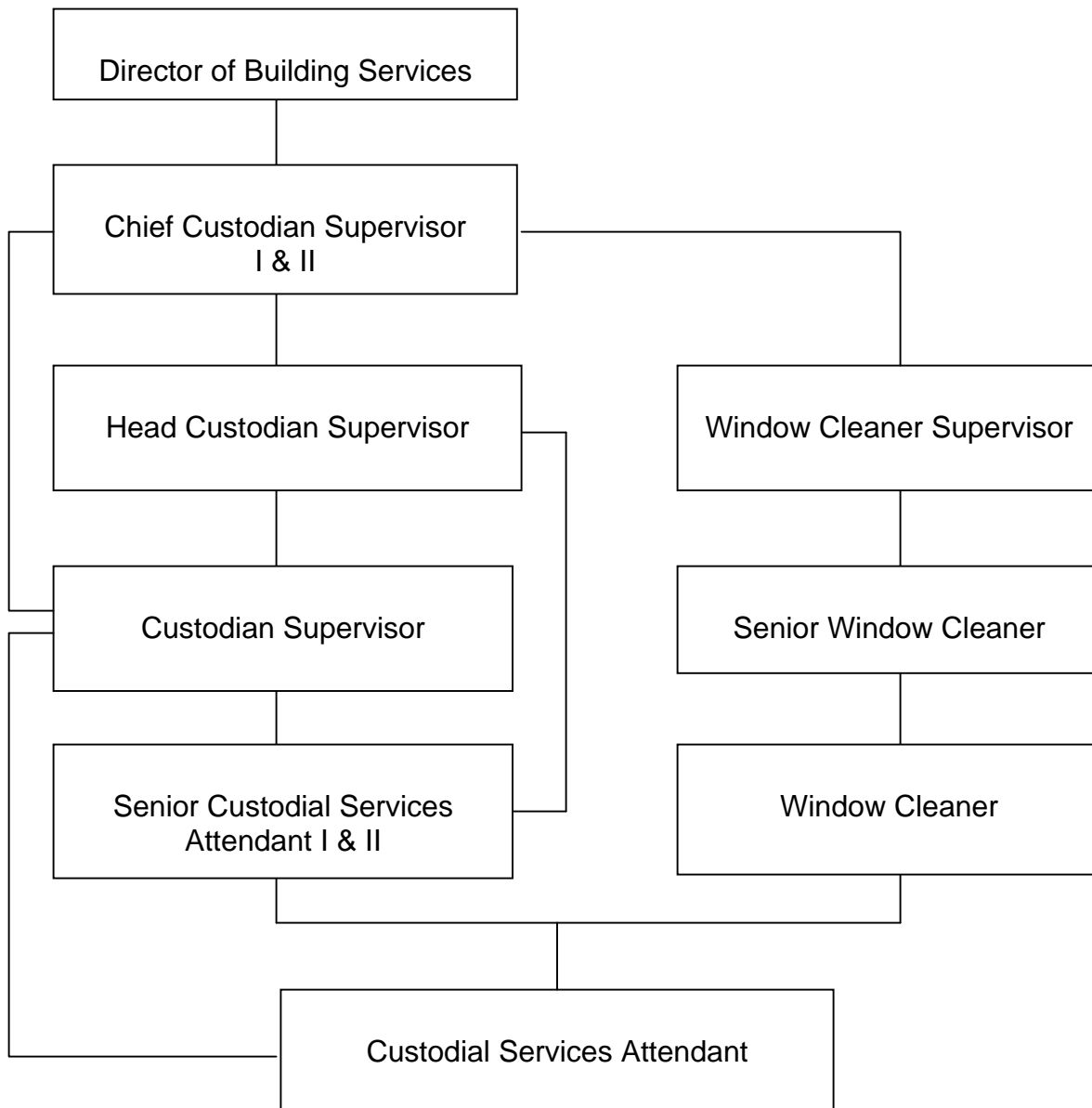


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR CUSTODIAL SERVICES ATTENDANT

This information is being given to you to describe potential opportunities as a Custodial Services Attendant. The career ladders that Custodial Services Attendants most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Senior Custodial Services Attendant (Paygrade I and II)

Duties: Assigns, reviews and evaluates the work of Custodial Services Attendants engaged in a variety of cleaning and custodial tasks in City buildings; personally performs custodial duties; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

Requirements:

1. Two years of full-time paid experience as a Custodial Services Attendant or in a class which is at least at that level and provides custodial experience.
2. Achievement of a qualifying score on the qualifying written test for Senior Custodial Services Attendant.

Window Cleaner

Duties: Washes and cleans windows which are at considerable heights or not easily accessible for outside cleaning and may act as a lead worker.

Requirements:

1. One year of full-time paid experience in the outside cleaning of windows above the ground floor; or
2. Two years of full-time paid experience as a Custodial Services Attendant.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9200, Room 380, Personnel Building.