

THIS LIST PREPARED: **November 5, 2009**

NOTE: While you are away on vacation, the filing period for a promotional examination for which you have been waiting may open – and close. So, to be safe, leave a completed application with a reliable person, such as your supervisor, to file for you.

**NOTE: Except where a resume is required, candidates for transfer should use the Departmental Application for Employment form, available on the Personnel Department Intranet site at: <http://per.ci.la.ca.us/Forms/DeptApp.pdf>. If you do not have Intranet access, please contact your department personnel section or the personnel section in the department you are applying to.**

**NOTE: For specific information and reporting dates, you should call the designated contact person as soon as possible.**

#### **AIR CONDITIONING MECHANIC SUPERVISOR**

- **General Services:** Building Maintenance, Edyth Alquiros (213) 922-8580. Please send a City application, including a complete work history, to Dept. of General Services, Personnel Services, Room #307, City Hall South, Mail Stop #508 or fax to (213) 922-8513. (TL5/7/09)

#### **ASSISTANT GENERAL MANAGER**

- **LACERS:** Executive Division, Ruth Perry, Personnel Services Section, (213) 473-7175. Please see full-page advertisement. **DEADLINE TO APPLY: Friday, November 13, 2009 5:00 pm.** (TL10/02/09Rev11/02/09)

#### **BUILDING OPERATING ENGINEER**

- **Los Angeles Convention Center:** Facilities, Human Resources 213) 741-1151 ext. 5423. **COMMENTS:** The Los Angeles Convention Center (LACC) is looking for transfer candidates for the position of Building Operating Engineer (BOE) to join LACC's Building Operations team. The position offers excellent working conditions with various opportunities to enhance career experience and knowledge. Our BOE's work on exciting events such as Auto Show, E3, the Grammys, and the Emmys. In addition to "show biz", LACC BOE's are active in developing LACC's "Green Building" protocols, achieving LEED-EBOM Silver certification, and working on a wide variety of building automation systems. LACC is located immediately next to LA Live in which restaurants, movie theaters, bowling alleys, night clubs, the Staple's Center and Nokia Theater are all within a short walking distance. Interested candidates should send or fax a departmental application, a resume, and an optional cover letter to Human Resources, Los Angeles Convention Center, 1201 S. Figueroa St., Los Angeles, CA 90015, fax: (213) 765-4511, email: [humanresources@lacclink.com](mailto:humanresources@lacclink.com). **OPEN UNTIL FURTHER NOTICE.** (TL10/20/09)

#### **CIVIL ENGINEER**

- **PW/Engineering:** WCCD, Shantell Stutts (213) 485-1187. *PAYSR ID #12141.* Fax a departmental application and optional resume to (213) 485-5903, or mail to MS #538. **OPEN UNTIL SUFFICIENT NUMBER OF APPLICATIONS RECEIVED.** (TL10/27/09)

#### **CIVIL ENGINEERING DRAFTING TECHNICIAN**

- **Public Works/Bureau of Street Lighting:** Transit & Bridge Lighting Design, Silvia Feigin (213) 847-0800. *1 position is available.* Position responsible for producing electronic base plans (using AutoCAD), area maps and special maps required by the Bureau. Obtain, interpret and analyze traffic signal plans, substructure plans, patrol maps, street lighting system maps, engineering sketches and information from other various sources to modify or

finalize construction plans. Position is located in the Public Works Building at 1149 S. Broadway in the Civic Center area. **OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS IS RECEIVED.** (TL8/28/09)

### **COMMUNICATIONS ELECTRICIAN**

- **Airports: LAX – Information Technology**, Rhonda Morgan (310) 342-1416/Please fax city application to (310) 646-9588. **DEADLINE TO APPLY – November 6, 2009.** *Brief description of duties of position:* Communications Electricians repair and maintain many LAWA systems and services, including but not limited to Closed Circuit TV (CCTV), Access Control and Alarm Monitoring (ACAMS), paging, telephones (regular/office, courtesy, jetway, Travelers Aide, etc.), voicemail, radios, fiber optics, cable TV fax, projectors, press events, information display systems, BOAC and major meetings, staff moves/relocations, associated cabling for these areas. The Communication Electrician positions are responsible for the administration of the following seven prominent projects: Tom Bradley International Terminal Renovation Project, In-Line Baggage Project, Board Room Upgrade Project, Paging System Upgrade Project, Van Nuys Communications Upgrade Project, Police Radio Upgrade Project, and LAWA Voice over Internet Protocol (VoIP) Project. (TL10/23/09)

### **DEPARTMENTAL AUDIT MANAGER**

- **Fire & Police Pensions: Internal Audit**, Caroline Dinu (213) 978-4432. For more information please click on the link below: [http://www.lafpp.com/LAFPP/documents/chief\\_auditor-position\\_description.pdf](http://www.lafpp.com/LAFPP/documents/chief_auditor-position_description.pdf) (TL10/16/09)

### **ELECTRICAL CRAFT HELPER**

- **PW/Street Lighting: Field Operations**, Silvia Feigin (213) 847-0800. Position located at 4550 Santa Monica Blvd, Los Angeles, 90029. **OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED.** (TL7/21/09Rev7/30/09)

### **ELECTRICAL ENGINEERING ASSOCIATE II OR I**

- **Dept of Water and Power: Power System Engineering**, Florita Requena (213) 367-2210. COMMENTS:

*The Project Management, Distribution Planning and Reliability Section, Transmission and Renewable Projects Group-1 position*

The person selected for this position will perform professional electrical engineering work in preparing, assisting and reviewing project management, project controls, budget, schedule, system analysis, equipment selection, design and construction plans, code compliance verification, specifications, bid evaluations, contract administration, quality assurance, inspection, operation, and testing of electrical equipment and system for transmission projects. .

