



CITY OF LOS ANGELES
invites applications for the position of:

MANAGEMENT ASSISTANT 1539 (APPLICATION PERIOD BEGINS MARCH 30, 2018)

An Equal Opportunity Employer

APPLICANT FILING STATUS:

Exam Open to All, including Current City Employees

SALARY:

Annually
\$48,796.00 - \$82,204.00

SPECIAL SALARY:

See Duties Section for Salary Information

OPENING DATE:

03/23/18

CLOSING DATE:

04/05/18 11:59 PM

DUTIES:

ANNUAL SALARY

\$48,796 to \$71,326

The salary range in the Department of Water and Power is \$51,343 to \$63,788; \$60,405 to \$75,042; and \$66,147 to \$82,204.

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.
3. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**

Management Assistant is an entry-level professional position that can lead to a career in budget and finance, personnel administration, or special program administration. Typical duties relate to the resolution of departmental and Citywide administrative problems, data collection, report writing, program coordination and development of public policy.

**REQUIREMENT(S)/MINIMUM
QUALIFICATION(S):**

A bachelor's degree from an accredited four-year college or university.

PROCESS NOTES

1. College seniors in their final semester/quarter may file for this examination. However, they cannot be appointed until they submit official proof of having received their degree.
2. All applicants must list their school name, location, type of degree earned, major, and completion dates in the Education section of the on-line application.
3. Applicants who have received a bachelor's degree from an accredited four-year college or university **and** college seniors in their final semester/quarter must submit proof of their education by attaching transcripts or qualifying degree to their on-line application at the time of filing in the Attachments section. Applicants must attach transcripts or qualifying degree BEFORE finalizing and submitting the application.

Applicants WILL NOT be able to attach transcripts or qualifying degree AFTER submitting the application. Applicants who fail to attach transcripts or qualifying degree at the time of filing WILL NOT be considered further in this examination and their applications WILL NOT be processed.

4. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
5. Candidates completing the examination process may be contacted by the Personnel Department to provide official proof of meeting the education requirement.
6. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

**WHERE TO APPLY &
APPLICATION DEADLINE:**

Applications WILL ONLY BE ACCEPTED ON-LINE FROM 8:00 a.m., Friday, March 30, 2018 to 11:59 p.m., Thursday, April 5, 2018. Applications submitted before the start of the filing period will not be accepted. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by THURSDAY, APRIL 5, 2018.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the qualifying multiple-choice written test and advisory essay in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs based on a random sampling of those qualified candidates. Applications submitted during the filing period will be kept on file for two years from March 23, 2018 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS:

After meeting the minimum qualification, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:

Examination Weights:

| | |
|---------------------|-------------------|
| Written Test | Qualifying |
| Essay | Advisory |
| Interview | 100% |

The examination will consist of a qualifying written test, an advisory essay, and an interview. In the qualifying written test, which will consist of multiple-choice questions, the following competencies may be evaluated: Reading Comprehension, Mathematics, Analytical Ability,

Attention to Detail, Interpersonal Skills, Teamwork, Written Communication, and other necessary skills, knowledge and abilities.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Management Assistant.

On the same day as the qualifying multiple-choice written test, candidates will be required to prepare some written material related to the duties and responsibilities of a Management Assistant. This essay material will not be separately scored, but will be presented to the interview panel for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination.

Passing Score for the Qualifying Multiple-Choice Written Test

The passing score for the qualifying multiple-choice written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set at, above, or below 70%.**

Candidates must achieve a passing score on the qualifying multiple-choice written test and complete the advisory essay in order to be scheduled for the interview.

The examination score will be based entirely on the interview. In the interview, the following competencies may be evaluated: Analytical Ability, Attention to Detail, Self-Management, Interpersonal Skills, Teamwork, Oral Communication, and other necessary skills, knowledge, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Management Assistant.

Candidates will be notified later by e-mail of the time and location of the qualifying multiple-choice written test and advisory essay, both of which will be held in a single half-day session in Los Angeles. The first dates scheduled for the qualifying multiple-choice written test and advisory essay are **SATURDAY, JUNE 2, 2018, SUNDAY, JUNE 3, 2018, and SUNDAY, JUNE 10, 2018**. Additional test dates may be added, if necessary.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.

3. A final average score of 70% or higher in the interview portion of the examination is required to be placed on the eligible list.
4. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.

NOTICE:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage, as well as life insurance) will commence approximately six weeks after your original appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

**THIS EXAMINATION IS TO BE GIVEN ONLY ON
AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

An Equal Opportunity Employer

Job #1539 O 2018/03/23 R
MANAGEMENT ASSISTANT 1539 (APPLICATION PERIOD
BEGINS MARCH 30, 2018)
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**MANAGEMENT ASSISTANT 1539 (APPLICATION PERIOD BEGINS MARCH 30, 2018)
Supplemental Questionnaire**

- * 1. To be PROPERLY AND PROMPTLY notified of the status of my application, I UNDERSTAND that I MUST provide on my City application, the following information:
-Working E-mail address -Telephone Number -Official social security number
I UNDERSTAND that I MUST provide a working email address on my application where I will receive notifications regarding the status of my application and the selection process.

I UNDERSTAND that important information regarding the status of my application and the selection process will only be sent via E-MAIL to the email address I provided.

I UNDERSTAND that it is MY RESPONSIBILITY to ensure that the email address I provided is a working email and that I will check my email regularly to ensure I receive any communication as it relates to the examination promptly.

