

## CAREER PATHWAYS INFORMATION SHEET

### ACCOUNTING CLERK

**Accounting Clerk** Trainees receive on the job training that eventually leads to a Civil Service career with the City of Los Angeles.

As an Accounting Clerk Trainee, you can expect:

- ✓ **Full Time Employment**
- ✓ **At least \$24 an hour**
- ✓ **Benefits (health, commute, retirement)**
- ✓ **On-the-job Training & Development**

As an Accounting Clerk Trainee, you will receive twenty-four (24) months of on-the-job training. During this time, you are exempt from Civil Service. Once you successfully complete the twenty four month on-the-job training, which is considered your Civil Service examination, you will transition to an Accounting Clerk Assistant. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.



#### What does being an Accounting Clerk entail?

If you are hired as an Accounting Clerk Trainee, you will receive on-the-job training to eventually become an Accounting Clerk. As an Accounting Clerk you can expect to: perform difficult and responsible clerical accounting work in the review, preparation, processing, reconciliation, and maintenance of accounting records and reports, or payroll and time keeping documents; process and monitor invoice payments, and personal services contract invoice payments; may perform cashiering duties; or may act as a lead person in the performance of such work.

#### Competencies you can expect to develop:

- Reading Comprehension
- Mathematics
- Judgment and Decision Making
- Attention to Detail
- Stress Tolerance
- Self-Management
- Job Knowledge
- Interpersonal Skills

**Communications Information Representatives (“CIR”)** Trainees receive on the job training that eventually leads to a Civil Service career with the City of Los Angeles.

As a CIR Trainee, you can expect:

- ✓ **Full Time Employment**
- ✓ **At least \$20 an hour**
- ✓ **Benefits (health, commute, retirement)**
- ✓ **On-the-job Training & Development**

As a CIR Trainee, you will receive twelve (12) months of on-the-job training. During this time, you are exempt from Civil Service. Once you successfully complete the twelve month on-the-job training, which is considered your Civil Service examination, you will transition to a CIR Assistant. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.



## What does being a CIR entail?

If you are hired as a CIR Trainee, you will receive on-the-job training to eventually become a CIR. As a CIR you can expect to: operate a central voice telephone communication system or a two-way radio console; respond to incoming calls and email messages from the public; route telephone calls to the proper station; monitor and dispatch personnel via radio; enter and retrieve information from a computer based system; relay messages received orally and in writing; place long distance and/or operator assisted calls; and perform incidental clerical work.

### Competencies you can expect to develop:

- Reading Comprehension
- Judgment and Decision Making
- Learning Ability
- Conscientiousness
- Stress Tolerance
- Job Knowledge
- Clerical Speed and Accuracy
- Customer Service

**Field Engineering Aide (“FEA”)** Trainees receive on the job training that eventually leads to a Civil Service career with the City of Los Angeles.

As a FEA Trainee, you can expect:

- ✓ **Full Time Employment**
- ✓ **At least \$30 an hour**
- ✓ **Benefits (health, commute, retirement)**
- ✓ **On-the-job Training & Development**

As a FEA Trainee, you will receive twelve (12) months of on-the-job training. During this time, you are exempt from Civil Service. Once you successfully complete the twelve-month on-the-job training, which is considered your Civil Service examination, you will transition to FEA Assistant. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.



## What does being an FEA entail?

If you are hired as a FEA Trainee, you will receive on-the-job training to eventually become a FEA. As a FEA you can expect to: perform sub-professional land surveying work or works with engineering personnel; may be required to climb fences; work in confined spaces; work with and around hot asphalt; carry surveying equipment long distances over various types of terrain; and may be trained to operate Data Collectors and to set up and operate GPS receivers.

### Competencies you can expect to develop:

- Mathematics
- Attention to Detail
- Learning Ability
- Safety Focus
- Physical Capability
- Job Knowledge
- Conscientiousness
- Interpersonal Skills
- Oral Communication

**Community Services Representative (“CSR”)** Trainees receive on the job training that eventually leads to a Civil Service career with the City of Los Angeles.

As a CSR Trainee, you can expect:

- ✓ **Full Time Employment**
- ✓ **At least \$19 an hour**
- ✓ **Benefits (health, commute, retirement)**
- ✓ **On-the-job Training & Development**

As a CSR Trainee, you will receive eighteen (18) months of on-the-job training. During this time, you are exempt from Civil Service. Once you successfully complete the eighteen month on-the-job training, which is considered your Civil Service examination, you will transition to a CSR Assistant. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.



## What does being a CSR entail?

If you are hired as a CSR Trainee, you will receive on-the-job training to eventually become a CSR. As a CSR you can expect to: Promote a City department’s special programs and services in the communities it serves; provide support and assistance to guests and visitors with accessing resources; establish and maintain professional and positive relationships with co-workers, visitors, guests, and community members; and related work.