*Development and Standards Group-2 positions*

Prepare design, sketches, material lists, cost estimates and schedules for electrical distribution equipment. Make electrical engineering computations, studies and research related to the planning, construction and maintenance of electrical equipment and facilities. Create new construction standards by developing new equipment, procedures and methods for the overhead and underground power distribution system. Work with manufacturers in creating, modifying and testing new power distribution equipment. Create equipment layout drawings and installation instructions for new equipment. Assist in performing failure analysis of equipment in the power system and write detailed failure analysis reports.

*New Business Service Planning-2 positions\_(Metro-East -1 position/Valley-1 position)*

Meet with Architects, electrical consultants, developers and contractors in the process of designing electrical service installations to meet utility requirements. Design distribution system extensions involving conduit, cable and transformer installations of voltages up to 34.5kV. Responsibilities include project management to coordinate the design, scheduling and installation of utility equipment to meet the customer's needs while maintaining safety and reliability. Evaluate economic factors when considering design alternatives. Review electrical switchgear to meet appropriate specifications. Review and design of Co-generation systems to interconnect with LADWP distribution.

Distribution Contracts and Specifications Group-1 position

Prepare spot purchases, specifications, and contracts and conduct associated procurement activities for 600 to 35,000 Volt distribution equipment including transformers, cables, switchgears, disconnect switches, wood poles, alternate poles, conduits, splices, and voltage regulators. Prepare recommendation of award and contract committee forms required for approval from the Board of Water and Power Commissioners. Develop and revise Power System Standard Specifications. Develop, evaluate and award service, installation, and construction contracts. Resolve product application and field material issues, and participate in failure analysis. Coordinate and resolve electrical equipment warranty issues. Perform contract administration including reviewing production schedules, test plans, test reports, drawings, and instruction books; factory inspections and audits to guarantee equipment performance and product quality; resolve conflicts with contractors; verify equipment delivery; approve payment to vendors. Provide training to staff and participate in Reliability and Design Operations Committee studies and activities.

**Due consideration will be given to work experience and attendance. Only candidates who are currently at the class of Electrical Engineering Associate, Class Code 7525, may apply.**

Submit applications/resumes to Florita Requena by Fax at (213) 367-5132 or email at [Florita.Requena@ladwp.com](mailto:Florita.Requena@ladwp.com) by 4:00 pm Monday, November 9, 2009. A resume/application screening may be conducted to select the most qualified candidates for interview.

(TL10/29/09)

## **ELECTRICIAN**

- **Los Angeles Convention Center:** Facilities/Show Services, Human Resources (213) 741-1151 ext. 5423. Send or fax a departmental application and an optional resume and cover letter to Human Resources, Los Angeles Convention Center, 1201 S. Figueroa St., Los Angeles, CA 90015, fax: (213) 765-4511, email: [humanresources@lacclink.com](mailto:humanresources@lacclink.com).  
**OPEN UNTIL FURTHER NOTICE. (TL9/1/09)**

## **ENVIRONMENTAL SPECIALIST "B"** – UP TO 2 POSITIONS\*

- **Dept of Water and Power:** Environmental Affairs Division (EAD) – Environmental Services, Annette Quintero (213) 367-3530. Comments: \*Appointment to one of the positions is pending approval of Exemption to Fill. Applicants will be screened based on the following: Knowledge of CEQA, NEPA and Federal and State Endangered Species Acts. Call for position description. Interested candidates should submit a resume or City application to: Annette Quintero, 111 N. Hope Street, Room 1050, JFB. Mail Stop 800 or Fax to (213) 367-4710 or email [annette.quintero@ladwp.com](mailto:annette.quintero@ladwp.com). NOTE: Email is preferred. **LAST DAY TO APPLY: NO LATER THAN 3:00 P.M. on November 20, 2009.** (TL11/05/09)

## **ENVIRONMENTAL SPECIALIST II**

- **PW / Bureau of Sanitation:** Solid Resources Citywide Recycling Division (SRCRD), Yolanda Riboni (213) 485-2230. *Paygrade/Transfer Opportunity* – One position located at Public Works Building 1149 S. Broadway, Los Angeles, 90015. Please see bulletin below for additional information. Fax City application to (213) 485-2973.  
**OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED. (TL8/27/09Rev9/9/09)**

## **EQUIPMENT MECHANIC**

- **Dept of Water and Power:** Operations Support Services – Fleet Services, 1 position, Teresa Duenas (213) 367-6746. Minimum three years experience required as an Equipment Mechanic with the City of Los Angeles. Candidate's resumes will be screened for city experience in: emissions, air brakes, diesel engines, field repair, preventative maintenance, and major component repairs. A Commercial Drivers license is required. The best qualified as determined by the resume screening will be invited to interview for the position. The position is available in various locations and various shifts. Interested candidates please submit an application or resume for review via e-mail to [Teresa.Duenas@ladwp.com](mailto:Teresa.Duenas@ladwp.com) or fax a copy to (213) 367-6899. **DEADLINE TO APPLY: November 3, 2009 no later than 4:00 p.m. (TL10/22/09)**
- **Police Dept:** Motor Transport Division, Lisa Folsom (213) 485-3495 or Ladrina Lee (213) 485-5361. (TL7/6/09)

