

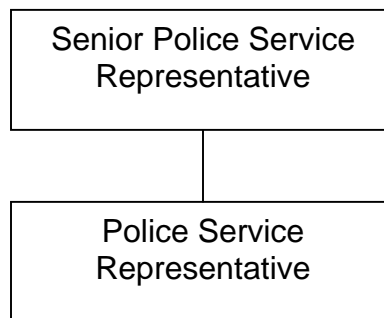
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR
POLICE SERVICE REPRESENTATIVES**

This information is being given to you to describe potential promotional opportunities as a Police Service Representative. The career ladder that is available to Police Service Representatives is diagrammed below. The duties and requirements for the first promotional level of the career ladder is described on the back. 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
POLICE SERVICE REPRESENTATIVE**

The chart below shows the normal career path for Police Service Representatives. Normal advancement within this series is from Police Service Representative to Senior Police Service Representative.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties:

Senior Police Service Representative: A Senior Police Service Representative assigns, reviews, evaluates and provides direct supervision to a number of Police Service Representatives responsible for receiving and analyzing requests for service from citizens and Police Officers in the field, and for dispatching patrol units using radio, digital terminal and other methods; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Note: Senior Police Service Representatives must be available to work weekends and holidays, and day, night and early morning shifts, on a rotating basis.

Requirements:

Senior Police Service Representative: Two and one-half years of full-time paid experience as a Police Service Representative with the City of Los Angeles.

Note: The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, 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 (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.