

THIS LIST PREPARED: **November 20, 2009**

NOTE: While you are away on vacation, the filing period for a promotional examination for which you have been waiting may open – and close. So, to be safe, leave a completed application with a reliable person, such as your supervisor, to file for you.

**NOTE: Except where a resume is required, candidates for transfer should use the Departmental Application for Employment form, available on the Personnel Department Intranet site at: <http://per.ci.la.ca.us/Forms/DeptApp.pdf>. If you do not have Intranet access, please contact your department personnel section or the personnel section in the department you are applying to.**

**NOTE: For specific information and reporting dates, you should call the designated contact person as soon as possible.**

**ACCOUNTING CLERK II** – TRANSFER ONLY

- **Los Angeles Housing Department:** Accounting Division, Paula Bennett (213) 808-8476. Please FAX your fully completed City application and a resume to (213) 808-8477. Experience in varied accounting duties of a responsible nature and supervision is desired. Position open until sufficient amount of applications received. (TL11/12/09)

**AIR CONDITIONING MECHANIC SUPERVISOR**

- **General Services:** Building Maintenance, Edyth Alquiros (213) 922-8580. Please send a City application, including a complete work history, to Dept. of General Services, Personnel Services, Room #307, City Hall South, Mail Stop #508 or fax to (213) 922-8513. (TL5/7/09)

**BUILDING OPERATING ENGINEER**

- **Los Angeles Convention Center:** Facilities, Human Resources 213) 741-1151 ext. 5423. **COMMENTS:** The Los Angeles Convention Center (LACC) is looking for transfer candidates for the position of Building Operating Engineer (BOE) to join LACC's Building Operations team. The position offers excellent working conditions with various opportunities to enhance career experience and knowledge. Our BOE's work on exciting events such as Auto Show, E3, the Grammys, and the Emmys. In addition to "show biz", LACC BOE's are active in developing LACC's "Green Building" protocols, achieving LEED-EBOM Silver certification, and working on a wide variety of building automation systems. LACC is located immediately next to LA Live in which restaurants, movie theaters, bowling alleys, night clubs, the Staple's Center and Nokia Theater are all within a short walking distance. Interested candidates should send or fax a departmental application, a resume, and an optional cover letter to Human Resources, Los Angeles Convention Center, 1201 S. Figueroa St., Los Angeles, CA 90015, fax: (213) 765-4511, email: [humanresources@lacclink.com](mailto:humanresources@lacclink.com). **OPEN UNTIL FURTHER NOTICE.** (TL10/20/09)

**CIVIL ENGINEER**

- **PW/Engineering:** WCCD, Shantell Stutts (213) 485-1187. *PAYSR ID #12141*. Fax a departmental application and optional resume to (213) 485-5903, or mail to MS #538. **OPEN UNTIL SUFFICIENT NUMBER OF APPLICATIONS RECEIVED.** (TL10/27/09)

**CIVIL ENGINEERING DRAFTING TECHNICIAN**

- **Public Works/Bureau of Street Lighting:** Transit & Bridge Lighting Design, Silvia Feigin (213) 847-0800. *1 position is available.* Position responsible for producing electronic base plans (using AutoCAD), area maps and special maps required by the Bureau. Obtain, interpret and analyze traffic signal plans, substructure plans, patrol maps, street lighting

system maps, engineering sketches and information from other various sources to modify or finalize construction plans. Position is located in the Public Works Building at 1149 S. Broadway in the Civic Center area. **OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS IS RECEIVED.** (TL8/28/09)

#### **CLERK TYPIST** (LIMITED)

- **Department of Water and Power:** Employee Services Division/Medical Services Office, Grace Cho (213) 367-2675. This transfer opportunity is for a LIMITED POSITION, 6 months maximum, to relieve the operating department's budget (if only temporarily). This position will retrieve patient charts from the central Medical Services files; prepare required paperwork and box charts for transfer to the records retention center; coordinate delivery and pick up of records; set-up new employee charts; rearrange charts to maximize space; relieve the medical office receptionist as necessary; check-in patients; answer telephone, and take messages for staff members. Work in the office requires strict adherence to confidentiality protocols.  
Note: File work in this position requires considerable bending, stooping, twisting, pulling, reaching, squatting, and kneeling.  
Candidate must have ability to: File; Follow oral and written instructions, pay close attention to detail; Communicate tactfully and effectively. Maintain confidentiality. Work well under pressure. Meet deadlines. Deal with emergency situations. Knowledge of Microsoft Office Programs and other Department information system applications.  
Screening tool may be applied and performance test may be administered. Due consideration will be given to attendance record and previous experience.  
Send application to Grace Cho, at 111 N. Hope St, Rm. 523 or Fax (213) 367-3951, by 4:00p.m. on November 23, 2009. (TL11/12/09)

#### **ELECTRICAL CRAFT HELPER**

- **PW/Street Lighting:** Field Operations, Silvia Feigin (213) 847-0800. Position located at 4550 Santa Monica Blvd, Los Angeles, 90029. **OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED.** (TL7/21/09Rev7/30/09)
- **Transportation:** Construction, Personnel Records Unit 213/972-5980. *COMMENTS:* TRANSFER OPPORTUNITY – Transportation: Valid CA Driver's License, Hydro Crane, DMV Commercial "B", rubber tire "B" required. Please fax your completed City application to (213) 972-5916 or mail to LADOT Personnel, MS 725-51. Applications will be accepted until 4:00 pm, Monday, November 30, 2009. (TL11/20/09)