## **GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR**

- **Airports:** LAX – Facilities Engineering & Tech Services – GIS Section, Anita Cormier (310) 646-5700 ext. 3041. Please fax a City Application and Resume to (310) 417-0532. *Description:* The primary responsibility of the candidate will be to supervise the GIS program development staff and will include the following duties:
  - Utilizing AutoCAD Map 3D in an Oracle Spatial environment:
    - o Do high level spatial data development
    - o Provide QC/QA to spatial data deliveries to test for compliance with LAWA CAD/GIS Standards
    - o Develop, Write, Edit and Maintain database queries necessary to meet work program requirements.
    - o Work with GIS, Engineering and IT staff to coordinate Oracle database changes; including updates to domain tables, field definitions
  - Familiarity and understanding of Document Management practices as it relates to facilities infrastructure and environmental documents
  - Review contract submittals for processing into Document Management System
  - Familiarity of and experience with Crystal Reports software
  - Familiarity with and understanding of the SDSFIE
  - Familiarity with and understanding of the FAA Advisory Circular 150/5300-18b requirements
  - Familiarity with and understanding of the FAA AGIS and NextGen program requirements
  - Familiarity with and understanding of MicroPaver and its use in pavement management
  - Provides training to Agency and Contract staff in use of LUSAD and other spatial data systems.
  - Supervise GIS and CAD Drafting staff
  - Perform Annual Performance Evaluations for GIS and CAD Drafting staffCandidates must have and maintain a valid Drivers License.  
**DEADLINE FOR APPLICATIONS: November 13, 2009 at 4:00 p.m. (TL11/04/09)**

## **LABORATORY TECHNICIAN I**

- **PW / Bureau of Sanitation:** Environmental Monitoring Division (EMD), Angela Forrest (213) 485-2230. *Transfer Opportunity – Three positions* (Legal Reporting, Sample Receiving, and Process Control) located at Hyperion Treatment Plant, Pregerson Bldg – 12000 Vista del Mar, Playa del Rey. Please fax resume and City application to (213) 485-2973. **OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED. (TL10/19/09)**

## **LOCKSMITH**

- **General Services:** Building Maintenance, Edyth Alquiros (213) 922-8580. Please send a City application, including a complete work history, to Dept. of General Services, Personnel Services, Room #307, City Hall South, Mail Stop #508 or fax to (213) 922-8513. (TL5/7/09)

### **MANAGEMENT ANALYST I**

- **Los Angeles Housing Department:** Housing Services, Paula Bennett (213) 808-8476. Please FAX your fully completed City application and a resume to (213) 808-8477. Experience in contract preparation and monitoring, invoice processing and reviewing reports is desirable. **POSITION OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS RECEIVED.** (TL10/01/09)

### **MANAGEMENT ANALYST II**

- **Fire and Police Pensions:** Administrative Services, Heidi Vega \_(213) 978- 4440. *COMMENTS:* Paygrade/transfer opportunity. One (1) Management Analyst II position (5/40 or 9/80 schedule available).  
The candidate will serve as an administrative liaison to one or more sections in the department and should have a working knowledge of personnel policies and procedures; effective communication skills for oral presentations to the Board of Fire and Police Pensions Commissioners; experience in the preparation of a department budget and the processing of RFP's and contracts.  
Please email or fax a City Application (<http://www.lacity.org/per/application.pdf>) AND resume to Heidi Vega at [heidi.vega@lacity.org](mailto:heidi.vega@lacity.org) or (213) 978-4463 (fax). **Deadline: Friday, November 6, 2009.** Submitted material will be reviewed and only the candidates possessing the relevant background, experience, and qualifications described above will be invited to interview. (TL10/28/09)

### **MANAGEMENT ASSISTANT**

- **Housing Department:** Compliance Division/REAP, Paula Bennett (213) 808-8804. Please FAX your fully completed City application and a resume to (213) 808-8477. Strong analytical skills, ability to utilize Microsoft Office software and good writing skills are desirable. **POSITION OPEN UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED.** (TL 10/16/09)

### **SENIOR ACCOUNTANT I**

- **Housing Department:** Accounting Division, Paula Bennett (213) 808-8476. Please FAX your fully completed City application and a resume to (213) 808-8477. Desired Experience in Microsoft Access database and Excel to reconcile accounting records between City FMIS system and HUD IDIS, DRGR, and LOCCS systems. Supervising staff performing Reconciling of Track99 database with FMIS receipt and expenditure transactions every month for six major grant funds, to ensure accuracy and integrity of the database; preparing quarterly Federal Transactions Reports for HOME and HOPWA projects to report to HUD. Supervise accountant who works with Grants Accounting, General Accounting, and Lead Program managers to reconcile FMIS expenditure records by grant in the in-house database and HUD Line of Credit Cash Systems (LOCCS). The reconciliation is needed for LEAD program manager to report to HUD through HUD FSR form 269. Ability to do analysis of grant funded projects Research and resolve accuracy of drawdown posting in IDIS on CDBG, HOME, HOPWA, ESG grants, and other new grants for projects ready for closeout. Analyze grant regulations and procedures to assist with writing procedures to enhance the internal controls. Experience with IDIS and Revenue Billing systems to assist in a project for the implementation of FMS conversion testing in April 2010.  
**POSITION OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS RECEIVED.** (TL 10/9/09)

