

**CITY OF LOS ANGELES**  
CALIFORNIA

**Seleta J. Reynolds**  
GENERAL MANAGER



**ERIC GARCETTI**  
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**DEPARTMENT OF TRANSPORTATION**  
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**PART-TIME EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Community and Administrative Support Worker II  
**SALARY:** \$15.00 per hour  
**FILING PERIOD:** Tuesday, May 31, 2016 at 8:00 a.m. through  
Tuesday, June 14, 2016 at 3:00 p.m.

**OVERVIEW**

The Los Angeles Department of Transportation is accepting applications for Community and Administrative Support Workers. Selected candidates may be assigned to the following LADOT locations:

**Parking Operations Support – Cal Trans Building (6 positions)**

These positions will be involved in conducting field investigations as required to determine the validity of contested parking citations. In addition, these positions will be performing data entry into the Parking Citation Management System, or other databases, regarding parking citation complaints.

**Parking Adjudication – Van Nuys & West Los Angeles Offices (2 positions)**

These positions will provide general office support.

**Budget and Administration – Cal Trans Building (2 positions)**

These positions will also provide general office support.

**Payroll – Cal Trans Building (1 position)**

This position will assist the Payroll Section in the bi-weekly payroll processing of M bonus entries by double checking the employee names against authorized listing of Temporary Bonus Employees. The position will assist in the verification of Jury Duty Certificates for employees that entered "JD" on their timesheets. The position will also follow-up via telephone or e-mail to submit the required jury duty certificate if none exists. This position will also provide general office support.

## **Avenue 19 Paint and Sign Shop (2 positions)**

These positions will provide general office support including but not limited to answering telephones, taking messages, answering questions and taking requests from the public. In addition, the position will operate office equipment, file, perform data entry, process and approve Temporary Sign Permits.

Work hours are limited to 1,000 total hours each service year. The first service year begins on the date of hire and ends after 12 consecutive months. The second service year is the subsequent 12 months. Selected candidates must be able to work a minimum of 30 hours per pay period (a pay period is every two weeks).

All Community and Administrative Support Worker positions are exempt from the civil service provisions of the City Charter and serve at the will of management. Information regarding exempt employment can be found at [www.per.lacity.org/Exams/exempt\\_info.pdf](http://www.per.lacity.org/Exams/exempt_info.pdf).

## **EXEMPT EMPLOYMENT**

If employment is said to be exempt, it is meant that the employment is exempted from the civil service provisions of the City Charter. In order to receive a regular civil service appointment, employees must have successfully participated in a civil service examination, received a high enough score on the examination to be placed on and receive an appointment from an eligible list, and they must serve a probationary period.

Exempt employees do not compete in a civil service examination, they are not placed on an eligible list and receive an appointment from that list, nor do they serve a probationary period. As a result, exempt employees do not have what is referred to as a "property interest" in their job. Exempt employees serve at the will of the appointing authority and can be terminated at any time without cause. Employees with a property interest in their job, i.e. civil service employees, cannot be deprived of their employment (discharged or suspended) without due process.

## **GENERAL INFORMATION ABOUT EXEMPT EMPLOYMENT**

Exempt employees serve at the will of the appointing authority, and as such, they may be discharged, suspended or otherwise disciplined without cause.

Exempt employees have no property interest in their employment, and any procedural benefit or other prerogative extended to them by their appointing authority is not intended to create and does not create any such property interest.

No officer or employee of the City may make to any other officer or employee any representation of a property interest in employment which does not correspond to Charter provisions unless the City Council, by ordinance, permits such representation. No unauthorized representation can serve as the basis of an employee's reliance on, or expectation of, a property interest.

## **FOR EXEMPT EMPLOYEES SEEKING TO BECOME CIVIL SERVICE EMPLOYEES**

There is no protective leave for an exempt employee appointed to a civil service position. Upon receiving a civil service appointment and passing probation, the former exempt employee will be subject to the Civil Service provisions described in Article X of the City Charter. Upon appointment, the civil service employee will begin to accrue displacement and layoff seniority on the first day of his/her civil service appointment and may file for promotional examinations for which s/he qualifies. A full or half-time exempt employee appointed to a full or half-time civil service position continues to: contribute to the Retirement System; accrue vacation time; accrue sick time; receive anniversary date salary increases; and, receive health and dental benefits identical to those received in the civil service position.

### **MINIMUM REQUIREMENTS**

- 1) High school graduation or equivalent is required.
- 2) Must have excellent oral and written communication skills.
- 3) Experience with operating office equipment, including a personal computer, photocopier and scanner.
- 4) Must be able to provide proof of identity and legal right to work in the United States.
- 5) Must possess a valid California Class C Driver License.

### **TO APPLY**

Candidates must submit a completed City of Los Angeles job application. The document must be scanned as a single .pdf and emailed to [HRSelectionGroup2@lacity.org](mailto:HRSelectionGroup2@lacity.org). The subject line of the email should read: "**LADOT Community & Administrative Support Worker – Exempt Opportunities**".

Only electronic submittals received during the filing period will be accepted. Incomplete applications and applications received prior to or after the filing period will be disqualified. Submittals will not be considered if received by mail, fax or in-person.

Applications will be accepted until **Tuesday, June 14, 2016 at 3:00 p.m.**

### **SELECTION PROCESS**

An application screening will be conducted to select the most qualified candidates for an oral interview. If a candidate is interviewed and offered employment, that individual must pass a medical examination administered by the City prior to starting work in the position.