I UNDERSTAND that the City of Los Angeles Personnel Department is NOT RESPONSIBLE for any lost or redirected emails and that it is MY RESPONSIBILITY to add info@governmentjobs.com to my email contact list to avoid email notifications related to this examination from being classified as "spam" or "junk" mail.

☐ I have read these statements to their fullest and will provide a working e-mail address on my application in order to receive status of my application regarding this examination.

- * 2. I UNDERSTAND that I am required to describe, IN DETAIL, my appropriate qualifying experience in the Work Experience Section of my application.

I UNDERSTAND that, if qualifying with my City experience, that I MUST indicate my appropriate job classification in my work history and NOT ANY WORKING TITLE that I believe is designated to me.

I UNDERSTAND that if I attach a resume and/or cover letter IN LIEU of completing the

Work Experience Section, my application is INCOMPLETE and WILL NOT be considered for this examination, and my application WILL NOT be further processed.

In addition to including my qualifying experience, I UNDERSTAND that I should list ALL jobs, regardless of duration, including part-time jobs, military service and any periods of unemployment during my entire work history.

☐ I have read these statements to their entirety and understand them completely and to their fullest.

* 3. I am currently:

- ☐ A City of Los Angeles employee having received a regular appointment.
- ☐ An exempt City of Los Angeles employee, but have civil service status.
- ☐ An exempt City of Los Angeles employee without receiving civil service status.
- ☐ A City of Los Angeles employee in a temporary training position.
- ☐ A City of Los Angeles employee on a part-time basis.
- ☐ On a regular reserve list for the City of Los Angeles.
- ☐ Not employed with the City of Los Angeles.

* 4. Requirement: I have bachelor's degree (or higher) from an accredited four-year college or university: Note 2: All applicants must list their school name, location, type of degree earned, major, and completion dates in the Education section of the on-line application. Note 4: Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.or/Accredited%20Institutions%2008-21-08.pdf>.

- ☐ Yes, I have a Bachelor's degree (or higher)
- ☐ This statement does not apply to me.

* 5. Requirement: I do not have a Bachelor's degree, but I am a college senior in my final semester/quarter: Note: You cannot be appointed until they submit official proof of having received their degree. Note 2: All applicants must list their school name, location, type of degree earned, major, and completion dates in the Education section of the on-line application.

- ☐ Yes, I am a college senior in my final semester or quarter.
- ☐ This statement does not apply to me.

* 6. Note 3. Applicants who have received a bachelor's degree from an accredited four-year college or university and college seniors in their final semester/quarter must submit proof of their education by attaching transcripts or qualifying degree to their on-line application at the time of filing in the Attachments section. I understand that **I must attach transcripts or qualifying degree BEFORE finalizing and submitting the application.** I understand that I WILL NOT be able to attach transcripts or qualifying degree AFTER submitting the application. **I understand that if I fail to attach transcripts or qualifying degree at the time of filing my application I WILL NOT be considered further in this examination and my application WILL NOT be processed.**

☐ I have read these statements to their entirety and I have attached my unofficial transcripts or copy of my college degree to my application.

* 7. Additional Information The following questions and your responses may be used to better match your background and interests to a specific position. Note: **You may not request to add or change this information after you have submitted your application.**

☐ Yes, I have read and understand this statement.

* 8. I have at least one year of paid experience in the following area(s): Note: Mark all those that apply to you. This information MUST be included in your Work Experience Section.

- ☐ Budgeting
- ☐ Financial Analysis
- ☐ Purchasing/Procurement
- ☐ Contract Administration
- ☐ Grants Administration
- ☐ Program Administration
- ☐ Project Administration

- ☐ Human Resources
- ☐ Legislative Analysis
- ☐ None of the above

* 9. My educational background is most closely related to the following area(s). Mark all those that apply to you. This information MUST match the college degree or transcripts submitted with your application. Note: If you had an emphasis within your major select the most accurate subject/field below

- ☐ This statement does not apply to me.
- ☐ Accounting
- ☐ Business
- ☐ Economics
- ☐ Math/Statistics
- ☐ Information Technology
- ☐ Human Resources/Public Administration
- ☐ Sociology/Psychology
- ☐ Political Science
- ☐ Engineering
- ☐ Communications
- ☐ Physical Science
- ☐ Natural Science
- ☐ Liberal Arts
- ☐ English/Literature
- ☐ Art
- ☐ Mass Media
- ☐ History
- ☐ Child Development
- ☐ Criminal Justice
- ☐ Nursing
- ☐ Other/Not Listed

* 10. I am interested in working with the City of Los Angeles in the following area(s): Note: Select all that you believe would be a good fit for you. This information MAY be used in an attempt to place you within a position that best fits your background.

- ☐ Budgeting
- ☐ Financial Analysis
- ☐ Purchasing/Procurement
- ☐ Contract Administration
- ☐ Grants Administration
- ☐ Program Administration
- ☐ Human Resources
- ☐ Legislative Analysis
- ☐ None of the above

* 11. I have read the above questions carefully and answered each one accurately. I understand that if I do not provide correct information that my application will be disqualified and will not be considered further for this examination. I understand that if I submit more than one application, my newest application will be considered and all others will be considered duplicates and will not be reviewed. Note: You should include on your application any information you wish to be considered as you will be unable to add or change your information after submission.

- ☐ Yes, I have read the above statements carefully and understand them to their fullest.

* Required Question