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INTERIM GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA

**COMMUNITY DEVELOPMENT
DEPARTMENT**

215 W. 6TH STREET
LOS ANGELES, CA 90014



RICHARD J. RIORDAN
MAYOR

Date: **AUG 16 2000**

To: All Workforce Development One-Stop Lead and Satellite Agencies,
Youth Opportunities, and Welfare to Work Agencies

From: Ann Giagni, Director
Workforce Development Division

A handwritten signature in black ink, appearing to read "Ann Giagni".

INFORMATION BULLETIN NO. 01-11
EMPLOYMENT OPPORTUNITY FOR IMMEDIATE HIRE:
504/ADA ASSISTANT (CIVIL SERVICE EXEMPT)

The Workforce Development Division's (WDD) Disabled Network has been advised of a current employment opportunity, a 504/Americans With Disabilities Act (ADA) assistant position. The ADA assistant is needed to provide services to a City employee with a disability (refer to the attached job description).

WDD is requesting that this announcement be circulated to the assigned Disabled Network Coordinator, Lead Job Developer and Lead Case Manager for your agency. Prospective candidates should be referred to Kwaku Mansah of the Los Angeles Housing Department by calling (213) 367-9035.

AG:JC:JO:PV:GK

Attachment

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**City of Los Angeles
Americans with Disabilities Act (ADA) Assistant
Reader Services for Persons with Vision Impairments
(Personal Services Contract)**

ADA Assistant needed to provide services to a City employee with a disability. The duties of the ADA Assistant may include, but are not limited to: reading and carrying materials; driving an employee to offsite meetings or appointments on "as needed" basis; light office work; and rendering other job-related services to enable a City employee with a disability to perform their duties.

An ADA Assistant must be available on an as-needed basis so that a city employee with a disability can perform the job duties. Days and hours of work, as well as location of work, are to be determined in coordination with the City employee.

Requirements

- High School Graduation
- Possession of valid Driver's License and auto insurance
- Ability to type at a minimum of 20-25 words per minute
- Familiarity with the use of PC computers
- ADA assistant is required to obtain Vendor Registration Number annually

Salary

\$9.75 per hour, no fringe benefits, i.e., no paid vacation, sick days, or holidays, medical coverage. ADA Assistant is paid by a Personal Services Contractual (PSC) agreement.

Hours

Approximately 35 hours per week between 7:30 a.m. and 5:00 p.m. - schedule to be arranged. In the Event the City Employee or the ADA Assistant are absent, the hourly rate will not be paid.

Contact Kwaku Mensah, Los Angeles Housing Department - (213) 367-9035