#### **ELECTRICAL ENGINEERING ASSOCIATE I** (TWO POSITIONS)

- **Dept of Water and Power:** Customer Service Division, Executive Office, Briece Johansson Voicemail (213) 367-4753; Fax (213) 367-1898. *COMMENTS:* Prepare designs, specifications, cost estimates, budgets, engineering studies, drawings, construction work packages, permit applications, agreements, Board packages, grant applications, progress reports and correspondence, attend and/or conduct meetings, and prepare meeting notes for engineering support to Customer Service Division, maintain various records and reports, and prepare periodical statistical reports. Research, develop, and troubleshoot operating and testing protocol of Department owned equipment, including automated metering equipment, related software and hardware. Analyze business processes and find ways to make improvements using technology. Prepare design and specification of various systems including the meter reading system, customer information system, electric meter data management system, route management system, and electric outage management system. Only candidates who are *currently* in the class of Electrical Engineering Associate I, Class Code 7525, may apply. Interested candidates should submit a Departmental Application for

Employment, a resume, and two most recent evaluations to CSD Administrative Services by fax at (213) 367-1898 or –email to [Briece.Johansson@ladwp.com](mailto:Briece.Johansson@ladwp.com) by 4:00 p.m. on Friday November 20, 2009. A resume screening may be conducted to select the most qualified candidates for interview. (TL11/13/09)

### **ELECTRICIAN**

- **Los Angeles Convention Center:** Facilities/Show Services, Human Resources (213) 741-1151 ext. 5423. Send or fax a departmental application and an optional resume and cover letter to Human Resources, Los Angeles Convention Center, 1201 S. Figueroa St., Los Angeles, CA 90015, fax: (213) 765-4511, email: [humanresources@lacclink.com](mailto:humanresources@lacclink.com). OPEN UNTIL FURTHER NOTICE. (TL9/1/09)

### **ENVIRONMENTAL SPECIALIST "B"** – UP TO 2 POSITIONS\*

- **Dept of Water and Power:** Environmental Affairs Division (EAD) – Environmental Services, Annette Quintero (213) 367-3530. Comments: \*Appointment to one of the positions is pending approval of Exemption to Fill. Applicants will be screened based on the following: Knowledge of CEQA, NEPA and Federal and State Endangered Species Acts. Call for position description. Interested candidates should submit a resume or City application to: Annette Quintero, 111 N. Hope Street, Room 1050, JFB. Mail Stop 800 or Fax to (213) 367-4710 or email [annette.quintero@ladwp.com](mailto:annette.quintero@ladwp.com). NOTE: Email is preferred. **LAST DAY TO APPLY: NO LATER THAN 3:00 P.M. on November 20, 2009.** (TL11/05/09)

### **EQUIPMENT MECHANIC**

- **Police Dept:** Motor Transport Division, Lisa Folsom (213) 485-3495 or Ladrina Lee (213) 485-5361. (TL7/6/09)

### **EQUIPMENT OPERATOR-A** – 3 POSITIONS

- **Department of Water and Power:** Water Distribution Division, Charles Sparks (818) 771-6312. *COMMENTS:* Consistently assigned to work with construction crews in the construction, maintenance and repair of streets, water lines and structures. Operates backhoes, hydro cranes, track type tractors, graders, rollers, front-end loaders, scrapers and other construction and maintenance equipment. Responsible for inspecting equipment for safe operation, inspecting crane rigging and the preparation of applicable of OSHA and DOT reports. Makes minor repairs and adjustments to equipment and lubricate equipment. May deliver equipment and materials to jobsite using a truck-tractor and tilt-bed trailer or low-bed. Assists crews as directed when not operating equipment. Candidates must have the following licenses to be considered for this position: California DMV Class A Driver's License and a valid NCCCO Small Telescopic Boom (Fixed Cab)Crane Certification. Licenses must be maintained during the course of employment. E-mail resume and copy of required license/certificate to: [Charles.Sparks@LADWP.com](mailto:Charles.Sparks@LADWP.com) or fax to (818) 771-6375, by **Monday, November 30, 2009.** (TL11/18/09)

### **HEAVY DUTY EQUIPMENT MECHANIC**

- **Department of Water and Power:** Operations Services – Fleet Maintenance, Veronica Hart (213) 367-6754. *COMMENTS:* Minimum three years experience required as a Heavy Duty Equipment Mechanic. Candidate's resumes will be screened for city experience in: Cranes, Aerial Manlifts, Construction Equipment, Preventative Maintenance, Field Repairs and Major Component Repairs. A Commercial Drivers License is required. The best qualified as determined by resume screening will be invited to interview for the one (1) position that is currently available. Interested candidates please submit an application or resume for review via e-mail to [Veronica.Hart@ladwp.com](mailto:Veronica.Hart@ladwp.com) or fax a copy to (213) 367-6899. **DEADLINE TO APPLY: December 3, 2009 no later than 4:00 p.m.** (TL11/19/09)

