANIZATION NAME</b>	<b>5 MINUTE EXAM</b>	<b>CERTIFICATE PROVIDED</b>	<b>COST</b>	<b>HOURS</b>
El Proyecto Work Source Center 9024 Laurel Canyon Blvd. Sun Valley, CA 91352	YES	YES	NO COST	<b>Monday–Friday</b> 8:00 a.m.-5:00 p.m. <b>(818) 504-0334</b>
Gardena One Stop Center 16801 S. Western Avenue Gardena, CA 90247	YES	YES	NO COST	<b>Monday–Friday</b> 8:00 a.m.-3:00 p.m. <b>By Appointment Only</b> <b>(310) 217-9579</b>
Inglewood One Stop Center 110 South LA Brea Avenue Inglewood, CA 90301	YES	YES	NO COST	<b>By Appointment Only</b> <b>(310) 680-3700</b>
Carson Career Center 801 E. Carson St., #117 Carson, CA 90745	YES	YES	NO COST	<b>Monday–Thursday</b> 7:00 a.m.-6:00 p.m. <b>(310) 952-1762</b>
Goodwill Industries of Southern CA 342 N San Fernando Rd. Los Angeles, CA 90031	YES	YES	NO COST	<b>Monday–Friday</b> 8:00 a.m.-5:00 p.m. <b>(323) 539-2106</b>
Montebello Adult School 149 N. 21st St Montebello, CA 90640	YES	YES	\$5	<b>Monday–Wednesday</b> 8:30 a.m.-3:00 p.m. 6:00 p.m.-9:00 p.m. <b>Thursday</b> 12:00 p.m.-3:00 p.m. 6:00 p.m.-9:30 p.m. <b>Friday</b> 9:00 a.m.-12:30 p.m. <b>(323) 887-7844</b>
North-West College 530 E. Union St. Pasadena, CA 91101	YES	YES	\$10	<b>Monday–Thursday</b> 8:30 a.m.-10:00 p.m. <b>Friday</b> 8:30 a.m.-5:00 p.m. <b>(626) 796-5815</b>
Los Angeles Harbor College 1111 Figueroa Place Wilmington, CA 90744	YES	YES	\$20	<b>By Appointment Only</b> <b>(310) 233-4450</b>

**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]



**ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT**

**EXEMPT EMPLOYMENT OPPORTUNITIES\***

**COMMUNITY AND ADMINISTRATIVE SUPPORT WORKER II**

**POSITION(S) AVAILABLE**

Community and Administrative Support Worker II (Code 1113) . One (1) position available

**SALARY:** \$13.88 per hour, no medical or dental benefits

**OVERVIEW**

The Economic and Workforce Development Department (EWDD) is currently accepting applications to hire one (1) part-time, as-needed Community and Administrative Support Worker II to assist with the design and development of graphic materials. This position is limited to 25 hours of work per work week and will not exceed 990 hours of work per service year.

The duties of the Community and Administrative Support Worker II position will include, but are not limited to:

- Preparing brochures, signage and flyers that highlight the department's programs and services
- Taking photographs at special events
- Preparing display boards for informational or training purpose
- Operating a large format printer

The primary work location for this position is 1200 W. 7<sup>th</sup> Street, in Los Angeles.

**MINIMUM REQUIREMENTS**

1. High school graduation or equivalent required.
2. Experience and proficiency with Adobe Creative Suite and Final Cut Pro is highly desired.
3. Experience with producing professional looking printed materials is highly desired.
4. Experience with operating a personal computer, Macintosh computer, projector, digital camera, large format printer, scanner, and compact disc burner is highly desired.
5. Must have the ability to follow instructions furnished in written, oral, or diagram form.
6. Must possess excellent organizational skills and the ability to work well under tight deadlines.

7. Ability to create charts and graphs from statistical data.
8. Must have excellent oral and written communication skills.
9. Reliable attendance and punctuality are essential.
10. Must have a valid California driver's license and proof of the legal right to work in the United States.

