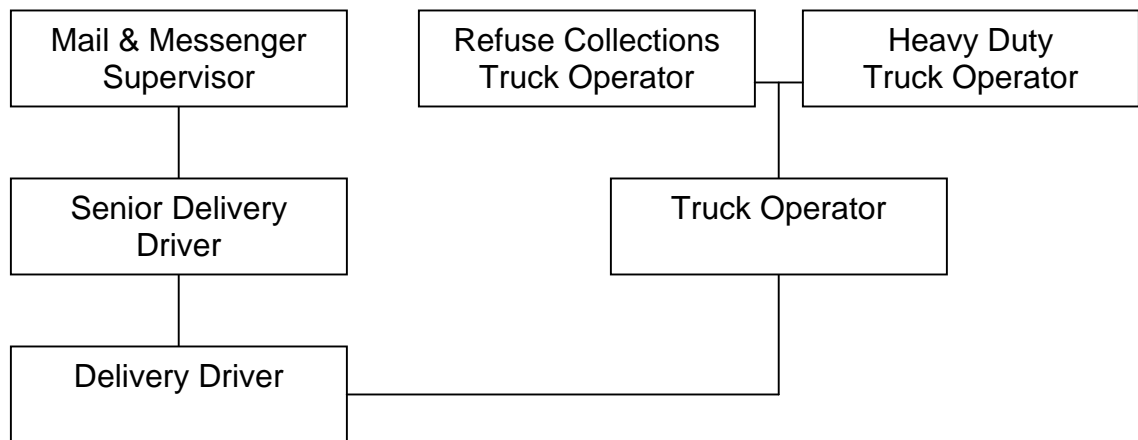


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR DELIVERY DRIVERS

This information is being given to you to describe potential promotional opportunities as a Delivery Driver. The traditional career path for a Delivery Driver is listed below, along with duties and requirements for the first promotional level, and an additional career option. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

The diagram below shows the normal career path of Delivery Driver. Advancement within the series is from Delivery Driver to Senior Delivery Driver, and then to Mail and Messenger Supervisor. Another option, with certain types of experience, is the Truck Operator Series.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties:

Senior Delivery Driver: A Senior Delivery Driver supervises and participates in the work of Delivery Drivers in providing a City-wide mail and messenger service. A Senior Delivery Driver must be available to work the night shift.

Truck Operator: A Truck Operator drives a truck with a Gross Vehicle Weight Rating of up to 51,999 lbs. and may be required to operate mechanical attachments on the truck; may be required to pull a trailer under 10,001 lbs. Gross Vehicle Weight with a combined length of less than 40 feet; and may work as a manual laborer or direct a manual labor crew during periods of the day when not driving.

Requirements:

Senior Delivery Driver: Two years of full-time paid experience as a Delivery Driver or in a class which is at least at that level and provides experience in a mail or messenger operation.

Truck Operator: One year of full-time paid experience in driving a truck or bus carrying a payload of at least 1 ½ tons (The weight of the payload must be listed on the application form.); or six months of the above experience within the last two years and a certificate of satisfactory completion of the Truck Driving and Safety course from the Los Angeles Unified Schools, and achievement of a qualifying score on the qualifying Truck Operator written test.

Note: The above information was compiled from work done by the Personnel Department in preparing job analyses for examinations, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9200, Room 380, Personnel Building.

(Rev. 5/04)