### **SENIOR CLERK TYPIST (2) - LIMITED APPOINTMENT**

- **Dept of Water and Power:** Power System Engineering Division, IRP Group, Florita Requena (213) 367-2210. *COMMENTS:* These positions will be working in the Integrated Resource Planning Group of the Power System Engineering Division. The positions will serve as document collection clerks for the Federal Emergency Management Assistance (FEMA) and State of California reimbursement programs. The duties will include but are not limited to retrieval and review of various electronic and manual timekeeping, purchasing, accounting, fleet equipment, and construction equipment documents. This position will be responsible for the setup and maintenance of various files of documentation in preparation for audit, review, and record retention. The employees in this position will be required to communicate with various levels of employees of other Department organizations in an effort to obtain records to be used as part of the required documentation files. This position requires the ability to successfully coordinate various priorities to meet strict deadlines. The operation of office equipment such as computer, printer, typewriter, fax, photocopier, scanner, and calculator will be required. Cross training may be required for other projects. Performs related clerical duties. A California Driver's License may be required. Submit resume to Florita Requena by FAX at (213) 367-5132 or email at [Florita.Requena@ladwp.com](mailto:Florita.Requena@ladwp.com) by 4:00 pm November 13, 2009. A resume screening may be conducted to select the most qualified candidates for interview. (TL11/05/09)

### **SENIOR PAINTER**

- **Airports: LAX– Construction and Maintenance Division**, Eileen Reed (310) 646-3263/Please fax city application to (310) 215-5399. **DEADLINE TO APPLY – OPEN UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED.** Brief description of duties of position: A Senior Painter is responsible for the proper preparation and application of painting materials to a wide variety of interior and exterior surfaces. A Senior Painter directly inspects and evaluates work crews in the performance of their work. A Senior Painter is also the lead person to a crew of Painters, Maintenance Laborers, Carpet Layers, and Sign Painters. This position is also responsible for maintaining an adequate supply of paints and related materials at the work site.  
The selected candidate must possess and maintains a valid California Driver's License during ALL times of employment. (TL10/29/09)

### **SYSTEMS AIDE**

- **Housing Department: Systems Division**, Paula Bennett (213) 808-8476. Please FAX your fully completed City application and a resume to (213) 808-8477. Experience in user support and technical installation, test, deploy, and troubleshooting of hardware and software in the following areas: Windows XP desktops, Microsoft Office suites, personal and network printing, track and maintain accurate inventory.  
**POSITION OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS RECEIVED.** (TL 10/9/09)

### **SYSTEMS PROGRAMMER I**

- **Housing Department: Systems Division**, Paula Bennett (213) 808-8476. Please FAX your fully completed City application and a resume to (213) 808-8477. Desired Experience as Project lead to evaluate, recommend, design, implement, document, secure, and manage the following: Microsoft Windows environment file cluster servers attached to the HP Storage Area Network, Microsoft Exchange, IIS NLB web clusters, Microsoft ISA, TrackIT, application servers (Document management system, Crystal report server, .NET and Coldfusion servers), SQL database servers, Symantec Backup Exec, Symantec Antivirus, Microsoft WSUS, VMWARE ESX, and DoubleTake. Performs hardware and software performance monitoring, hardening, and applying industry standard best practices. Evaluate, design, secure, and manage Active Directory, group policies, and login scripts. Ability to troubleshoot network issues, TCP/IP, SNMP, LDAP, SSL, and e-mail protocols.

Support, maintain and troubleshoot Housing CCRIS and Web application systems.  
**POSITION OPEN UNTIL SUFFICIENT AMOUNT OF APPLICATIONS RECEIVED. (TL 10/9/09)**

**DEPARTMENT OF PUBLIC WORKS  
BUREAU OF SANITATION**

**PAYGRADE ADVANCEMENT/  
TRANSFER OPPORTUNITY NOTICE**

DATE: 9/8/09

TO: ALL ENVIRONMENTAL SPECIALIST I & II'S

**PAYGRADE/TRANSFER OPPORTUNITY FOR ONE ENVIRONMENTAL SPECIALIST II**

**APPLICATION DEADLINE:** *Open until sufficient applications are received*

**POSITION AVAILABLE:**

One (1) Environmental Specialist II position in the Bureau of Sanitation's Solid Resources Citywide Recycling Division (SRCRD).

Position Location: Public Works Building, 1149 S. Broadway, 10<sup>th</sup> Flr. Los Angeles, CA 90015

**MINIMUM REQUIREMENT:**

This position is open to all candidates currently employed in the City of Los Angeles with status in the class of Environmental Specialist.

**DUTIES AND RESPONSIBILITIES:**

- Maintains and monitors data collection and reporting on citywide recycling programs. Develops and prepares AB 939 statistics and reports for compliance with CIWMB;
- Preparation of CEQA documentation for solid resources projects, such as composting facilities, SAFE Centers (drop-off of Household Hazardous Waste and E-Waste), and other types of solid waste and/or recycling facilities;
- Liaison with City Business Associations and/or neighborhood councils to promote recycling and waste prevention;
- Review of pending regulations and legislation for impact on the City and preparation of position papers;
- Other duties may include implementation of new waste diversion programs as an AB939 team member.