### **LABORATORY TECHNICIAN I**

- **PW / Bureau of Sanitation:** Environmental Monitoring Division (EMD), Angela Forrest (213) 485-2230. *Transfer Opportunity – Three positions* (Legal Reporting, Sample Receiving, and Process Control) located at Hyperion Treatment Plant, Pregerson Bldg – 12000 Vista del Mar, Playa del Rey. Please fax resume and City application to (213) 485-2973. **OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED.** (TL10/19/09)

### **LOCKSMITH**

- **General Services:** Building Maintenance, Edyth Alquiros (213) 922-8580. Please send a City application, including a complete work history, to Dept. of General Services, Personnel Services, Room #307, City Hall South, Mail Stop #508 or fax to (213) 922-8513. (TL5/7/09)

### **MAINTENANCE AND CONSTRUCTION HELPER (2 Positions)**

- **Airports:** LAX–Construction and Maintenance Division, Eileen Reed (310) 646-3263/Please fax city application to (310) 215-5399. **DEADLINE TO APPLY – December 11, 2009.** *Brief description of duties of position:* A Maintenance and Construction Helper (M&C Helper) does a variety of semiskilled manual tasks in construction, maintenance and repair activities. The selected candidates must possess and maintain a valid CA Driver's License during ALL times of employment. (TL11/18/09)

### **MANAGEMENT ASSISTANT**

- **Dept of Water and Power:** Retirement Plan Office, Christina Munoz (213) 367-1608. *COMMENTS:* This is a *limited* position which will be filled for less than 8 months. At the end of the appointment the individual will be returned to his/her previous department. A job description and questionnaire is available for download as a PDF at <http://retirement.ladwp.com/positions>. Interested applicants must submit a resume and completed questionnaire to 111 North Hope Street, Room 357, Los Angeles, CA 90012 [Mail Stop 800] or by Fax (213) 367-1891. All items must be received by **4:00 p.m. on Wednesday, November 25, 2009.** Submitted material will be reviewed to determine a reasonable number of candidates to interview that have the relevant background, experience, and qualifications indicated in the job description. (TL11/18/09)

### **MECHANICAL ENGINEERING ASSOCIATE II**

- **Dept of Water and Power:** Environmental Affairs Division (EAD) – Environmental Engineering, Annette Quintero (213) 367-3530. *COMMENTS:* Applicants will be screened based on resume provided and must have the ability to do research on green products and process appeals for water conservation ordinances. Candidate must have professional interest and experience in energy efficiency and green buildings, as well as energy codes and standards for various types of buildings particularly in the area of energy and water efficiency measures as well as enhanced indoor air quality measures. This position entails working closely with the project team to assist in development of proper design strategies to achieve the project's Leadership in Energy and Environmental Design (LEED) goals. The candidate must be familiar with Sustainable Codes as well as Los Angeles Mechanical, Plumbing and Solar Codes. Familiarities with LA City Building and Electrical Codes are a plus. The candidate will be a detail-oriented problem solver, able to work well independently and in teams, and able to handle multiple tasks in a fast-paced consulting environment. The candidate will assist with the LEED certification process for LEED buildings of LADWP in the City of Los Angeles. Following will include the candidate's job duties:
  - ❑ Familiarity with plumbing and mechanical codes with respect to design construction of plumbing and mechanical systems.
  - ❑ Ability to work with other city department personnel and industry.

- ❑ LEED AP meetings with the project team to review and assist in LEED AP credit status related to water conservation, indoor air quality and energy conservation.
  - ❑ Write related LEED reports related to conservation, indoor air quality and energy conservation.
  - ❑ Research LEED credit compliance strategies related to conservation, indoor air quality and energy conservation.
  - ❑ Research and understand and promote City and Utility incentive programs
  - ❑ Review the design of plumbing and mechanical systems
  - ❑ Facilitate LEED submissions: LEED online, LEED credits/technical data
  - ❑ Assist in collecting and managing information on various sustainable policies
  - ❑ Assist in administrative and technical reviews and edits to draft documents
  - ❑ Communication—written and verbal—with project teams; and
  - ❑ Encourage and accelerate global adoption of green building practices through LEED standards, tools and performance criteria.
  - ❑ Deliver customer service that is professional, timely and targeted to the customer's needs.
  - ❑ LEED meetings with the project team to review and assist in LEED credit status related to energy and water conservations as well as indoor air quality measures.
  - ❑ Write related LEED reports related to energy and water conservations as well as indoor air quality measures.
  - ❑ Research LEED credit compliance strategies related to energy and water conservations as well as indoor air quality measures.
  - ❑ Facilitate LEED submissions: LEED online, LEED credits/technical data
  - ❑ Assist in collecting and managing information on various sustainable projects
- Email request for position description to [Annette.quintero@ladwp.com](mailto:Annette.quintero@ladwp.com). Interested candidates should submit a resume or City application to: Annette Quintero, 111 N. Hope Street, Room 1040, JFB, Mail Stop 800, or email to [Annette.quintero@ladwp.com](mailto:Annette.quintero@ladwp.com) or call Tel. No. (213) 367-3530 or fax to (213) 367-4710. Note: email is preferred. **LAST DAY TO APPLY: No later than 3:00 P.M. on December 3, 2009.** (TL11/13/09)

