

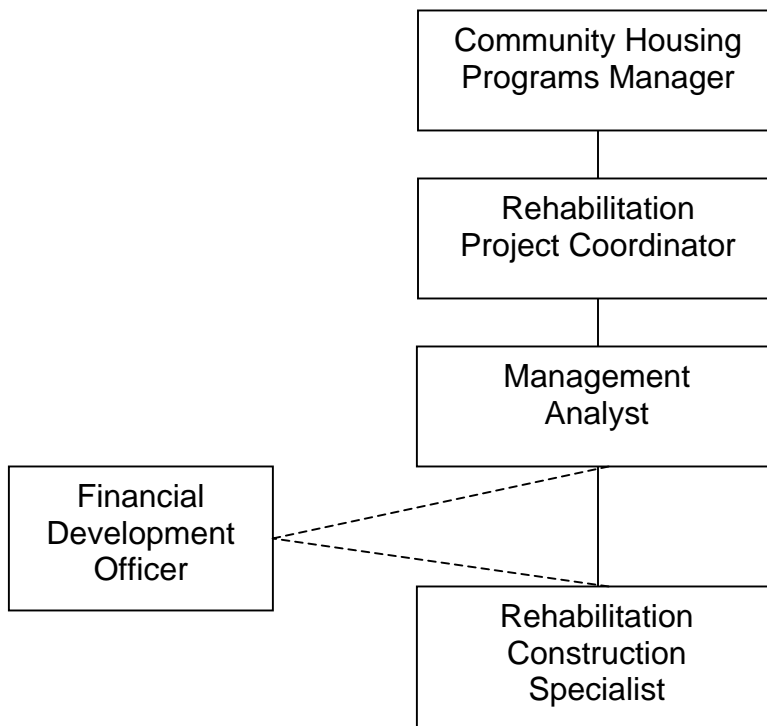
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR
REHABILITATION CONSTRUCTION SPECIALIST**

This information is being given to you to describe potential promotional opportunities as a Rehabilitation Construction Specialist. The career ladders that are available to Rehabilitation Construction Specialists are described below. The duties and requirements 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
REHABILITATION CONSTRUCTION SPECIALIST**

The chart below shows the normal career paths for Rehabilitation Construction Specialist. Normal advancement within this series is from Rehabilitation Construction Specialist to Management Analyst. With specific types of experience, however, promotion or lateral movement between these lines is possible.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties

Management Analyst: A Management Analyst performs professional staff work by researching, assembling, analyzing, and interpreting data and by preparing correspondence

and reports with recommendations to management on a wide-variety of administrative, fiscal, grants, budgetary, personnel, legislative and managerial problems; may supervise or act as a lead worker to staff involved in a central agency, operating department, or bureau administration; and does related work.

Financial Development Officer: A Financial Development Officer develops, secures, analyzes, and recommends financing for the development of affordable housing projects, including new construction, multi-family rehabilitation, and owner-occupied single-family rehabilitation projects; reviews and monitors the loan development process; manages a loan portfolio, including resolving delinquencies, supervising or conducting collections and write-offs; provides project management expertise and technical assistance in negotiating the financing of housing projects; recommends housing policies and programs; develops and reviews contracts for approval by department management; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills diversity responsibilities; and does related work.

Requirements

Management Analyst:

1. One year of full-time paid professional experience in a class which is at least at the level of Management Assistant performing duties in budgetary and grants analysis and control, legislative analysis, administrative analysis and research, systems and procedures analysis, departmental administration, personnel administration or accounting; **or**
2. Two years of full-time paid experience as a Management Aide for the City of Los Angeles. A bachelor's degree from a recognized four-year college or university may substitute for one year of full-time paid experience as a Management Aide; **or**
3. One year of full-time paid experience with the City of Los Angeles as a Chief Clerk or in a clerical class at that level.

Financial Development Officer

1. Graduation from a recognized four-year college or university **and**
 - a. Three years of full time paid professional experience in real estate development financing, including analyzing, reviewing, and formulating recommendations regarding construction financing or complex real estate financing, **or**
 - b. Three years of full-time paid professional experience in developing or implementing financing programs, including analyzing and evaluating financing data related to loan programs; **or**
2. Two years experience in a class at least at the level of Management Analyst with the City of Los Angeles that provides the type of experience specified in Requirement 1.

Note: One year of the experience specified in Requirement Nos. 1 and 2 must have been in a property development, property improvement or an urban improvement program. Experience with federal and state housing financing programs and knowledge of tax credit syndication is highly desired.

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.