## **SELECTION PROCESS**

Applications will be thoroughly reviewed to determine a reasonable number of candidates with applicable background and experience to interview. As a part of the selection process, each qualifying candidate's personal and professional qualifications will be reviewed relative to those of other candidates. The candidates who present qualifications most closely related to those necessary for this position will be invited to participate in the interview process. A written performance exercise will be given. Candidates must meet the minimum eligibility requirements by the application deadline.

## **HOW TO APPLY**

Interested applicants may pick-up an application at the Personnel Department, 700 East Temple Street, Rm. 100, Los Angeles, California, 90012. Applications may also be accessed and downloaded at [per.lacity.org/appform.htm](http://per.lacity.org/appform.htm)

Applicants may submit a hardcopy of their application by mail or email to:

Economic and Workforce Development Department  
Human Resources Division, Attention: Cynthia Winston  
1200 W. 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90017

E-mail: [cynthia.winston@lacity.org](mailto:cynthia.winston@lacity.org)

**Incomplete applications will not be considered.** Submitted application materials become the property of EWDD and will not be returned to applicants. Only those candidates selected for an interview will be contacted by EWDD Human Resources staff.

## **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) 744-7274 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.**

**The City of Los Angeles is an Equal Opportunity Employer and does not discriminate on the basis of disability.**





## **ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EMERGENCY APPOINTMENT OPPORTUNITY NOTICE**

### **INDUSTRIAL AND COMMERCIAL FINANCE OFFICER I (9191-1)**

Annual Salary: \$87,048.72 to \$127,242.72

#### **OVERVIEW**

The Economic Development Division (EDD) of the Economic and Workforce Development Department offers over \$600 million in direct and indirect financing and technical assistance programs that promote business growth and job creation, with a focus on underserved, economically challenged areas in the City of Los Angeles. The Industrial and Commercial Finance Officer in the EDD performs a critical role as an underwriter and analyst focused on transactions and investments in commercial and industrial businesses for the purpose of enhancing economic development within the City.

#### **RESPONSIBILITIES**

An Industrial and Commercial Finance Officer I (ICFOI) is responsible for planning and coordinating all activities related to loan underwriting; securing Council approval for the financing of industrial and commercial development activities; contract development and execution; and management of loan disbursements and project compliance. This position reviews and analyzes funding requests to make recommendations regarding soundness and overall feasibility; provides technical assistance to loan applicants in loan packaging, structuring and securing financial assistance for projects; negotiates loan terms and conditions, underwrites requests according to program guidelines, analyzes financial records of borrowers, and prepares the documentation needed to secure funding and approval. This position also supervises staff performing duties related to portfolio management; the monitoring of Federal, State, and local requirements related to job creation; and marketing and outreach.

The ICFOI is also responsible for maintaining an organized record of up-to-date proof of insurance, financial statements, evidence of collateral, performance reporting, and site visits for EDD's loan and grant portfolio; and developing and implementing strategies to bring delinquent loans current in workout situations. This position also oversees all Federal, State, and local monitoring requirements; tracks Site Specific Tax Revenues income; and works closely with the Office of the City Attorney and outside specialists on legal proceedings, foreclosures, public sales, and the disposition of special assets.

#### **REQUIREMENTS**

1. Graduation from a recognized four-year college or university with a degree in business or finance or related field; **and**
2. Two years of full-time paid professional experience in a class at the level of Management Analyst or in a comparable position within an agency or organization other than the City, which provides experience in developing and implementing financing programs for commercial and industrial development, including business credit analysis and financial analysis of industrial and commercial development projects.
3. Valid California driver license and good driving record.

Note: For qualifying work experience gained outside of the City of Los Angeles, the term professional experience means work experience in a position that requires the possession of a four-year degree from a recognized college or university in order to obtain that position. Therefore, to be considered professional, non-City qualifying experience must be gained in positions held after obtaining a four-year degree.

