

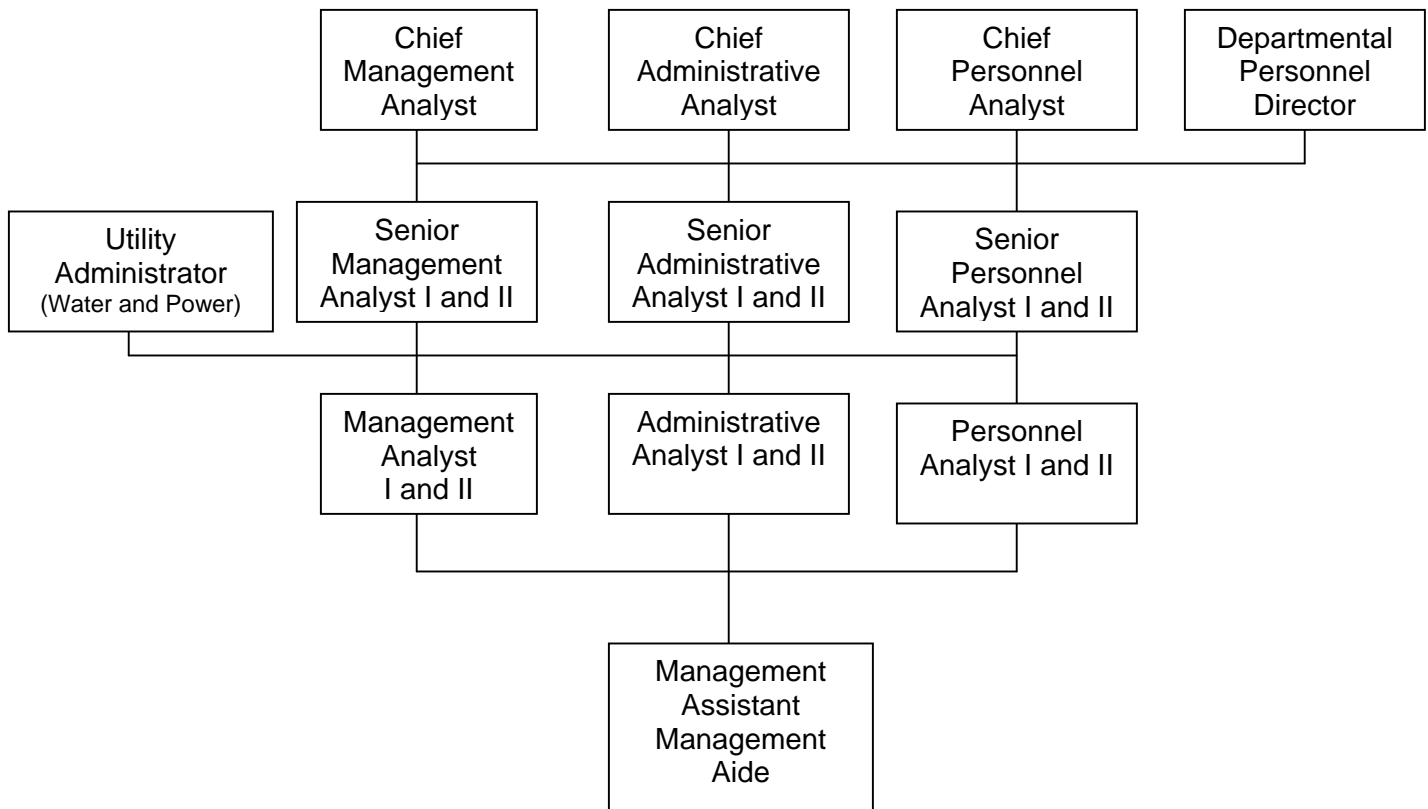
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**CAREER-OPPORTUNITIES FOR MANAGEMENT ASSISTANT AND
MANAGEMENT AIDE**

This information is being given to you to describe potential promotional opportunities as a Management Assistant and Management Aide. The career ladder that Management Assistants and Management Aides most commonly enter into is diagrammed below. The duties and requirement for the first promotional levels of these career ladders are also described. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

**COMMON CAREER LADDERS FOR MANAGEMENT ASSISTANT AND
MANAGEMENT AIDE**

The chart below shows the normal career paths of Management Assistants. For example normal advancement within the Management Analyst series is from Management Analyst to Senior Management Analyst and then Chief Management Analyst. With specific types of experience, however, promotional or lateral movement between these lines is also possible.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties:

Management Analyst – There are positions in most City departments. A Management Analyst assembles and analyzes data and prepares reports and correspondence for administrative and personnel studies; studies and recommends solutions to problems for management; assists in the installation of procedures and the planning and expediting of work in an office; and may supervise professional and clerical personnel.

For the Department of Water and Power; assembles, analyzes and interprets data on procedural, administrative, fiscal, personnel, or related activities; and may supervise professional and clerical personnel.

Personnel Analyst – In the Personnel Department, classifies positions, prepares examinations, recruits personnel, performs Citywide equal employment opportunity activities, and participates in personnel management activities; or in departmental personnel programs, performs employee relations activities, counseling, training, handles disciplinary matters, and performs departmental equal employment opportunity work.

Administrative Analyst – For the City Administrative Office, investigates, assembles and interprets facts and makes reports and recommendations regarding administration, finance, budget, compensation, facilities and quarters, capital projects, or procedural analyses of City activities and services.

Requirements:

One year of full-time paid professional level of Management Assistant is required to promote to the classes described above.

Note: The above information was compiled from work done by the Personnel Department in preparing job analyses for examining and 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 (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, in Room 380, Personnel Building.

(Rev. 3/05)