**SKILLS, KNOWLEDGE, ABILITIES, AND PERSONAL QUALIFICATIONS**

The Division is interested in candidates who possess the following skills, knowledge, abilities, and personal qualifications including, but not limited to, the following:

**Skills:**

- Excellent writing skills
- Good oral communication skills
- Computer skills in using software such as Word, Excel, and Access databases.

**Knowledge:**

- Good working knowledge of CEQA regulations and processes.
- Knowledge of various governmental agencies, and their respective jurisdictions in environmental matters.
- Knowledge of citizen and public interest groups dealing with environmental matters.
- Knowledge of compliance issues concerning environmental laws (especially solid waste) is a big plus.

**Abilities:**

- Ability to handle multiple tasks and consistently meet deadlines
- Ability to work effectively both as a member of a team and independently
- Ability to deal tactfully with community groups and members of the public

**Personal Qualifications**

- Interest in serving the public; enjoy working with others
- “Can do” attitude – willing to learn new skills

**HOW TO APPLY**

**Candidates interested in applying for this position should fax or mail a City application to:**

Bureau of Sanitation, Personnel Section  
Attn: Yolanda Riboni  
1149 S. Broadway, 9<sup>th</sup> Floor  
Los Angeles, CA 90015  
Mail Stop 520  
PH: (213) 485-2230  
FX: (213) 485-2973

*Environmental Specialist*

## **POSITIONS AVAILABLE FOR EVENT ATTENDANT II**

The City of Los Angeles' Parking Services Division, General Services Department is interested in filling positions for Event Attendants to work at parking facilities in the City of Los Angeles.

### **Job Description:**

- Event Attendants are as needed employees and work on a part-time, on-call basis.
- Sells parking tickets, handles money, makes change and remains accountable for all tickets and revenue
- Event Attendants provide parking assistance at events such as the Los Angeles Zoo, El Pueblo, festivals, and community fairs.
- Majority of work assigned is on the weekends, afternoons, evenings, and at various locations throughout the City of Los Angeles. However, shift hours and days will be determined by operating needs.

### **Work Activities Include:**

- Directing cars parking to parking areas
- Positions cars to facilitate clearing of parking areas by owners
- Maintains security of parked vehicles
- Keeps the parking area free of debris
- May perform non-mechanical vehicle maintenance
- Performs light custodial maintenance of parking facility

### **Qualifications:**

- Must possess a valid California driver's license
- Willing to work flexible hours
- Willing to work outdoors in all kinds of weather

### **Work Schedule:**

- **Part-time As-needed and On-call**
- Schedule varies weekly depending on the number of available shifts scheduled. Work hours range from 0-30 hours a week.

**Salary:** \$12.36 per hour.

Interested applicants can pick-up an application at the Personnel Department, 700 East Temple Street, Rm. 100, Los Angeles, California, 90012. A city application may be completed online at [http://personline.lacity.org/job\\_app/](http://personline.lacity.org/job_app/)

**Completed applications must be mailed or delivered to:**

Department of General Services  
Parking Services Division  
City Hall South  
111 E. First Street, Room 501  
Los Angeles, CA 90012

For questions, please contact Manuel Cudiamat at (213) 978-7692, no faxes will be accepted

*Event Attendant II*

THE CITY HAS A JOB FOR YOU  
700 EAST TEMPLE STREET - ROOM 100  
LOS ANGELES, CALIFORNIA 90012

## RELIEF CORRECTIONAL NURSE

### Salary:

**Day Shift - Weekday \$43.15; Weekend \$44.32**  
**Evening Shift - Weekday \$44.32; Weekend \$45.51**  
**Night Shift - Weekday \$45.51; Weekend \$46.70**  
(Additional compensation for designated holiday shifts)

### THE DUTIES:

A Correctional Nurse performs professional nursing services to arrestees/prisoners in City jails. Duties performed include; utilizing protocols in the provision of care, assisting the medical staff with patient evaluations and treatment, performing phlebotomy for forensic purposes, independently obtaining patient histories and performing patient assessments, performing focused physical examinations, performing diagnostic testing such as EKGs and urinalysis, providing emergency care and performing CPR, conducting sick call rounds, assisting with procedures, creating and maintaining medical records, collecting and documenting work statistics, testifying in court proceedings, may act as a lead nurse on an individual shift, and does related work.

### THE REQUIREMENTS:

1. A valid and current Registered Nurse license issued by the California Board of Registered Nursing; **and**
2. Two years of full-time paid professional nursing experience working in an in-patient Critical Care unit, Emergency Department, Medical-Surgical unit, or Ambulatory Care setting.

