

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

(09-12-80)

### OCCUPATIONAL TRAINEE (Code 3111)

**Summary of Duties:** As a trainee with a disability, performs a wide variety of routine unskilled or semiskilled tasks in order to obtain practical work experience in either the maintenance, construction, mechanical, clerical, or other fields.

**Distinguishing Features:** This class provides for the employment and training of disabled individuals in entry level classes. An Occupational Trainee receives training and work experience leading to permanent employment in any of a wide variety of crafts, trades, clerical work and other occupations in City service. An Occupational Trainee must promote to other city classes within five years from the date of appointment into this class.

**Examples of Duties:** An Occupational Trainee:

**As a trainee and under close supervision, assists journey-level workers, helpers or other employees in:**

- repairing and maintaining automotive, construction, mechanical and other powered equipment;
- storing and distributing supplies and equipment;
- gardening, grounds and facilities maintenance;
- care and treatment of animals;
- custodial maintenance of buildings;
- various office clerical activities such as distributing mail, answering telephones, typing, filing, and performing receptionist duties;
- operating a keypunch machine.

May occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

**Minimum Requirements:**

The completion of three months of full-time paid participation in the City Special Employment Program for the Disabled and a letter of recommendation which includes a willingness to hire, must be on file in the Personnel Department from the City Department in which the individual is receiving training, in order to meet the requirements for this class.

**License:**

A valid California driver's license may be required for some positions in this class.

A disabled person as defined by the Rehabilitation Act of 1973, means any person who has a physical or mental impairment which substantially limits one or more major life functions, has a record of such impairment or is regarded as having such an impairment.

**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 the duties and responsibilities of any position shall be.**