



APPLICATIONS ARE NOW BEING ACCEPTED FOR FUTURE VACANCIES

ADMINISTRATIVE CLERK

(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: July 24, 2023 – September 1, 2023 by 4:00 pm.

SALARY RANGE: \$19.82 per hour - The actual starting salary can be verified at the time of the job offer.

POSITION(S) AVAILABLE:

Weekends only at various outdoor SAFE Center locations. Occasionally may work on Thursdays and Fridays.

Employee will be assigned to work at (1) facility per working day and will not be fixed at a single location.

Employee will be assigned to work at all facilities, as well as at other Residential Special Materials Program events.

Note: These positions are available for weekend work only at various Solvents/Automotive/Flammables/Electronics (S.A.F.E.) Collection Centers. See attached for location information. Saturdays & Sundays, 8:00 a.m. – 4:00 p.m. (15-20 hours per week; hours are not guaranteed)

The Residential Special Materials (RSM) Program manages 7 permanent household hazardous waste (HHW) collection facilities, known as SAFE Centers, where residents can bring items such as household cleaners, paint, electronic waste, light bulbs, and batteries for recycling and disposal on the weekends. Qualifying small businesses may also participate to dispose of their hazardous waste by appointment only. The RSM Program works with hazardous waste contractors to collect, transport, and dispose of HHW and electronic waste city-wide.

REQUIREMENTS:

1. Six months of full-time paid experience in office clerical work or retail sales
(**Customer Service experience is highly desirable**).
2. Must be at least 18 years of age.
3. Have proof of identity and legal right to work in the U.S.

PHYSICAL REQUIREMENTS:

Strength to perform average lifting 5 pounds and occasionally over 15 pounds; good speaking and hearing abilities; and good eyesight.

DUTIES AND RESPONSIBILITIES:

- Customer service-oriented and working with the public;
- Greets customers and handles all complaints, questions, and concerns while working alongside a hazardous waste City contractor;
- Takes surveys from residents **outdoors, requiring moderate walking and standing**;

- Uses independent judgment to make sensible decisions;
- Maintains and organizes required materials for the S.A.F.E. Centers;
- Required to attend a 40-hour classroom training for hazardous waste management;
- Must attend the mandatory SAFE Center Quarterly Staff Meetings at the Public Works Building, located at 1149 S. Broadway, Los Angeles CA 90015
- Become familiar with various types of HHW;
- Occasionally, may work one day during the week for data entry at the Public Works Building, located at 1149 S. Broadway, Los Angeles, CA 90015

OTHER REQUIREMENTS:

- Position requires California Driver's License and/or California ID Card.
- Position requires reliable means of transportation to report to various SAFE Center locations on time.
- Must be fully vaccinated and adhere to COVID-19 Vaccination Requirements for all current and future City employees, per Ordinance No. 187134.

ORDINANCE NO. 187134 ARTICLE 12

COVID-19 VACCINATION REQUIREMENT FOR ALL CURRENT AND FUTURE CITY EMPLOYEES

Sec. 4.700. Definitions.

The words and terms defined in this section shall have the following meanings as used in this article.

(a) COVID-19" means the Novel Coronavirus disease 2019, the

disease caused by the SARS-CoV-2 virus and that resulted in a global pandemic.

(b) Employees" includes, full, part-time and as-needed City employees regardless of appointment type, volunteers, interns, hiring hall, appointed officers, board members and commissioners, 120-day retired employees, elected officials and at-will appointees of elected officials.

(c) COVID-19 Vaccine": A COVID-19 vaccine satisfies the requirement of this policy if the U.S. Food and Drug Administration (FDA) has issued Emergency Use Authorization (EUA) or full Licensure for the COVID-19 Vaccine. Vaccines that currently meet this requirement include Moderna or Pfizer-BioNTech (two-dose COVID-19 vaccine series) and Johnson & Johnson/Janssen (single-dose COVID-19 vaccine).

(d) Fully vaccinated" means 14 days or more have passed since an employee received the final dose of a two-dose COVID-19 vaccine series

(Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen).

HOW TO APPLY:

Candidates interested in applying for these positions must email 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 by the application deadline date and time to:

EMAIL: beatrice.bermudez@lacity.org

The subject line should read:

Exempt Admin Clerk – SAFE Center, ATTN: Beatrice Bermudez

Applications must be received by 4:00 p.m. on September 1, 2023.



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 apply?

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 via email.

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 or late applications may not be considered. It is the applicant’s responsibility to insure that the application is received within the posting period and that the minimum requirements are met.

The City of Los Angeles is an Equal Employment Opportunity Employer

S.A.F.E. CENTER LOCATIONS

Playa del Rey Hyperion Treatment Plant 7660 West Imperial Highway, Gate B Playa Del Rey, CA 90293 Saturday & Sunday 9:00 AM to 3:00 PM	Los Angeles Washington Blvd. 2649 E. Washington Boulevard Los Angeles, CA 90021 Saturday & Sunday 9:00 AM to 3:00 PM
San Pedro Gaffey Street 1440 N. Gaffey St. San Pedro, CA 90731 Saturday & Sunday 9:00 AM to 3:00 PM	Sun Valley Randall 11025 Randall St. Sun Valley, CA 91352 Saturday & Sunday 9:00 AM to 3:00 PM
West Los Angeles UCLA 550 Charles E. Young Drive West Los Angeles, CA 90095 Thursday, Friday, & Saturday 8:00 AM to 2:00 PM	Los Angeles Glendale Treatment Plant 4600 Colorado Blvd. Los Angeles, CA 90039 Saturday & Sunday 9:00 AM to 3:00 PM
West Valley Balboa Blvd 10241 N. Balboa Blvd Northridge, CA 90293 Saturday & Sunday 9:00 AM to 3:00 PM	

Mobile Collection Events: Various City-wide locations, TBD

Residential Special Materials Program/Public Works Building Events: Locations TBD