



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR STREET SERVICES INVESTIGATOR

**Class Code: 4285**

**Open Date: 04-08-16**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$68,298 to \$84,856; \$72,056 to \$89,491; and \$77,005 to \$95,672

### **NOTES:**

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

### **DUTIES**

A Senior Street Services Investigator assigns, reviews, evaluates, and participates in the work of a group of employees engaged in making inspections and investigations, and enforcing laws and regulations pertaining to the use and safe condition of City streets, sidewalks, and other public ways; may be required as a public officer to make arrests for violations of related provisions of the Los Angeles Municipal Code; keeps records and prepares reports which may be used as legal evidence; may appear in court as a witness; may work various shifts and locations; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENTS**

1. Two years of full-time paid experience as a Street Services Investigator, or in a class at that level, conducting investigations and inspections and enforcing laws and regulations pertaining to the use and safe condition of City streets, sidewalks, and other public ways; **and**
2. Possession of a California Commission on Peace Officer Standards and Training (POST) Penal Code Section 832 (Laws of Arrest, Search, and Seizure) certificate; **and**
3. Possession of a California Commission on Peace Officer Standards and Training (POST) Level III Reserve Police Officer training certificate.

### **NOTES:**

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
3. Upon appointment, a Senior Street Services Investigator may be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid according to established rates.
4. Applicants must attach a copy of their POST Penal Code Section 832 certificate and POST Level III Reserve Police Officer training certificate to the online application at the time of filing. The certificates must be attached to the online application BEFORE the application is submitted. If the certificates are attached AFTER the online application has been submitted, they will not be available to the City and applicants WILL NOT be credited with having submitted the certificates. Applicants who fail to submit the certificates at the time of filing by attaching them to the online application will not be considered further in this examination.

## **WHERE TO APPLY**

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

## **NOTE:**

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

## **APPLICATION DEADLINE**

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

## **SELECTION PROCESS**

<b>Examination Weight:</b>	<b>Essay</b> .....	<b>Advisory</b>
	<b>Interview</b> .....	<b>100%</b>

The examination will consist entirely of an interview wherein candidates will be evaluated on their knowledge, experience, professional background and personal qualifications and abilities. Emphasis will be placed on the following: Judgment and Decision Making, Supervision, Customer Service, Oral Communication, Leadership, and Job Knowledge, including knowledge of: technical literature related to street use enforcement, such as Code Sections and Ordinances; conditions and situations in the field that could pose a threat to life or property; arrest procedures; criminal case filing procedures and report requirements for court cases; and the Memorandum of Agreement with the Los Angeles Police Department regarding the law enforcement authority of the Investigation and Enforcement Division.

Additional information can be obtained by going to <http://per.lacity.org/eeo/jobanalyses.htm> and clicking on Competencies under Senior Street Services Investigator.

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

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **MAY 23, 2016 to JUNE 3, 2016.**

## **NOTES:**

1. This examination is based on a validation study.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

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

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