PART-TIME EMPLOYMENT OPPORTUNITY

JOB TITLE: Community and Administrative Support Worker II

SALARY: $15.00 per hour

FILING PERIOD: Wednesday, February 3, 2016 at 8:00 a.m. through Wednesday, February 17, 2016 at 3:00 p.m.

OVERVIEW

The Los Angeles Department of Transportation is accepting applications for Community and Administrative Support Workers. The positions will comprise an employee pool to provide office support at various work locations. Selected candidates may be assigned to LADOT Headquarters, District Engineering Field Offices or Parking Enforcement Area Offices. The work locations include Downtown Los Angeles, West Los Angeles, Reseda, Van Nuys, Hollywood, and San Pedro. Job assignments will be at the discretion of management and subject to rotations between offices.

Work hours are limited to 1,000 total hours each service year. The first service year begins on the date of hire and ends after 12 consecutive months. The second service year is the subsequent 12 months. Selected candidates must be able to work a minimum of 30 hours per pay period (a pay period is every two weeks).

All Community and Administrative Support Worker positions are exempt from the civil service provisions of the City Charter and serve at the will of management. Information regarding exempt employment can be found at www.per.lacity.org/Exams/exempt_info.pdf.

EXEMPT EMPLOYMENT

If employment is said to be exempt, it is meant that the employment is exempted from the civil service provisions of the City Charter. In order to receive a regular civil service appointment, employees must have successfully participated in a civil service examination, received a high enough score on the examination to be placed on and receive an appointment from an eligible list, and they must serve a probationary period.

Exempt employees do not compete in a civil service examination, they are not placed on an eligible list and receive an appointment from that list, nor do they serve a
probationary period. As a result, exempt employees do not have what is referred to as a “property interest” in their job. Exempt employees serve at the will of the appointing authority and can be terminated at any time without cause. Employees with a property interest in their job, i.e. civil service employees, cannot be deprived of their employment (discharged or suspended) without due process.

GENERAL INFORMATION ABOUT EXEMPT EMPLOYMENT

Exempt employees serve at the will of the appointing authority, and as such, they may be discharged, suspended or otherwise disciplined without cause.

Exempt employees have no property interest in their employment, and any procedural benefit or other prerogative extended to them by their appointing authority is not intended to create and does not create any such property interest.

No officer or employee of the City may make to any other officer or employee any representation of a property interest in employment which does not correspond to Charter provisions unless the City Council, by ordinance, permits such representation. No unauthorized representation can serve as the basis of an employee’s reliance on, or expectation of, a property interest.

FOR EXEMPT EMPLOYEES SEEKING TO BECOME CIVIL SERVICE EMPLOYEES

There is no protective leave for an exempt employee appointed to a civil service position. Upon receiving a civil service appointment and passing probation, the former exempt employee will be subject to the Civil Service provisions described in Article X of the City Charter. Upon appointment, the civil service employee will begin to accrue displacement and layoff seniority on the first day of his/her civil service appointment and may file for promotional examinations for which s/he qualifies. A full or half-time exempt employee appointed to a full or half-time civil service position continues to: contribute to the Retirement System; accrue vacation time; accrue sick time; receive anniversary date salary increases; and, receive health and dental benefits identical to those received in the civil service position.

MINIMUM REQUIREMENTS

1) High school graduation or equivalent is required.

2) Must have excellent oral and written communication skills.

3) Experience with operating office equipment, including a personal computer, photocopier and scanner.

4) Must be able to provide proof of identity and legal right to work in the United States.

5) Must possess a valid California Class C Driver License.
TO APPLY

Candidates must submit a completed City of Los Angeles job application. The document must be scanned as a single .pdf and emailed to HRSelectionGroup2@lacity.org. The subject line of the email should read: “LADOT Community & Administrative Support Worker”.

Only electronic submittals received during the filing period will be accepted. Incomplete applications and applications received prior to or after the filing period will be disqualified. Submittals will not be considered if received by mail, fax or in-person.

Applications will be accepted until a sufficient number is received.

SELECTION PROCESS

An application screening will be conducted to select the most qualified candidates for an oral interview. If a candidate is interviewed and offered employment, that individual must pass a medical examination administered by the City prior to starting work in the position.