

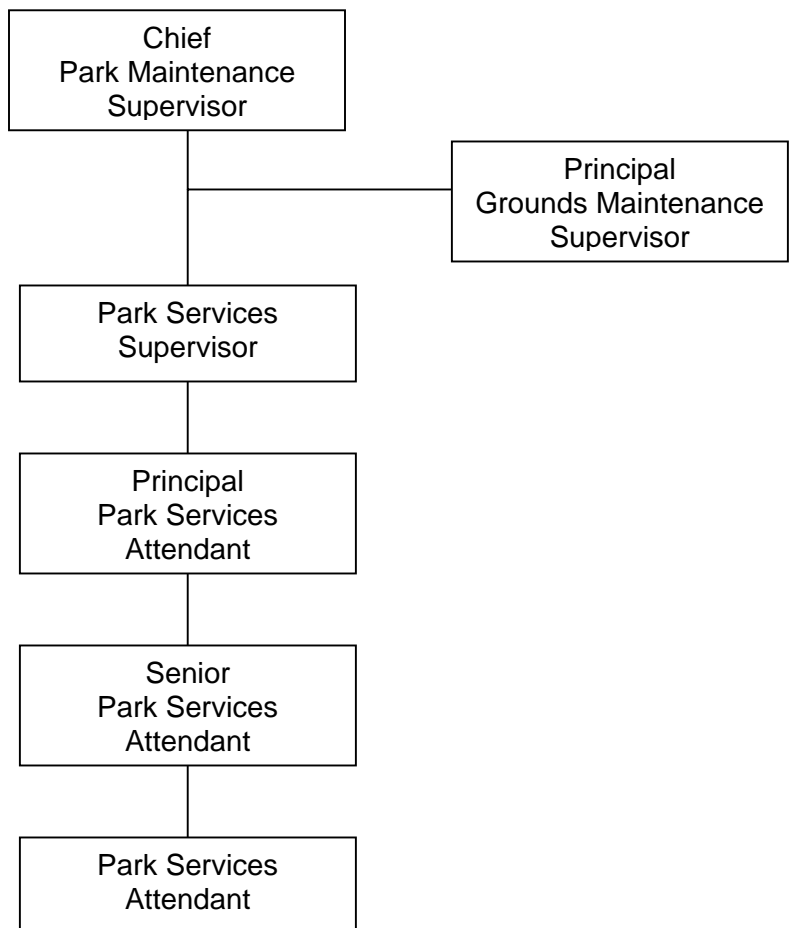
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR
PARK SERVICES ATTENDANTS**

This information is being given to you to describe potential promotional opportunities as a Park Services Attendant. The career ladders that are available to Park Services Attendants are diagrammed below. The duties and requirements for the first promotional level of these career ladders are also described. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

**COMMON CAREER LADDERS FOR
PARK SERVICES ATTENDANTS**

The chart below shows the normal career paths for Park Services Attendant. Normal advancement within this series is from Park Services Attendant to Senior Park Services Attendant. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVELS

Duties

Senior Park Services Attendant – Supervises Park Services Attendants and other employees engaged in operating a variety of City-owned revenue generating operations located in City parks or other recreational facilities, including the Los Angeles Zoo; performs routine auditing functions; assigns, reviews, and evaluates the work of employees in assisting the public at City parks and recreational areas and personally handles the more difficult public contact situations; applies sound supervisory principals and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

Note: Senior Park Services Attendants are required to work weekends and holidays on a regular basis.

Requirements

1. Two years of full-time paid experience with the City of Los Angeles as a Park Services Attendant, or in a class at that level which provides experience collecting cash from the public and accounting for such collections; **or**
2. Two years of full-time paid experience supervising employees engaged in collecting cash from the public and accounting for such collections.

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 (213) 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) 847-9800, in Room 380, Personnel Building.