



APPLICATIONS ARE NOW BEING ACCEPTED FOR FUTURE VACANCIES.
ALL APPLICATIONS WILL BE KEPT ON FILE FOR A MAXIMUM OF 6 MONTHS.

PROJECT ASSISTANT

(TEMPORARY EXEMPT EMPLOYMENT OPPORTUNITY)

Exempt Employment is based on a short term, as-needed basis.

No Benefits (no medical/dental/retirement benefits).

***Please see attached Exempt employment information sheet**

APPLICATION ACCEPTANCE DATES: *SEPTEMBER 24, 2019 THRU OCTOBER 1, 2019*

SALARY RANGE: \$23.90 per hour - The actual starting salary can be verified at the time of the job offer.

POSITION(S) AVAILABLE: Various part-time positions located throughout LA Sanitation.

REQUIREMENTS:

1. Six months of full time paid experience in office clerical work or retail sales; or
2. Currently enrolled in an accredited college or university
3. Bachelor's Degree is highly desirable
4. Must be at least 18 years of age.
5. Have proof of identity and legal right to work in the U.S.

Note: For those positions which require driving, applicants must possess a valid California Class C driver's license and clean DMV driving record.

DUTIES AND RESPONSIBILITIES:

A Project Assistant performs a variety of entry-level professional work for a special project or program such as: Planning and coordinating the delivery of program services; collecting, recording, organizing, and analyzing data; preparing inter-office or departmental memos, letters, emails and reports as necessary.

HOW TO APPLY:

Interested candidates must submit a City of Los Angeles job application You can download an application online at: <http://per.lacity.org/Application.pdf> The application must be scanned and emailed to:

EMAIL: SAN.PERSONNEL@LACITY.ORG

The subject line of the email should read: PROJECT ASSISTANT



EXEMPT EMPLOYMENT INFORMATION SHEET

Thank you for applying with the City of Los Angeles – LA Sanitation. Your interest is greatly appreciated. The applications we are currently accepting are for future vacancies. Please take a few moments to read this information sheet:

IMPORTANT INFORMATION REGARDING EXEMPT EMPLOYMENT

The positions we are hiring for are considered “Exempt”. Total work hours are limited to less than 1,000 hours in a service year. A service year begins on the start date of employment and on each anniversary date thereafter. These hours could be worked or assigned consecutively or intermittently and there is no minimum guaranteed number of hours per week or per year. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights and may be terminated, without any finding of cause, at any time. Work hours vary depending on the assignment and operational need.

What happens to your application after you submit it?

- Your application will be reviewed by LA Sanitation – Personnel Services Section staff
- Your application will be kept on file for a maximum of 6 months for any future job openings.

As job openings occur, Personnel Services Section will:

- Screen applications for minimum qualifications related to the job vacancy notice. If you meet these qualifications, your application will be forwarded to the division that has the position for further review.
- If you are selected for an interview, Personnel Services Staff will contact you to schedule the interview.

Please note that due to the tremendous volume of inquiries, we are unable to provide a reply to every individual inquiry we receive regarding receipt of applications and position status.

Incomplete applications may not be considered. It is the applicant’s responsibility to insure that the application is received within the posting period.

The City of Los Angeles is an Equal Employment Opportunity Employer

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