### HOW TO APPLY:

**Please submit resume to:**  
**MSD c/o Sylvia Solis**  
**City of Los Angeles, Personnel Department**  
**520 E. Temple St.**  
**Los Angeles, CA 90012**

**PLEASE APPLY IMMEDIATELY. APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITIONS ARE FILLED.**

# Office of Mayor Antonio R. Villaraigosa

## GANG REDUCTION AND YOUTH DEVELOPMENT PROGRAM MANAGER

### JOB DESCRIPTION

**Department:** Mayor's Office of Gang Reduction and Youth Development  
**Position:** Program Manager for the Gang Reduction and Youth Development Program – Exempt Position

**Duties and Responsibilities:** The Gang Reduction and Youth Development (GRYD) Program is a comprehensive gang reduction program administered by the Mayor's Office of Gang Reduction and Youth Development. The GRYD program aims to effectively reduce gang crime and violence in specific geographic areas through the application of evidence-based gang prevention, intervention, reentry, and suppression strategies. The GRYD Program Manager oversees all program management functions including program oversight, community relations, and program development and implementation for specific gang reduction zones. The GRYD Program Manager will report to the Gang Reduction and Youth Development Director. Specific duties of the GRYD Program Manger include:

- Administering the local Gang Reduction and Youth Development initiative within the Mayor's Office;
- Ensuring City and Countywide coordination and integration of anti-gang strategies and activities;
- Providing program updates to Mayor's Office, City Council, and Council Committees, including the Ad Hoc Committee on Gang Violence and Youth Development and Public Safety Committee;
- Creating a GRYD Advisory and Steering Committee to ensure coordination and accountability with the assigned gang reduction zone;
- Ensuring participation and collaboration from local stakeholders including law enforcement, schools, community organizations, juvenile justice agencies, and faith-based institutions;
- Preparing and presenting quarterly Program Status Reports for the Mayor's Office;
- Resolving non-compliance issues by investigating and resolving contract related discrepancies;
- Developing and monitoring corrective action plans related to contract administration;

- Conducting site visits of GRYD contractors to ensure compliance with city and federal regulations (if applicable);
- Confirming adherence to approved contract activities;
- Assessing areas for improvement and providing training and/or technical assistance; and
- Working in collaboration with the Office of Homeland Security and Public Safety's Financial Management Unit to approve contract expenditures.

**Requirements:** 3-5 years experience in contract administration and/or management; 3-5 years experience with administering juvenile delinquency/gang prevention and intervention/reentry programs; graduation from an accredited four-year university with major course work in public administration, sociology, psychology or a related field; ability to communicate effectively orally and in writing; ability to analyze complex information and develop plans to address identified issues; ability to effectively demonstrate negotiation and facilitation skills; ability to deliver professional presentations in both local and national arenas addressing juvenile delinquency/gang prevention strategies; knowledge of laws and regulations pertaining to federal grants, contract administration and basic grant budgeting processes; excellent time management skills, well-organized, detail-oriented and able to work both independently and under minimal supervision; ability to work as part of a program administration team; ability to understand, interpret, apply and communicate complex regulations, policies and procedures; and strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships.

**Salary:** Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

**Qualified candidates should send a cover letter and resume to:**

Mildred Martinez  
 Gang Reduction and Youth Development  
 Office of Mayor Antonio R. Villaraigosa  
 200 N. Spring Street, Room 303  
 Los Angeles, California 90012  
 Direct: (213) 978-0686  
 Fax: (213) 978-0718  
[mildred.martinez@lacity.org](mailto:mildred.martinez@lacity.org)

*Gang Reduction And Youth Development Program Manager*

# CITY OF LOS ANGELES

CALIFORNIA

**RITA L. ROBINSON**  
GENERAL MANAGER



**DEPARTMENT OF  
TRANSPORTATION**

100 SOUTH MAIN STREET,  
10<sup>th</sup> FLOOR  
LOS ANGELES, CA 90012

FAX (213) 972-5916

**ANTONIO VILLARAIGOSA**  
MAYOR

## ***Crossing Guard Job Opportunity***

The City of Los Angeles, Department of Transportation is seeking to fill positions for Crossing Guards. Crossing Guards provide services for children enrolled in 264 public schools and 31 private schools and ensure that over 45,200 children get to school safely every week throughout the City.

### **Work Schedule**

The work schedule is based on the specific school assignment. Guards work Monday through Friday between the hours of 6:30 AM – 4:30 PM and the specific shift will involve a split shift. The specific start and end times of the split shift are determined by the school bell schedule. For example, a split shift will consist of a morning shift (prior to the start of school) and an afternoon shift (returning prior to the end of the school day). Schools without an all day kindergarten program may require the Crossing Guard to return in the middle of the day for a mid-shift.

### **Compensation**

This position is considered to be intermittent and is not a permanent civil service position with the City of Los Angeles. Compensation is paid for hours worked only. The current rate of pay is \$12.29 per hour.

### **How to Apply**

Interested candidates must complete the attached Crossing Guard Recruitment Summary Form.

Once completed, the form needs to be submitted to the following location for further processing:

Department of Transportation  
Bureau of Personnel Services  
100 South Main Street, 10th Floor  
Los Angeles, CA 90012

Fax (213) 972-5916

Applicants will be called for an interview appointment as positions need to be filled in specific geographic areas.

## Crossing Guard Recruitment Summary Form

Applicants will be assessed in various areas during the interview to determine their suitability as a Crossing Guard. All candidates are required to possess a current California Drivers' License or California Identification Card along with a valid Social Security Card.