### Competencies you can expect to develop:

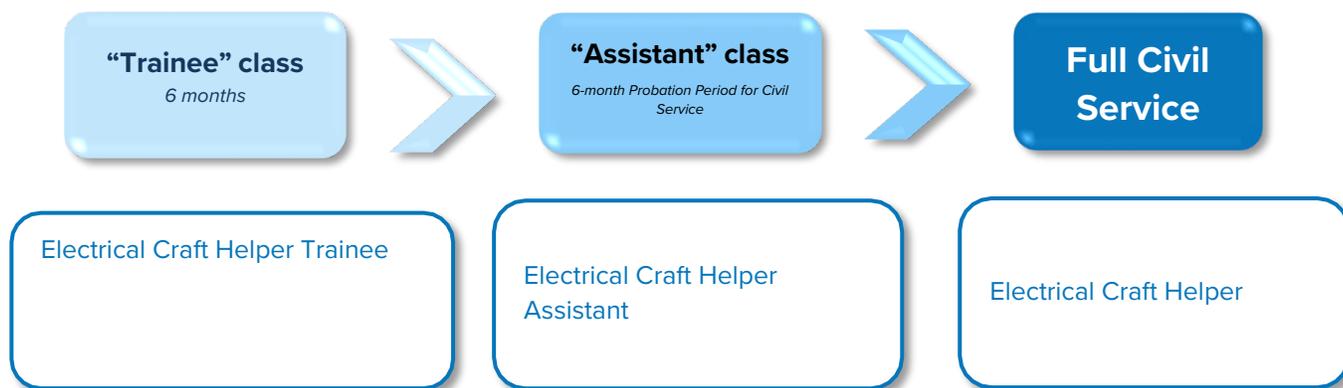
- Reading Comprehension
- Judgment and Decision Making
- Job Knowledge
- Interpersonal Skills
- Customer Service
- Oral Communication
- Flexibility
- Shares Knowledge and Information
- Community Relations

**Electrical Craft Helper (“ECH”)** Trainees receive on the job training that eventually leads to a Civil Service career with the City of Los Angeles.

As a ECH Trainee, you can expect:

- ✓ **Full Time Employment**
- ✓ **At least \$32 an hour**
- ✓ **Benefits (health, commute, retirement)**
- ✓ **On-the-job Training & Development**

As an ECH Trainee, you will receive six (6) months of on-the-job training. During this time, you are exempt from Civil Service. Once you successfully complete the six-month on-the-job training, which is considered your Civil Service examination, you will transition to ECH Assistant. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.



## What does being an ECH entail?

If you are hired as an ECH Trainee, you will receive on-the-job training to eventually become an ECH. As an ECH you can expect to: Assist skilled journey-level craft workers engaged in one of the electrical trades by performing a variety of semiskilled or manual duties involved in the construction, installation, maintenance and/or repair of electrical systems, facilities, and equipment; and does related work.

### Competencies you can expect to develop:

- Reading Comprehension
- Mathematics
- Learning Ability
- Safety Focus
- Physical Capability
- Job Knowledge
- Electrical Understanding
- Teamwork

**Inspector Trainees** receive five (5) years of on-the-job training that prepares them to take civil service examination to become a full civil service “Inspector” with the City of Los Angeles. Please note that in order to become permanent, civil service employees, Inspector Trainees must take and pass a civil service examination for “Inspector”. If Inspector Trainees do not pass the “Inspector” civil service examination within five (5) years, they may be terminated. 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.

As an Inspector Trainee, you can expect:

- ✓ **Full Time Employment**
- ✓ **At least \$18 an hour**
- ✓ **Benefits (health, commute, retirement)**
- ✓ **On-the-job Training & Development**

### What does being an Inspector Trainee entail?

Inspector Trainees participate in a comprehensive training program and receive intensive on-the-job instruction to learn general knowledge, procedures, and techniques in the inspection of buildings and structures, plumbing, heating and refrigeration, electrical installations, and grading projects; and act as an observer during the initial learning period. Upon gaining knowledge in the field, employees may be assigned simple general inspection duties assisting semi-skilled employees engaged in the aforementioned inspection activities. After continued participation and satisfactory demonstration of the relevant knowledge and essential skills acquired, under close supervision and in a training capacity, the incumbents may assist journey-level inspectors or perform independent inspections or re-inspections of limited scope and moderate difficulty. Employees receive evaluations periodically as the training progresses to ensure performance milestones are met and critical competencies are assessed. These are intended to develop the skills, knowledge, and abilities necessary to qualify for regular full time employment with the City in a journey-level inspector class.

Competencies you can expect to develop:

- Reading comprehension
- Mathematics
- Learning ability
- Conscientiousness
- Job knowledge
- Interpersonal skills
- Follow oral directions
- Oral communication
- Written communication

## HOW CAN I APPLY?

Everyone and anyone who meets the requirements for the Bridge to Jobs Program may apply!

**The Bridge to Jobs Program welcomes and strongly encourages the following communities to apply:** homeless & formerly homeless; formerly incarcerated individuals; former gang , including those affected by the City’s Rodriguez settlement; disconnected youth, foster youth, and transition age youth; veterans; local residents in zip codes with high unemployment and incomes below median poverty rate; disabled; transgender; older workers protected under the Age Discrimination in Employment Act of 1967 (ADEA).

### **Bridge to Jobs Requirements:**

- ✓ A BRIDGE Referral form from an approved Referral Agency\*; and
- ✓ A Referral Code from an Application Site\*; and
- ✓ One (1) of the following four (4) requirements:
  1. Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution; or
  2. A certification approved by the City of Los Angeles for a specific job pathway in BRIDGE; or
  3. A qualifying score on the CASAS test administered by the Los Angeles Unified School District Division of Adult and Career Education (“LAUSD DACE”); or
  4. A qualifying score on the aptitude test administered by the City of Los Angeles, Personnel Department.
- ✓ 5. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)

\*Visit <https://lalocalhire.lacity.org/where-apply> for a list of approved Referral Agencies and Applications Sites.