

**T**he City of Los Angeles seeks to connect all Angelenos to employment opportunities. The BRIDGE program helps individuals find an alternative pathway to rewarding Civil Service careers. Selected applicants will receive on-the-job training, and complete a probationary period before transitioning to Civil Service employment.

**Interested?**  
 Follow these steps to start your journey to City employment with BRIDGE. Before you begin, you'll need to identify your nearest referral agency where staff will determine your job readiness. The City of Los Angeles requires its hires to have a legal right to work in the United States. All applicants are subject to a background check. To learn more, visit [llocalhire.lacity.org/welcome](http://llocalhire.lacity.org/welcome).

## 1 READY TO

Locate your nearest **referral agency** at [llocalhire.lacity.org/welcome](http://llocalhire.lacity.org/welcome).

Make an appointment with a **referral agency**.

The referral agency will:

1. Determine your job readiness.
2. Issue you a **referral form** if you're job ready.
3. Obtain completed and signed Referral Form from the Referral Agency: keep the original.

On the website, use the map tool to find an approved agency. The agency will provide a BRIDGE overview and determine your job readiness.

Schedule an appointment at an **Application Site**.

At the Application Site, you will:

1. Attend the **program orientation and application session**.
2. Get a referral code to apply.
  - Submit proof of *Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or Certification at the time of application* **OR** select *CASAS Test or City Aptitude Test* on application.
  - Apply for the **Bridge to Jobs** program **OR** take **CASAS Test or City Aptitude Test**.

Note: Some referral agencies are also Application Sites

## 2 SUBMITTED YOUR APPLICATION?

After you submit your proof of graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or certification with your application, you will receive two emails:

1. A same-day message confirming your application was received
2. At a later date, a message confirming your application was reviewed and either:  
 Approved: You are now in the program's applicant pool.

Disqualified: The email will explain why you were disqualified and how to resubmit

If you select either the **CASAS Test** or **City Aptitude Test** on your application, you will receive three emails:

1. A same-day message confirming your application was received
2. At a later date, an email with instructions on how to take the CASAS Test or City Aptitude Test, including test date, time and location
3. At a later date, a message confirming your application was reviewed and either:

Qualifying Scores: if you receive a qualifying score, you will be part of the BRIDGE Candidate Pool.

Non-qualifying Scores: If you did not achieve a qualifying score, your email will have information on your options.

## 3 RANDOMLY SELECTED FOR HIRING CONSIDERATION?

If you are randomly selected to be referred to a City department for hiring consideration, you'll receive an email with instructions and will then need to:

1. Follow the instructions to let the City department know that you are interested.
2. Participate in a competitive selection process, which typically includes a resume review and interview.
3. If you are made a conditional job offer, you will go through the City background/medical review process.
4. Provide evidence that you have the legal right to work in the U.S.

Want to improve your job skills? Contact your nearest WorkSource Center.

If you are **not** selected for hire by the City department, you will remain in the Application Pool to be considered for other opportunities.

## 4 SELECTED FOR HIRE?

**Congratulations!** You've been hired by a City department as a **Communications Information Representative Trainee** or an **Inspector Trainee** and will receive on-the-job training for the first six months to 5 years (depending the specific class). If you successfully complete your training:

You will :

1. Advance to the **Assistant Class**, and enter a six-month probationary period to show you can do the job.
2. Some Civil Service Jobs require trainees to pass a Civil Service Exam within a certain time period.

If you pass probation, you will receive a regular **civil service appointment**. You will also receive a pay increase.



### THINGS TO KEEP IN MIND DURING THE JOURNEY

1. When a City department has open positions, they will request a list of referrals from the applicant pool.
2. Chosen individuals from the applicant pool are randomly selected.
3. If you are hired, your City department may assign you to wherever its greatest need is at any time.

Access an exciting career through BRIDGE. To see a full list of City of LA employee benefits, visit [keepinglawell.com](http://keepinglawell.com).

#### COMMUNICATION INFORMATION REPRESENTATIVE TRAINEES CAN BECOME...

##### COMMUNICATION INFORMATION REPRESENTATIVE

who receives and handles incoming calls or emails from the public and city employees through a two-way radio or central voice telephone communication system; Determines the required course of action for each call, such as providing information or routing calls to the proper station. These employees also relay information orally and in writing, enters and retrieves information from a computer based system, and performs clerical work.

#### INSPECTOR TRAINEES CAN BECOME...

##### ASSISTANT INSPECTOR

Assists Inspectors and receives training in various areas, including but not limited to: inspecting of buildings and structures, heating and refrigeration, electrical installations, perform owner and property record research, inspection of streets, storm drains, etc. Duties might differ slightly depending on the Department.

#### IMPORTANT NOTE!

Upon being hired as an Inspector Trainee, individuals may be required to furnish an automobile, properly insured for City service. Mileage will be paid according to established rates. Inspector Trainees must pass a Civil Service exam within 5 years of initial hire.

GO ONLINE



To learn more about BRIDGE, visit [lalocalhire.lacity.org/welcome](http://lalocalhire.lacity.org/welcome) or email [lalocalhire@lacity.org](mailto:lalocalhire@lacity.org) for more information.



To learn about additional opportunities with the City of Los Angeles, visit [per.lacity.org](http://per.lacity.org).



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# Apply to the City of Los Angeles' Bridge to Jobs Program

The City of Los Angeles has an opportunity for you! Through BRIDGE, we seek to employ diverse applicants who have an interest in one of our *exciting careers*.

Learn how you can apply, receive on-the-job training, earn a living wage, and advance to permanent employment complete with benefits.