Name	
Contact Numbers	Home (                    )
	Alternate (                    )

I am applying for a position in the location(s) listed below in Los Angeles (boundaries are estimated, not exact). **If selecting more than one area, indicate the order of preference using 1, 2, 3, etc. Forms which do not have the order of preference may not be processed.**

	Area	Boundaries	
	Central / Hollywood	Northern Southern Eastern Western	Mulholland Drive Wilshire Blvd / Venice Blvd city line Crescent Heights Blvd
	Western	Northern Southern Eastern Western	Wilshire Blvd Manchester Blvd Vermont Ave Ocean Ave / city line
	Valley – East	Northern Southern Eastern Western	city line Mulholland Drive city line 405 Freeway
	Valley – West	Northern Southern Eastern Western	city line Mulholland Drive 405 Freeway city line
	Southern	Northern Southern Eastern Western	Washington Blvd Imperial Hwy city line Vermont Ave / city line
	Harbor	Northern Southern Eastern Western	Florence Avenue Palos Verde Drive / city line / Ocean Ave Central Ave Western Avenue

I understand that when called for an interview, I will need to bring the following with me and /or account for:

- California Drivers' License or Identification Card
- Social Security Card
- 10 years of employment

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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## **ASSISTANT GENERAL MANAGER - LACERS**

**(Civil Service Exempt Employment Opportunity)**

**SALARY:** \$133,130.88 to \$165,390.48

**THE POSITION:** LACERS seeks an experienced, knowledgeable, and hands-on managerial professional to oversee the daily internal operations and benefits administration of the City's retirement system under the direction of the General Manager. A strategic thinker and problem solver with strong leadership skills and initiative is highly desired as the Assistant General Manager will be responsible for the leadership and management of the Retirement Services Division and the Health Benefits Administration Division, including the Communications Section, which provide service to over 45, 000 active and retired LACERS members. This includes but is not limited to: formulating and ensuring the implementation of strategic plan initiatives, policies, procedures and management controls; ensuring continued compliance with applicable laws, regulations, the Los Angeles City Charter, and the Los Angeles City Administrative Code.

**REQUIREMENTS:** Graduation from a recognized four-year college or university and a minimum of three years of full-time paid professional experience in a position at least at the level of Senior Management Analyst II, providing professional experience in institutional investing, administrative analysis, benefit administration, financial administration, actuarial concepts, legal requirements of retirement/pension plans, labor relations, or personnel administration is required.

A working knowledge of managing benefits administration within a public pension fund is highly desirable. This includes knowledge of benefit laws applicable to federal, state, and retirement association regulations and other related areas.

A Masters degree with course work in business or public administration, or related courses dealing with the pension fund industry is highly desirable.



**TO APPLY:** Submit a completed City of Los Angeles Application for Employment (<http://per.ci.la.ca.us/Forms/Application.pdf>), a resume detailing applicable background and work experience, and a list of three professional references to:

Ruth Perry  
Departmental Personnel Director  
Los Angeles City Employees' Retirement System  
(LACERS) Personnel Section  
360 East 2<sup>nd</sup> Street, 3<sup>rd</sup> Floor, Room 305  
Los Angeles, CA 90012  
(213) 473-7175  
Fax: (213) 473-7282  
Email: [Ruth.Perry@lacity.org](mailto:Ruth.Perry@lacity.org)

**Applications will only be accepted through Friday, November 13, 2009, 5:00 p.m.** All application materials will be reviewed to identify the most qualified candidates who will be invited to participate in the interview process.

**Appointment is subject to background review and clearance.**

The City of Los Angeles is an Equal Opportunity Employer



## **DEPUTY GENERAL MANAGER AIRPORTS II (Code: 0163) COMMERCIAL DEVELOPMENT GROUP**

**DEPARTMENT:** Los Angeles World Airports (LAWA) provides the core airport system for the nation's second largest city and is the hub for one of the world's most populous metropolitan areas. LAWA is faced with the challenges of providing an airport system to serve a major portion of the Southern California market and is a key component in the regional aviation plan to accommodate air passenger and cargo demands. Today, the LAWA system, with its four airports, serves as the gateway to the world, welcoming millions of travelers from around the globe.

LAWA is a self-supporting branch of the City of Los Angeles, governed by a seven-member Board of Airport Commissioners. The Board is composed of public-spirited business and civic leaders, appointed by Mayor Antonio R. Villaraigosa, and confirmed by the City Council. A professional executive and administrative staff carries out the policies of the Airport Commission. Approximately 3,500 employees support the operations of the four airports that make up LAWA.

**DUTIES:** Los Angeles World Airports (LAWA) is seeking an innovative and motivated Deputy General Manager II\* to oversee and manage, through subordinate staff, LAWA's real estate portfolio at Los Angeles International Airport (LAX), L.A./Ontario International Airport, Van Nuys Airport and Palmdale Airport. This position is also responsible for overseeing commercial property and land acquisitions; lease and rental rate negotiations; management of terminals, cargo maintenance, airfield, and off-airport leases; and the appraisal process. Additionally, the Deputy General Manager II will monitor and enforce a terms and conditions of Concessions Redevelopment Plan and oversee the Department's concessions agreements generating over \$175 million annually.

**SALARY:** \$150,398.64 - \$186,876.00

### **REQUIREMENTS:**

Candidates must possess a bachelor's degree from a recognized college or university with an emphasis in Real Estate, Finance, Public or Business Administrations, Economics, or a related discipline. A Master's Degree and/or real estate professional designation is highly desirable, but not required. The successful candidate should possess superior leadership skills with at least ten years of full-time management-level experience in directing, through subordinate managers, a large staff engaged in commercial real estate management, commercial development, negotiations, acquisitions and dispositions of real estate, procedures and policy implementation, investment reporting, strategic positioning, and asset/property management. This Deputy will report to the Deputy General Manager Airports I in the Commercial Development Group.