### **PROGRAMMER ANALYST II**

- **Dept of Water and Power:** Information Technology Services, ITS Personnel (213) 367-0882. *COMMENTS:* There are 3 positions in the Customer Information and Analysis Group. The position will be part of the project development, and the operations and support teams involved in developing and maintaining three systems: The CustomerConnect system (a customer relationship management system), the Customer Analytics system, and the corporate Internet system. The individual will be required to work as part of a team in developing and supporting the systems, and will also be required to work independently. A screening criteria may be used. Please fax resume to (213) 367-1556; Attention: ITS Personnel. Resumes will also be accepted by email at [ITSPERSONNEL@LADWP.com](mailto:ITSPERSONNEL@LADWP.com). Accepting resumes until **November 20, 2009 at 4:00 p.m.** (TL11/13/09)

### **RISK MANAGER II** (TRANSFER)

- **Public Works –Street Services:** Executive, Monique Doucette/Personnel Section (213) 847-0983. *COMMENTS:* Please fax your application, resume and (2) most recent evaluations to (213) 847-0830, OR send them to Mail Stop 550 – 1149 S. Broadway Street, 4<sup>th</sup> floor Attn: Monique Doucette. Please see advertisement in the back for more details. **DEADLINE FOR SUBMISSION OF APPLICATIONS IS: Tuesday, November 24, 2009 by 4:00 pm.** (TL11/12/09)

### **SENIOR ACCOUNTANT I**

- **Housing Department: Accounting Division**, Paula Bennett (213) 808-8476. Please FAX your fully completed City application and a resume to (213) 808-8477. Desired Experience in Microsoft Access database and Excel to reconcile accounting records between City FMIS system and HUD IDIS, DRGR, and LOCCS systems. Supervising staff performing Reconciling of Track99 database with FMIS receipt and expenditure transactions every month for six major grant funds, to ensure accuracy and integrity of the database; preparing quarterly Federal Transactions Reports for HOME and HOPWA projects to report to HUD. Supervise accountant who works with Grants Accounting, General Accounting, and Lead Program managers to reconcile FMIS expenditure records by grant in the in-house database and HUD Line of Credit Cash Systems (LOCCS). The reconciliation is needed for LEAD program manager to report to HUD through HUD FSR form 269. Ability to do analysis of grant funded projects Research and resolve accuracy of drawdown posting in IDIS on CDBG, HOME, HOPWA, ESG grants, and other new grants for projects ready for closeout. Analyze grant regulations and procedures to assist with writing procedures to enhance the internal controls. Experience with IDIS and Revenue Billing systems to assist in a project for the implementation of FMS conversion testing in April 2010.  
POSITION OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS RECEIVED. (TL 10/9/09)

**SENIOR HEAVY DUTY EQUIPMENT MECHANIC – 1 POSITION**

- **Dept of Water and Power: Operations Support Services – Fleet Services**, Teresa Duenas (213) 367-6746. *COMMENTS:* This position is responsible for assigning, directing, overseeing, and participating in the work of mechanics and others in making repairs and modifications to automotive, construction, cranes, and manlift equipment in the shop and field; estimates extent and cost of repairs; recommends necessary repair work; checks equipment records; assigns, checks, inspect and expedites the work; schedules the work with customers; justifies overtime; expedites parts orders; handles hazardous waste disposal; inspects vehicle hoists; and manages a parts inventory. Implements, supervises, and performs work required in a scheduled preventive Maintenance program. A valid Commercial license is required. Interested candidates please submit a resume or city application for review to [Teresa.Duenas@ladwp.com](mailto:Teresa.Duenas@ladwp.com) or fax a copy to (213) 367-6899. **Deadline to apply: December 3, 2009 no later than 4:00 p.m.** (TL11/19/09)

**SENIOR PAINTER**

- **Airports: LAX– Construction and Maintenance Division**, Eileen Reed (310) 646-3263/Please fax city application to (310) 215-5399. **DEADLINE TO APPLY – OPEN UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED.** Brief description of duties of position: A Senior Painter is responsible for the proper preparation and application of painting materials to a wide variety of interior and exterior surfaces. A Senior Painter directly inspects and evaluates work crews in the performance of their work. A Senior Painter is also the lead person to a crew of Painters, Maintenance Laborers, Carpet Layers, and Sign Painters. This position is also responsible for maintaining an adequate supply of paints and related materials at the work site.  
The selected candidate must possess and maintains a valid California Driver's License during ALL times of employment. (TL10/29/09)

**SYSTEMS AIDE**

- **Housing Department: Systems Division**, Paula Bennett (213) 808-8476. Please FAX your fully completed City application and a resume to (213) 808-8477. Experience in user support and technical installation, test, deploy, and troubleshooting of hardware and software in the following areas: Windows XP desktops, Microsoft Office suites, personal and network printing, track and maintain accurate inventory.  
POSITION OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS RECEIVED. (TL 10/9/09)

### **SYSTEMS PROGRAMMER I**

- **Housing Department:** Systems Division, Paula Bennett (213) 808-8476. Please FAX your fully completed City application and a resume to (213) 808-8477. Desired Experience as Project lead to evaluate, recommend, design, implement, document, secure, and manage the following: Microsoft Windows environment file cluster servers attached to the HP Storage Area Network, Microsoft Exchange, IIS NLB web clusters, Microsoft ISA, TrackIT, application servers (Document management system, Crystal report server, .NET and Coldfusion servers), SQL database servers, Symantec Backup Exec, Symantec Antivirus, Microsoft WSUS, VMWARE ESX, and DoubleTake. Performs hardware and software performance monitoring, hardening, and applying industry standard best practices. Evaluate, design, secure, and manage Active Directory, group policies, and login scripts. Ability to troubleshoot network issues, TCP/IP, SNMP, LDAP, SSL, and e-mail protocols. Support, maintain and troubleshoot Housing CCRIS and Web application systems. POSITION OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS RECEIVED. (TL 10/9/09)

### **TREE SURGEON**

- **Harbor Department:** Construction & Maintenance, Human Resources (310) 732-3480. Interested candidates, please fax Department Application for Employment or resume to (310) 521-8344 by **Monday, November 30, 2009**. (TL11/17/09)

## **POSITIONS AVAILABLE FOR EVENT ATTENDANT II**

The City of Los Angeles' Parking Services Division, General Services Department is interested in filling positions for Event Attendants to work at parking facilities in the City of Los Angeles.

### **Job Description:**

- Event Attendants are as needed employees and work on a part-time, on-call basis.
- Sells parking tickets, handles money, makes change and remains accountable for all tickets and revenue
- Event Attendants provide parking assistance at events such as the Los Angeles Zoo, El Pueblo, festivals, and community fairs.
- Majority of work assigned is on the weekends, afternoons, evenings, and at various locations throughout the City of Los Angeles. However, shift hours and days will be determined by operating needs.

### **Work Activities Include:**

- Directing cars parking to parking areas
- Positions cars to facilitate clearing of parking areas by owners
- Maintains security of parked vehicles
- Keeps the parking area free of debris
- May perform non-mechanical vehicle maintenance
- Performs light custodial maintenance of parking facility

### **Qualifications:**

- Must possess a valid California driver's license
- Willing to work flexible hours
- Willing to work outdoors in all kinds of weather

### **Work Schedule:**

- **Part-time As-needed and On-call**
- Schedule varies weekly depending on the number of available shifts scheduled. Work hours range from 0-30 hours a week.

**Salary:** \$12.36 per hour.

Interested applicants can pick-up an application at the Personnel Department, 700 East Temple Street, Rm. 100, Los Angeles, California, 90012. A city application may be completed online at [http://personline.lacity.org/job\\_app/](http://personline.lacity.org/job_app/)

**Completed applications must be mailed or delivered to:**

Department of General Services  
Parking Services Division  
City Hall South  
111 E. First Street, Room 501  
Los Angeles, CA 90012

For questions, please contact Manuel Cudiamat at (213) 978-7692, no faxes will be accepted

*Event Attendant II*

THE CITY HAS A JOB FOR YOU  
700 EAST TEMPLE STREET - ROOM 100  
LOS ANGELES, CALIFORNIA 90012

## RELIEF CORRECTIONAL NURSE

### Salary:

**Day Shift - Weekday \$43.15; Weekend \$44.32**  
**Evening Shift - Weekday \$44.32; Weekend \$45.51**  
**Night Shift - Weekday \$45.51; Weekend \$46.70**  
(Additional compensation for designated holiday shifts)

### THE DUTIES:

A Correctional Nurse performs professional nursing services to arrestees/prisoners in City jails. Duties performed include; utilizing protocols in the provision of care, assisting the medical staff with patient evaluations and treatment, performing phlebotomy for forensic purposes, independently obtaining patient histories and performing patient assessments, performing focused physical examinations, performing diagnostic testing such as EKGs and urinalysis, providing emergency care and performing CPR, conducting sick call rounds, assisting with procedures, creating and maintaining medical records, collecting and documenting work statistics, testifying in court proceedings, may act as a lead nurse on an individual shift, and does related work.

### THE REQUIREMENTS:

1. A valid and current Registered Nurse license issued by the California Board of Registered Nursing; **and**
2. Two years of full-time paid professional nursing experience working in an in-patient Critical Care unit, Emergency Department, Medical-Surgical unit, or Ambulatory Care setting.

### HOW TO APPLY:

**Please submit resume to:**  
**MSD c/o Sylvia Solis**  
**City of Los Angeles, Personnel Department**  
**520 E. Temple St.**  
**Los Angeles, CA 90012**

**PLEASE APPLY IMMEDIATELY. APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITIONS ARE FILLED.**

# Office of Mayor Antonio R. Villaraigosa

## GANG REDUCTION AND YOUTH DEVELOPMENT PROGRAM MANAGER

### JOB DESCRIPTION

**Department:** Mayor's Office of Gang Reduction and Youth Development  
**Position:** Program Manager for the Gang Reduction and Youth Development Program – Exempt Position

**Duties and Responsibilities:** The Gang Reduction and Youth Development (GRYD) Program is a comprehensive gang reduction program administered by the Mayor's Office of Gang Reduction and Youth Development. The GRYD program aims to effectively reduce gang crime and violence in specific geographic areas through the application of evidence-based gang prevention, intervention, reentry, and suppression strategies. The GRYD Program Manager oversees all program management functions including program oversight, community relations, and program development and implementation for specific gang reduction zones. The GRYD Program Manager will report to the Gang Reduction and Youth Development Director. Specific duties of the GRYD Program Manger include:

- Administering the local Gang Reduction and Youth Development initiative within the Mayor's Office;
- Ensuring City and Countywide coordination and integration of anti-gang strategies and activities;
- Providing program updates to Mayor's Office, City Council, and Council Committees, including the Ad Hoc Committee on Gang Violence and Youth Development and Public Safety Committee;
- Creating a GRYD Advisory and Steering Committee to ensure coordination and accountability with the assigned gang reduction zone;
- Ensuring participation and collaboration from local stakeholders including law enforcement, schools, community organizations, juvenile justice agencies, and faith-based institutions;
- Preparing and presenting quarterly Program Status Reports for the Mayor's Office;
- Resolving non-compliance issues by investigating and resolving contract related discrepancies;
- Developing and monitoring corrective action plans related to contract administration;

- Conducting site visits of GRYD contractors to ensure compliance with city and federal regulations (if applicable);
- Confirming adherence to approved contract activities;
- Assessing areas for improvement and providing training and/or technical assistance; and
- Working in collaboration with the Office of Homeland Security and Public Safety's Financial Management Unit to approve contract expenditures.

**Requirements:** 3-5 years experience in contract administration and/or management; 3-5 years experience with administering juvenile delinquency/gang prevention and intervention/reentry programs; graduation from an accredited four-year university with major course work in public administration, sociology, psychology or a related field; ability to communicate effectively orally and in writing; ability to analyze complex information and develop plans to address identified issues; ability to effectively demonstrate negotiation and facilitation skills; ability to deliver professional presentations in both local and national arenas addressing juvenile delinquency/gang prevention strategies; knowledge of laws and regulations pertaining to federal grants, contract administration and basic grant budgeting processes; excellent time management skills, well-organized, detail-oriented and able to work both independently and under minimal supervision; ability to work as part of a program administration team; ability to understand, interpret, apply and communicate complex regulations, policies and procedures; and strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships.

**Salary:** Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

**Qualified candidates should send a cover letter and resume to:**

Mildred Martinez  
Gang Reduction and Youth Development  
Office of Mayor Antonio R. Villaraigosa  
200 N. Spring Street, Room 303  
Los Angeles, California 90012  
Direct: (213) 978-0686  
Fax: (213) 978-0718  
[mildred.martinez@lacity.org](mailto:mildred.martinez@lacity.org)

*Gang Reduction And Youth Development Program Manager*

# CITY OF LOS ANGELES

CALIFORNIA

**RITA L. ROBINSON**  
GENERAL MANAGER



**DEPARTMENT OF  
TRANSPORTATION**

100 SOUTH MAIN STREET,  
10<sup>th</sup> FLOOR  
LOS ANGELES, CA 90012

FAX (213) 972-5916

**ANTONIO VILLARAIGOSA**  
MAYOR

## ***Crossing Guard Job Opportunity***

The City of Los Angeles, Department of Transportation is seeking to fill positions for Crossing Guards. Crossing Guards provide services for children enrolled in 264 public schools and 31 private schools and ensure that over 45,200 children get to school safely every week throughout the City.

### **Work Schedule**

The work schedule is based on the specific school assignment. Guards work Monday through Friday between the hours of 6:30 AM – 4:30 PM and the specific shift will involve a split shift. The specific start and end times of the split shift are determined by the school bell schedule. For example, a split shift will consist of a morning shift (prior to the start of school) and an afternoon shift (returning prior to the end of the school day). Schools without an all day kindergarten program may require the Crossing Guard to return in the middle of the day for a mid-shift.

### **Compensation**

This position is considered to be intermittent and is not a permanent civil service position with the City of Los Angeles. Compensation is paid for hours worked only. The current rate of pay is \$12.29 per hour.

### **How to Apply**

Interested candidates must complete the attached Crossing Guard Recruitment Summary Form.

Once completed, the form needs to be submitted to the following location for further processing:

Department of Transportation  
Bureau of Personnel Services  
100 South Main Street, 10th Floor  
Los Angeles, CA 90012

Fax (213) 972-5916

Applicants will be called for an interview appointment as positions need to be filled in specific geographic areas.

**AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER**

UPDATED 01-01-08

## Crossing Guard Recruitment Summary Form

Applicants will be assessed in various areas during the interview to determine their suitability as a Crossing Guard. All candidates are required to possess a current California Drivers' License or California Identification Card along with a valid Social Security Card.

Name	
Contact Numbers	Home (                    )
	Alternate (                    )

I am applying for a position in the location(s) listed below in Los Angeles (boundaries are estimated, not exact). **If selecting more than one area, indicate the order of preference using 1, 2, 3, etc. Forms which do not have the order of preference may not be processed.**

	Area	Boundaries	
	Central / Hollywood	Northern Southern Eastern Western	Mulholland Drive Wilshire Blvd / Venice Blvd city line Crescent Heights Blvd
	Western	Northern Southern Eastern Western	Wilshire Blvd Manchester Blvd Vermont Ave Ocean Ave / city line
	Valley – East	Northern Southern Eastern Western	city line Mulholland Drive city line 405 Freeway
	Valley – West	Northern Southern Eastern Western	city line Mulholland Drive 405 Freeway city line
	Southern	Northern Southern Eastern Western	Washington Blvd Imperial Hwy city line Vermont Ave / city line
	Harbor	Northern Southern Eastern Western	Florence Avenue Palos Verde Drive / city line / Ocean Ave Central Ave Western Avenue

I understand that when called for an interview, I will need to bring the following with me and /or account for:

- California Drivers' License or Identification Card
- Social Security Card
- 10 years of employment

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **DEPUTY GENERAL MANAGER AIRPORTS II (Code: 0163) COMMERCIAL DEVELOPMENT GROUP**

**DEPARTMENT:** Los Angeles World Airports (LAWA) provides the core airport system for the nation's second largest city and is the hub for one of the world's most populous metropolitan areas. LAWA is faced with the challenges of providing an airport system to serve a major portion of the Southern California market and is a key component in the regional aviation plan to accommodate air passenger and cargo demands. Today, the LAWA system, with its four airports, serves as the gateway to the world, welcoming millions of travelers from around the globe.

LAWA is a self-supporting branch of the City of Los Angeles, governed by a seven-member Board of Airport Commissioners. The Board is composed of public-spirited business and civic leaders, appointed by Mayor Antonio R. Villaraigosa, and confirmed by the City Council. A professional executive and administrative staff carries out the policies of the Airport Commission. Approximately 3,500 employees support the operations of the four airports that make up LAWA.

**DUTIES:** Los Angeles World Airports (LAWA) is seeking an innovative and motivated Deputy General Manager II\* to oversee and manage, through subordinate staff, LAWA's real estate portfolio at Los Angeles International Airport (LAX), L.A./Ontario International Airport, Van Nuys Airport and Palmdale Airport. This position is also responsible for overseeing commercial property and land acquisitions; lease and rental rate negotiations; management of terminals, cargo maintenance, airfield, and off-airport leases; and the appraisal process. Additionally, the Deputy General Manager II will monitor and enforce a terms and conditions of Concessions Redevelopment Plan and oversee the Department's concessions agreements generating over \$175 million annually.

**SALARY:** \$150,398.64 - \$186,876.00

### **REQUIREMENTS:**

Candidates must possess a bachelor's degree from a recognized college or university with an emphasis in Real Estate, Finance, Public or Business Administrations, Economics, or a related discipline. A Master's Degree and/or real estate professional designation is highly desirable, but not required. The successful candidate should possess superior leadership skills with at least ten years of full-time management-level experience in directing, through subordinate managers, a large staff engaged in commercial real estate management, commercial development, negotiations, acquisitions and dispositions of real estate, procedures and policy implementation, investment reporting, strategic positioning, and asset/property management. This Deputy will report to the Deputy General Manager Airports I in the Commercial Development Group.

LAWA has a relocation policy that will be provided to the selected candidate, if necessary. Current City of Los Angeles employees must be at the executive level to qualify for this career opportunity.

**\*The Deputy General Manager Airports II position is an exempt, at-will management position. The incumbent will not accrue any civil service tenure, contractual employment rights or due process rights. The incumbent will serve at the pleasure of the Deputy General Manager Airports I and Executive Director and may be removed, without any finding of cause. Such removal would not be reviewable or appealable.**

**BENEFITS:**

The City of Los Angeles offers an excellent benefits package for the Deputy General Manager II. The package includes:

**Retirement** – The employee’s contribution is tax deferred, matched by the City and paid through payroll deduction. Employees may also have the option to buy back prior government service.

**Deferred Compensation Plan** – The plan, which consists of several investment options, allows participants to defer receipt of and income taxation on the funds contributed to the plan until the account is withdrawn and distribution requirements are met.

**Vacation** – The vacation plan provides that upon permanent appointment with 15 or more years of job related experience, the employee will receive 20 days of vacation. For each subsequent year of service with the City, the employee will receive an additional vacation day up to a maximum of 25 days per year. Employees may accumulate vacation time equivalent to two annual vacation periods.

**Holidays** – The City observes twelve paid holidays per year.

**Health and Dental Plans** – The City has a flex benefits program consisting of three health and three dental plans. They include two HMOs as well as basic reimbursement plans, if you wish to choose your own doctor or dentist. The City pays 100% of the employee cost for any plans selected. Family members may be included at little or no additional cost for most plans. Specific information can be found at: [www.myflexla.com](http://www.myflexla.com).

**Sick Leave** – After one year of service, employees receive ninety-six (96) hours of sick leave paid at 100% of salary and forty (40) hours of sick leave paid at 75% of salary at the beginning of each calendar year.

**Life/Disability Insurance** – Employees are eligible for a core disability benefit that is based on their salary rate and pays up to \$2,807.00 a month. Additionally, \$10,000.00 in basic life insurance is provided to each employee. Employees may purchase supplemental life insurance and additional death/dismemberment coverage for self, spouse and children.

**TO APPLY:** Interested candidates should submit a cover letter specifically describing how their experience and qualifications meet the requirements, a resume, salary history, and the names and telephone numbers of three work related references to:

Marilyn Payne  
Los Angeles World Airports, Human Resources Division  
1 World Way  
Los Angeles, CA 90045

Fax: (310) 646-5231  
e-mail: MPayne@lawa.org

The filing period for this position will close **on or before Friday, November 20, 2009**. The most qualified candidates will be invited to an on-site interview from which a final selection will be made. The selected candidate must pass an in-depth background review. For additional information about LAWA, visit <http://www.lawa.org>. LAWA is a covered entity under Title II of the American with Disabilities Act and does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

**CITY OF LOS ANGELES**  
**HUMAN SERVICES DEPARTMENT**  
Part-Time Job Opportunity

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***Administrative Intern/Community Outreach Intern***

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The Human Services Department was created in 2009 by the City of Los Angeles. The Department represents the consolidation of three previously distinct departments and areas of work including those issues and concerns related to women, children, youth and families and human relations. Part of the department's mandate is advocacy, the monitoring and development of policy, service coordination, and the creation of citywide partnerships. Through policy formulation, program coordination, partnership building and community outreach, the Human Services Department strives to ensure better outcomes for all of these groups and areas of concern. We presently have part-time employment opportunities on a variety of community organizing and engagement projects.

**JOB DESCRIPTION:**

The Administrative/Community Outreach Intern will assist with the delivery of several programs and services offered by Human Services Department, including several types of outreach and engagement activities. Duties may include, but are not limited to, clerical and receptionist tasks such as typing correspondence, completing forms, data entry, answering phones, and greeting visitors. Sorting and delivering correspondence, reports, and documents; ordering, distributing, and maintaining inventory of supplies; maintaining and tracking information; performing other administrative and office tasks as assigned.

Qualified interns may be assigned geographically and/or by project and may be responsible for several areas of work including, but not limited to, the scheduling and facilitation of community meetings, engagement activities and special events, data collection, analysis and record keeping, the development of outreach and other program related materials, presentations, documents and report writing.

**REQUIREMENTS:**

- Experience with community outreach and engagement activities
- Strong written and oral communication skills
- Excellent time management and organizational skills
- Strong computer skills including Microsoft Word, Excel, Access & publishing programs desired
- Ability to work evenings and/weekends, if needed
- California Driver's License and clean driving record required
- Bilingual preferred

**SALARY:** \$17.10 an hour.

This is a part-time, as-needed position that is exempt from Civil Service.

(This position is considered intermittent and is not a permanent civil service position with the City of Los Angeles. Therefore, the position does not qualify for retirement membership, vacation, sick leave, or holiday pay. Compensation is paid for hours worked only.)

**HOW TO APPLY:**

Applications will be accepted by EMAIL ONLY. Please send a resume and a cover letter to: [elreta.jones@lacity.org](mailto:elreta.jones@lacity.org).

**APPLICATION DEADLINE:**

Application will be accepted until sufficient applications are received. *Filing may close at any time.*

Human Services Department  
200 North Spring Street, 22<sup>nd</sup> Floor – Los Angeles, CA 90012  
(213) 978-1840 – (213) 978-1846/TDD  
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

**BUREAU OF STREET SERVICES**  
**JOB OPPORTUNITY NOTICE**

**TO:** ALL RISK MANAGER IIs

**SUBJECT:** TRANSFER OPPORTUNITY – (1) POSITION

**APPLICATION DEADLINE:** 4:00 pm, Tuesday, November 24, 2009

**JOB LOCATION:** Bureau of Street Services  
Executive Division  
1149 S. Broadway, 4<sup>th</sup> Floor  
Los Angeles, CA 90015

**REQUIREMENTS:** One (1) year of full-time paid experience as a Risk Manager II with the City of Los Angeles.

**DUTIES AND RESPONSIBILITIES:**

A Risk Manager II coordinates and supervises a comprehensive risk management program for a City department. Duties include: performing the more complex risk management assignments; supervising risk identification and analysis in an effort to project future loss trends and costs; coordinating claims analysis and safety training programs; interacting with departmental and City risk management officials; preparing budget requests, preparing or supervising reports to department managers and elected officials and making presentations to the Mayor and City Council.

**HOW TO APPLY:**

Candidates interested in applying for this position should submit the following:

- Civil Service Application for Employment available at:  
<http://per.ci.la.ca.us/Forms/DeptApp.pdf> and
- Resume and
- Two (2) most recent evaluations

**SUBMIT TO:**

**ATTN: Monique Doucette**  
Bureau of Street Services – Personnel Section  
1149 S. Broadway, 4th Floor  
Los Angeles, CA 90015  
**Mail Stop 550**  
**Fax Number (213) 847-0830**

**METHOD OF CANDIDATE EVALUATION:**

Selection will be based on an oral interview, review of personnel folder and work history.