

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

1/10/97

TRANSITIONAL WORKER, 1576

Purpose: The class of Transitional Worker is a temporary training class which provides an opportunity for a City employee who has received an on-the-job injury, or a City employee who has completed a probationary period in City service and who is incapable of performing the duties and responsibilities of his/her current class due to a medical condition, or a City employee who has completed a probationary period in City service and who is in a position in a class group for which the appointing authority has identified as a budgetary cut due to lack of funds, lack of work or abolishment of position, to receive training in new class and to remain employed under the civil service provisions of the City Charter. A Transitional Worker receives training and work experience in any of a wide variety of crafts, trades, clerical or other occupations in City service. A Transitional Worker must move into the class in which the employee is receiving training as soon as such transition is possible. The training time from the date of appointment for a Transitional Worker is three years with a maximum extension of an additional two years.

Duties: As a trainee and under close supervision, a Transitional Worker performs a wide variety of duties of the class for which the employee is receiving training.

Qualifications: An aptitude to be trained in the new position, a willingness to learn the duties of another City class, and a willingness to move into the class in which the employee is being trained as soon as such transition is possible.

To qualify for this class an employee:

1. must be medically certified as being disabled as a result of an on-the-job injury while employed by the City of Los Angeles and be unable to perform the duties of his/her present class as a result of this injury; or
2. must have completed a probationary period in City service and must be medically certified as being incapable of performing the duties and responsibilities of his/her current position and classification; or
3. must have completed a probationary period in City service and must be in a position in the class group for which the appointing authority has identified budgetary cutbacks due to lack funds, lack of work or abolishment of position.

Under Qualification No. 3, any employee in the class group may be placed in a position as a Transitional Worker when such placement avoids a layoff of an employee in that class group.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.