LAWA has a relocation policy that will be provided to the selected candidate, if necessary. Current City of Los Angeles employees must be at the executive level to qualify for this career opportunity.

**\*The Deputy General Manager Airports II position is an exempt, at-will management position. The incumbent will not accrue any civil service tenure, contractual employment rights or due process rights. The incumbent will serve at the pleasure of the Deputy General Manager Airports I and Executive Director and may be removed, without any finding of cause. Such removal would not be reviewable or appealable.**

**BENEFITS:**

The City of Los Angeles offers an excellent benefits package for the Deputy General Manager II. The package includes:

**Retirement** – The employee’s contribution is tax deferred, matched by the City and paid through payroll deduction. Employees may also have the option to buy back prior government service.

**Deferred Compensation Plan** – The plan, which consists of several investment options, allows participants to defer receipt of and income taxation on the funds contributed to the plan until the account is withdrawn and distribution requirements are met.

**Vacation** – The vacation plan provides that upon permanent appointment with 15 or more years of job related experience, the employee will receive 20 days of vacation. For each subsequent year of service with the City, the employee will receive an additional vacation day up to a maximum of 25 days per year. Employees may accumulate vacation time equivalent to two annual vacation periods.

**Holidays** – The City observes twelve paid holidays per year.

**Health and Dental Plans** – The City has a flex benefits program consisting of three health and three dental plans. They include two HMOs as well as basic reimbursement plans, if you wish to choose your own doctor or dentist. The City pays 100% of the employee cost for any plans selected. Family members may be included at little or no additional cost for most plans. Specific information can be found at: [www.myflexla.com](http://www.myflexla.com).

**Sick Leave** – After one year of service, employees receive ninety-six (96) hours of sick leave paid at 100% of salary and forty (40) hours of sick leave paid at 75% of salary at the beginning of each calendar year.

**Life/Disability Insurance** – Employees are eligible for a core disability benefit that is based on their salary rate and pays up to \$2,807.00 a month. Additionally, \$10,000.00 in basic life insurance is provided to each employee. Employees may purchase supplemental life insurance and additional death/dismemberment coverage for self, spouse and children.

**TO APPLY:** Interested candidates should submit a cover letter specifically describing how their experience and qualifications meet the requirements, a resume, salary history, and the names and telephone numbers of three work related references to:

Marilyn Payne  
Los Angeles World Airports, Human Resources Division  
1 World Way  
Los Angeles, CA 90045

Fax: (310) 646-5231  
e-mail: MPayne@lawa.org

The filing period for this position will close **on or before Friday, November 20, 2009**. The most qualified candidates will be invited to an on-site interview from which a final selection will be made. The selected candidate must pass an in-depth background review. For additional information about LAWA, visit <http://www.lawa.org>. LAWA is a covered entity under Title II of the American with Disabilities Act and does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

**CITY OF LOS ANGELES**  
**HUMAN SERVICES DEPARTMENT**  
Part-Time Job Opportunity

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***Administrative Intern/Community Outreach Intern***

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The Human Services Department was created in 2009 by the City of Los Angeles. The Department represents the consolidation of three previously distinct departments and areas of work including those issues and concerns related to women, children, youth and families and human relations. Part of the department's mandate is advocacy, the monitoring and development of policy, service coordination, and the creation of citywide partnerships. Through policy formulation, program coordination, partnership building and community outreach, the Human Services Department strives to ensure better outcomes for all of these groups and areas of concern. We presently have part-time employment opportunities on a variety of community organizing and engagement projects.

**JOB DESCRIPTION:**

The Administrative/Community Outreach Intern will assist with the delivery of several programs and services offered by Human Services Department, including several types of outreach and engagement activities. Duties may include, but are not limited to, clerical and receptionist tasks such as typing correspondence, completing forms, data entry, answering phones, and greeting visitors. Sorting and delivering correspondence, reports, and documents; ordering, distributing, and maintaining inventory of supplies; maintaining and tracking information; performing other administrative and office tasks as assigned.

Qualified interns may be assigned geographically and/or by project and may be responsible for several areas of work including, but not limited to, the scheduling and facilitation of community meetings, engagement activities and special events, data collection, analysis and record keeping, the development of outreach and other program related materials, presentations, documents and report writing.

**REQUIREMENTS:**

- Experience with community outreach and engagement activities
- Strong written and oral communication skills
- Excellent time management and organizational skills
- Strong computer skills including Microsoft Word, Excel, Access & publishing programs desired
- Ability to work evenings and/weekends, if needed
- California Driver's License and clean driving record required
- Bilingual preferred

**SALARY:** \$17.10 an hour.

This is a part-time, as-needed position that is exempt from Civil Service.

(This position is considered intermittent and is not a permanent civil service position with the City of Los Angeles. Therefore, the position does not qualify for retirement membership, vacation, sick leave, or holiday pay. Compensation is paid for hours worked only.)

**HOW TO APPLY:**

Applications will be accepted by EMAIL ONLY. Please send a resume and a cover letter to: [elreta.jones@lacity.org](mailto:elreta.jones@lacity.org).

**APPLICATION DEADLINE:**

Application will be accepted until sufficient applications are received. *Filing may close at any time.*

Human Services Department  
200 North Spring Street, 22<sup>nd</sup> Floor – Los Angeles, CA 90012  
(213) 978-1840 – (213) 978-1846/TDD  
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER