

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

CITY OF LOS ANGELES CIVIL SERVICE COMMISSION

DUTIES STATEMENT

5/15/98

**SPECIAL PROGRAM ASSISTANT I, CODE 2414
SPECIAL PROGRAM ASSISTANT II, CODE 2415
SPECIAL PROGRAM ASSISTANT III, CODE 2416**

Special Program Assistants, under close supervision, perform a variety of unskilled work in employment such as construction, grounds or building maintenance, mechanical repair, warehousing, food preparation, or caring for animals.

Special Program Assistants are ordinarily employed in part time or grant funded exempt positions, or in emergency appointments. Examinations will not be conducted for these classes.

Positions in these classes may be used in connection with grant funded programs, fee supported programs, or other City programs. Normally, employment as a Special Program Assistant is intended to provide skills necessary to compete for regular employment.

Some positions may require a drivers license.