

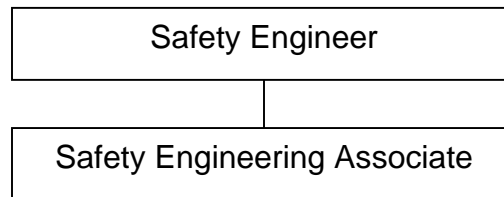
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR
SAFETY ENGINEERING ASSOCIATE**

This information is being given to you to describe potential promotional opportunities as a Safety Engineering Associate. The career ladder that is available to Safety Engineering Associate is diagrammed below. The duties and requirements for the first promotional level, Safety Engineer, 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 SAFETY ENGINEERING ASSOCIATE

The chart below shows the normal career path for Safety Engineering Associate. Normal advancement within this series is from Safety Engineering Associate to Safety Engineer.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties

Safety Engineer: A Safety Engineer directs, coordinates and develops occupational safety and health programs.

Requirements

Safety Engineer: Four years of full-time paid experience as a Safety Engineering Associate or in a class which is at least at that level and provides full-time professional safety engineering experience.

A valid California driver's license is required prior to appointment. Upon appointment, a Safety Engineer may be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid on the basis of established rates.

Note: The above information was compiled from work done by the Personnel Department in preparing job analysis 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 (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)