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

### **HOW TO APPLY**

Interested candidates should submit their resume detailing applicable background and work experience, and a completed City job application by mail or email to:

Economic and Workforce Development Department  
Human Resources Division, Attention: Cynthia Winston  
1200 W. 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90017  
E-mail: Cynthia.Winston@lacity.org

Applications may be downloaded at [per.lacity.org/appform.htm](http://per.lacity.org/appform.htm) **Incomplete applications will not be accepted.**

### **APPLICATION DEADLINE**

Filing period may close at any time once sufficient applications are received.

### **SELECTION PROCESS**

Applications will be thoroughly reviewed to determine a reasonable number of candidates with applicable background and experience to interview. As a part of the selection process, each qualifying candidate's personal and professional qualifications will be reviewed relative to those of other candidates. The candidates who present qualifications most closely related to those necessary for this position will be invited to participate in the interview process. A written performance exercise will be given.

### **NOTE:**

The Industrial and Commercial Finance Officer position will be filled through an emergency appointment. An emergency appointment is a temporary appointment that is subject approval from the City's Personnel Department and it cannot exceed one year (City Charter Section 1013). In order for an emergency appointment to be made permanent, a candidate must take the Civil Service examination and obtain a high enough score to be selected for a permanent appointment.

**\*Additional information concerning Emergency Appointments is attached to this bulletin.**

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) 744-7274 if you need assistance.

## 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 a 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 by 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.

*10/31/14*



## **ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EXEMPT EMPLOYMENT OPPORTUNITY**

### **CHIEF GRANTS ADMINISTRATOR (1579)**

**(Directing economic development focused  
on market investments and innovation)**

Annual Salary: \$118,285.20 . 172,907.28

#### **OVERVIEW**

The Economic and Workforce Development Department (EWDD) is seeking an experienced individual to join our Economic Development Division (EDD). The EDD offers over \$600 million in direct and indirect financing and technical assistance programs that promote business growth and job creation, with a focus on underserved, economically challenged areas in the City of Los Angeles.

In developing its approach to economic development, EWDD is dividing its Economic Development Division into strategic working groups. The group this portion will oversee works on market investments and innovation. The Chief Grants Administrator is responsible for defining the work plan and structure of this group and ensuring the City is utilizing its public funding to obtain the highest outcomes and results.

The Chief Grants Administrator and their staff analyze and guide potential public investments in commercial, mixed use and industrial ventures in the City of Los Angeles by soliciting and vetting requests for public assistance and underwriting and coordinating an investment strategy with various public and private partners. The investment portfolio is divided between small business and micro-enterprise loan programs and larger investments in major development projects, institutions and business expansions that promote job growth.

#### **RESPONSIBILITIES**

The Chief Grants Administrator (CGA) position is responsible for shaping major policy recommendations for economic development issues in the City of Los Angeles, which involves extensive collaboration with the Mayor's Office, Council Offices, the U. S. Department of Housing and Urban Development, and various other public and private organizations in planning and implementing economic development projects.

The CGA manages and oversees a major function of EWDD's administration and operation. This position is responsible for the development, administration, and evaluation of economic development programs investing in various real estate development, job creation and economic development opportunities utilizing a variety of funding sources and investment tools. The lending program currently utilizes Community Development Block Grant, Industrial Development Bond conduit financing and Section 108 Loans as primary financing sources, but this position is also charged with developing new and innovative streams of funding for economic development investment.

In addition to pursuing grants and new streams of income, the CGA will need to ensure that there are clear guidelines for fund expenditures and will be responsible for fund administration. This includes revising and developing strong policies and procedures guiding investments, ensuring effective tracking of outcomes

and timely reporting to all funders. The CGA will help prepare the division budget, monitor expenditures and coordinate budget appropriations with Federal and State grant resources.

Under the direction of the Assistant General Manager for Economic Development, the CGA will assist with the development of a citywide strategic plan for economic development that would serve as a road map for increased investment and revenues, and identify economic catalysts to improve and sustain the city's economy.

