



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

**EXEMPT EMPLOYMENT OPPORTUNITY**

**PROJECT ASSISTANT (1542): Technical Expert**

Please list your degree and/or experience in Environmental Science, Sustainability, Biology, Urban Forestry, Chemistry, Engineering, Watershed Health, Environmental Law, etc

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

**No benefits (medical, dental, or retirement) are provided.**

**\*Please see attached exempt employment information sheet.**

**APPLICATION ACCEPTANCE DATES:** *On-going until positions are filled*

**SALARY RANGE:** \$23.90 per hour

**POSITION(S) AVAILABLE:** Primarily located at 1149 South Broadway, Los Angeles, CA 90015, although some positions may be located at other City facilities.

**REQUIREMENTS:**

1. Currently enrolled in an accredited college or university; or
2. Bachelor's Degree
3. Must be at least 18 years of age.
4. 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.

**DUTIES AND RESPONSIBILITIES:**

A Project Assistant performs a variety of entry-level professional work for a special project or program including, but not limited to:

- Planning and coordinating the delivery of environmental program services for climate change, sustainability, biodiversity, urban forestry, and/or watershed health;
- Assisting in the review of legislation and regulations that may impact LASAN's operations, and supporting related compliance efforts;
- Collecting, recording, organizing, and analyzing large datasets;
- Preparing inter-office or departmental memos, letters, emails and technical reports;
- Additional duties as necessary.

**WORK SCHEDULE:** Total work hours are limited to less than 950 hours in a service year, which may vary weekly depending on operational needs and may include weekends and evening hours.

**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>. Include educational degree details and/or work experience in Environmental Science, Sustainability, Biology, Urban Forestry, Chemistry, Engineering, Watershed Health, Environmental Law, etc. **Please attach a resume to your City application.**

**The application and resume must be scanned and emailed to:**

EMAIL: [SAN.PERSONNEL@LACITY.ORG](mailto:SAN.PERSONNEL@LACITY.ORG)

The subject line of the email should read:

PROJECT ASSISTANT: Technical Expert

Posted 10/2019



## **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 950 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**