

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

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VOCATIONAL WORKER, 3113

Summary of Duties: Works with other employees engaged in a wide variety of work activities by performing tasks which are routine or unskilled; receives training designed to provide or upgrade skills; and does related work.

Distinguishing Features: A Vocational Worker works with other employees engaged in a wide variety of work such as construction, grounds or building maintenance, mechanical repair, or warehousing, by performing the routine or unskilled tasks. An employee of this class also receives training designed to provide or upgrade skills which are needed to successfully compete for permanent employment. Vocational Worker is distinguished from Craft Trainee in that Craft Trainees are trained for promotion to journey-level positions in the skilled crafts and Vocational Workers are trained to assist employees in a craft or other occupational area. Assignments normally are received from a supervisor verbally and/or in writing. It is expected that Vocational Workers will be hired exempt from civil service under the provisions of Charter Section 111(b).

Examples of Duties: A Vocational Worker, under close supervision, works with other employees engaged in performing various craft or semi-skilled work such as grounds or building maintenance, construction, mechanical repair, or caring for animals, designed to provide or upgrade skills needed to successfully compete for permanent employment.

Qualifications: Incumbents must possess interest in and the ability to learn and perform a skill under close supervision.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

License: A valid California Drivers License may be required.

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.