## **REQUIREMENTS**

1. Two years of full-time paid experience in a position at least at the level of Assistant Chief Grants Administrator or in a comparable position within an agency or organization other than the City that provides experience in the design, implementation, administration or evaluation of economic development or community development programs.
2. A thorough knowledge of the theory, principles and practices of business, industrial and commercial finance, and commercial real estate finance; federal, state and conventional financing programs available to commercial and industrial entities; and the major principles, and practice of financing businesses, business operations and real estate development.
3. Demonstrated ability to negotiate and underwrite commercial loans and real estate development investments and draft appropriate contract, grant and loan documents. Experience establishing or assisting in establishing financial policies and procedures to help analyze and prioritize projects for investment, ensuring a reasonable approach to investments and compliance with Federal, State and local regulations and guidelines.
4. Demonstrated ability to plan, organize, direct and evaluate the work of professional employees and create a team environment.
5. Demonstrated knowledge and professional ability to develop, manage and administer a broad range of economic development programs, in a fast paced, progressive and diverse environment ensuring the success of investments through detailed project management and oversight during the term of the loan and or through the development process.
6. Demonstrated ability to identify and analyze potential problems and to develop innovative, practical solutions on matters related to a comprehensive community and economic development programs.
7. Experience in public sector administration preferred with demonstrated knowledge of federal grant application and administration; good knowledge of best practices and procedures for organization, budgeting and financial administration related to economic development programs.
8. Demonstrated ability in interacting with and making presentations before elected/appointed officials including the City of Los Angeles Mayor's Office, City Council, etc., as well as other Federal, State, local and regional agencies, individuals, diverse groups and organizations as the incumbent will be required to act as a spokesperson to market and promote the various economic development



programs and incentives to existing businesses and to attract new business into the City of Los Angeles.

9. Demonstrated ability to develop and maintain a collaborative environment seeking partnerships with a variety of City departments, offices and bureaus, political entities, civic organizations, outside community based agencies, Federal agencies or other organizations, and the public in planning and implementing economic development projects in the City of Los Angeles.
10. A valid California driver license and a good driving record are required.

### **HOW TO APPLY**

Interested candidates should immediately submit a resume detailing applicable background and work experience, a completed City job application, a cover letter of interest, and three (3) work-related references (include name, job title, affiliation and telephone number) by mail or email to:

Economic and Workforce Development Department  
Human Resources Division, Attention: Cynthia Winston  
1200 W. 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90017  
E-mail: [Cynthia.Winston@lacity.org](mailto:Cynthia.Winston@lacity.org)

Applications may be accessed at [per.lacity.org/appform.htm](http://per.lacity.org/appform.htm) **Incomplete applications 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) 744-7274 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.**

*10/31/14*



**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

[illegible]

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.

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# LOS ANGELES FIRE COMMISSION

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BOARD OF  
**FIRE COMMISSIONERS**

DELIA IBARRA  
PRESIDENT

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STEVEN R. FAZIO  
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LETICIA GOMEZ  
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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](mailto: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



## **EXEMPT EMPLOYMENT OPPORTUNITY\***

### **OFFICE OF THE CITY ADMINISTRATIVE OFFICER (CAO)**

**JOB TITLE:** Project Coordinator

**SALARY RANGE:** \$60,489 to \$88,469 (15-steps)

**FILING PERIOD:** Monday, December 1, 2014 through Friday, December 12, 2014 at 4:00 PM

**JOB DUTIES:**

The Office of the City Administrative Officer (CAO) is accepting applications for the position of Project Coordinator to provide administrative support of the Innovation Fund and Innovation and Performance Commission. Job duties include but are not limited to:

- Providing direct support of the Innovation and Performance Commission (IPC);
- Coordinating all phases of the Innovation Fund (IF) including providing information to, and assisting City employees in, submitting ideas for funding from the IF;
- Reviewing and processing IF submissions;
- Performing research and preparing reports on IF matters;
- Preparing information on the IF for public release, City website, and social media;
- Providing outreach to employees and City departments in support of the IF;
- Collaborating with Department heads, Department staff, and the IPC on IF matters;
- Preparing and making presentations before City departments, community groups, the IPC, and Council Committees;
- Other necessary duties and responsibilities to support the IF and IPC.

**MINIMUM REQUIREMENTS:**

- At least one year of professional experience performing duties in administrative, personnel, budget, grants, legislative and/or fiscal activities in a City department, other public or governmental agency, or private industry.
- Project management skills, including the ability to coordinate and implement projects according to established guidelines and criteria, is highly desired.
- A bachelor's degree is also highly desired but not required.

**The successful candidate will:**

- Be a self-starter
- Have a strong background in City administrative functions
- Have strong leadership abilities and excellent interpersonal, written, and oral communication skills
- Be able to work independently with minimal direction
- Be detail oriented and have excellent organizational skills
- Be able to establish strong working relationships with City departments, staff, and other stakeholders
- Have excellent analytical and problem solving skills



- Have strong customer service skills
- Have the ability to coordinate and implement projects and work with Commission members to accomplish project goals and meet deadlines

### **SELECTION PROCESS:**

Applications and resumes will be thoroughly reviewed and screening methods may be used to determine a reasonable number of candidates who have the most relevant background, experience, and qualifications to interview. Candidates invited to interview for the position may be given an advisory written exercise prior to the oral interview to evaluate written communication skills. Final selection will be based on an oral interview.

### **HOW TO APPLY:**

Interested applicants should submit a City application using the form at the following link: <http://per.lacity.org/Application.pdf> and resume to Claudia Castellon by email at [claudia.castellon@lacity.org](mailto:claudia.castellon@lacity.org) no later than **4:00 PM on Friday, December 12, 2014**. Incomplete applications or applications received after the deadline will not be considered.

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) 473-7553 if you need assistance.

**\*This position is exempt from the civil service provisions of the City Charter. 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.**

12/2/14

## **TRANSFER OPPORTUNITY NOTICE**

DATE: December 3, 2014

TRANSFER OPPORTUNITY FOR ONE **SENIOR CLERK TYPIST** WITHIN BUREAU OF SANITATION (PERSONNEL SECTION) - PERSONNEL DEPARTMENT (WILL ALSO CONSIDER CLERK TYPIST)

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**APPLICATION DEADLINE:** Until sufficient apps are received

**LOCATION:** 1149 S. Broadway Street, Los Angeles – PUBLIC WORKS BUILDING

### **Minimum Requirements**

This position is open to all Senior Clerk Typists with status in the class. Will also consider Clerk Typist in-lieu

### **Summary of Duties**

Handle all aspects of the certification and hiring process for several divisions. This includes taking calls from candidates, setting up interviews, preparing interview packets, setting up pre-employment medical appointments, fingerprinting, etc. Deal with various divisions, Personnel Department and personnel coordinators in the Bureau of Sanitation telephonically and in person. Also includes handling the Bureau's Family Medical Leave requests which includes verifying eligibility, communicating with employees on their leave status via telephone and correspondence, and monitoring, tracking, and maintaining a database. This position works directly with Personnel Analysts on many personnel-related tasks and may include processing and compiling of reports and preparing of monthly reports in relation to the Bureau's Position Control system. Other tasks include mail distribution, filing, etc. Candidate must have the ability to deal tactfully and effectively with all levels of employees and management and be detailed oriented.

### **Method of Evaluation of Candidates:**

1. Review of Application
2. Oral Interview
3. Review of Personnel Folder

Depending on the number of candidates who apply, all 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. Applicants who are selected for interview will be notified of the final results of the selection process.

### **How to Apply**

Interested candidates may apply by faxing completed City Application (newly revised version 05/2014) which can be found on <http://per.lacity.org/Application.pdf> to:

Fax: (213) 485-2973  
Attn: Rita Aparacio  
Or Email to [SAN.PERSONNEL@LACITY.ORG](mailto:SAN.PERSONNEL@LACITY.ORG)

12/3/14