

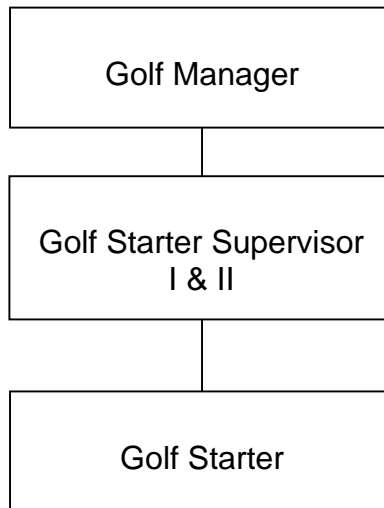
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR GOLF STARTER**

This information is being given to you to describe potential promotional opportunities as a Golf Starter. The career ladder that Golf Starters most commonly enter into is diagrammed below. The duties and requirements for the promotional level of the career ladder are described on the back. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

**COMMON CAREER LADDER FOR GOLF STARTER**

The chart below shows the normal career paths for Golf Starter. Normal advancement within this series is from Golf Starter to Golf Starter Supervisor.



**DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL**

**DUTIES**

**Golf Starter Supervisor** – Assigns, reviews and evaluates the work of employees engaged in registering and scheduling players at a City-owned golf course; receiving refunds and accounting for cash from fees, rentals and sales; explaining and enforcing rules and regulations; patrolling courses to expedite play.

**REQUIREMENTS**

**Golf Starter Supervisor**

Two years of full-time paid experience as a Golf Starter with the City of Los Angeles.

A valid California driver's license and a valid American Red Cross Standard First Aid Certificate or equivalent training may be required prior to appointment.

Note: The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This 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 (213) 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) 847-9800, in Room 380, Personnel Building.