

Targeted Local Hire Connects You to Careers

The City of Los Angeles' Targeted Local Hire (TLH) program helps individuals find an alternative pathway to the **Civil Service careers listed at right**. Selected applicants will receive on-the-job training, earn a living wage, and advance to permanent employment complete with benefits.

How TLH works:

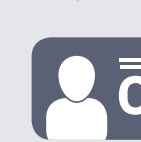
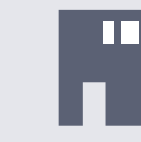
1. After acceptance to TLH, participants receive an introduction to one of 11 career paths and **begin as either an Office Trainees or Vocational Worker**.
2. After six months, participants may **advance to the Assistant Class** and learn the ropes of the job.
3. After 12 months, TLH graduates **receive a permanent Civil Service appointment**.
4. After meeting further eligibility requirements, Civil Servants are able to **promote into the first promotional classes** listed at right.



Administrative Clerk

Perform general office work, which may include customer service, basic word processing, data entry, filing and organizing, and other related work.

Assistant Class:
Office Services Assistant
Promotional Class:
Senior Administrative Clerk



Animal License Canvassers

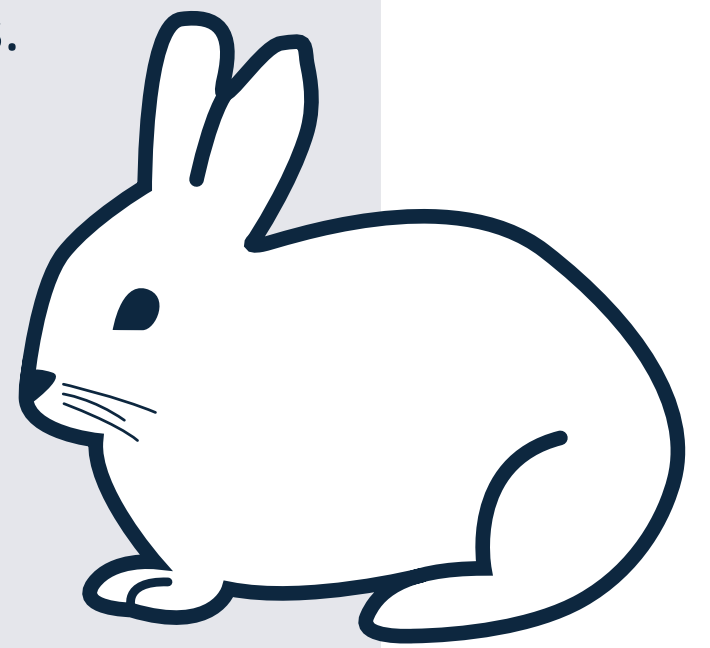
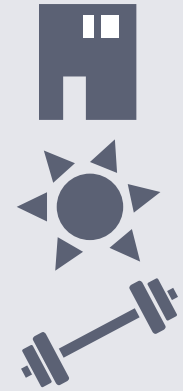
Canvass residences and businesses for valid dog and equine licenses, collect license fees, and verify current rabies vaccinations and sterilization of dogs in the field.

Assistant Class:
Animal License Canvasser Assistant
Promotional Class:
Animal Control Officer

Animal Care Technician

Care for many types of domestic and wild animals. Typical tasks may include bathing animals, cleaning cages and facilities, transferring animals to shelters, helping with adoptions, and tending to healthy and sick animals.

Assistant Class:
Animal Care Assistant
Promotional Class:
Animal Care Technician Supervisor



Gardener Caretaker

Assist with landscape construction and maintenance of City parks, playgrounds, traffic islands, and other landscaped areas.

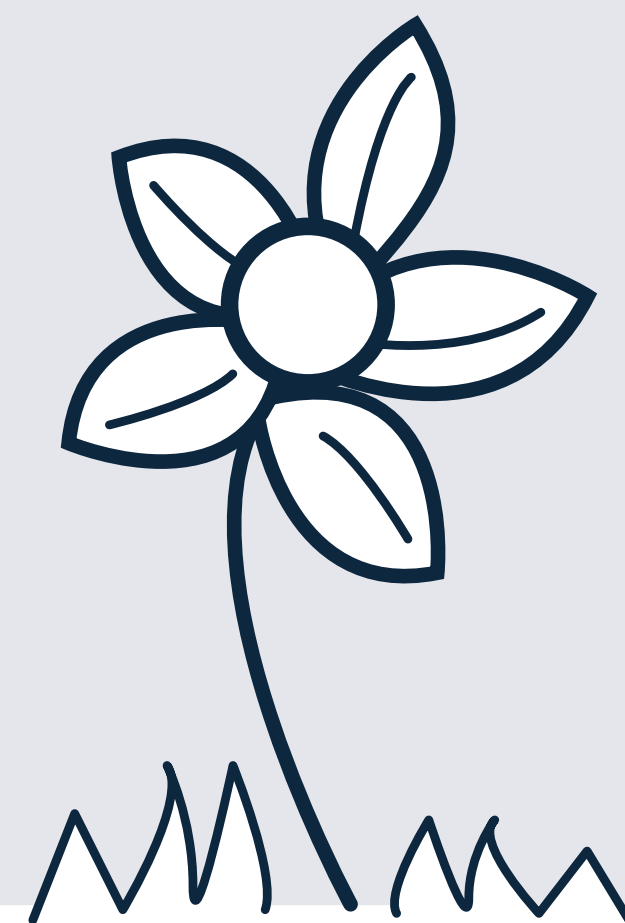
Assistant Class:
Assistant Gardener
Promotional Class:
Senior Gardener



Tree Surgeon Assistant

Assist in tree trimming and perform a variety of tasks on the ground.

Assistant Class:
Assistant Tree Surgeon
Promotional Class:
Tree Surgeon



Custodian

Perform a variety of cleaning and janitorial tasks in City buildings.

Assistant Class:
Custodial Services Assistant
Promotional Class:
Senior Custodian



Street Services Worker

Help pave and slurry City roads, and make small asphalt repairs.

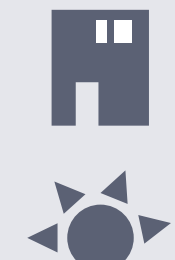
Assistant Class:
Street Services Assistant
Promotional Class:
Street Services Supervisor



Maintenance Laborer

Perform a variety of manual tasks for the City, such as assisting with construction and maintenance, and transporting materials and equipment.

Assistant Class:
Maintenance Assistant
Promotional Class:
Maintenance and Construction Helper



Delivery Driver

Collect mail, supplies, and deliver other department materials. Drivers also collect water samples for use in laboratory tests, and prepare routine reports.

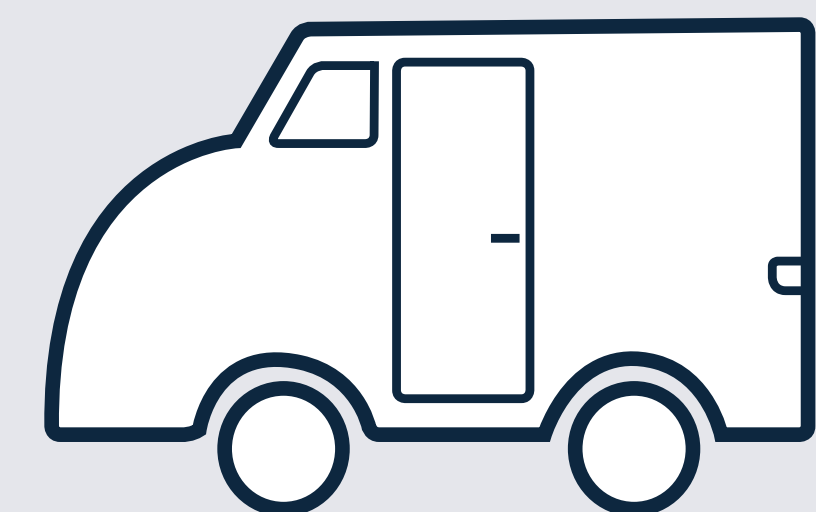
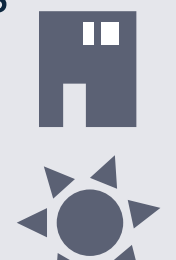
Assistant Class:
Delivery Driver Assistant
Promotional Class:
Truck Operator



Garage Attendant

Work with cars, trucks, and motorcycles. Sample tasks include shuttling of passengers, parking cars, washing and waxing, and minor repairs.

Assistant Class:
Garage Assistant
Promotional Class:
Senior Garage Attendant



Warehouse and Toolroom Worker

Help order, receive, store, and account for materials, supplies, automotive parts, tools, and equipment.

Assistant Class:
Warehouse and Toolroom Worker
Promotional Class:
Storekeeper



LEGEND



Work Indoors



Work Outdoors



Physical Labor



Class C License

Note: Some TLH job classes may have additional requirements and features.