



# BRIDGE TO JOBS CONNECTS YOU TO CAREERS!



## COMMUNICATION INFORMATION REPRESENTATIVE



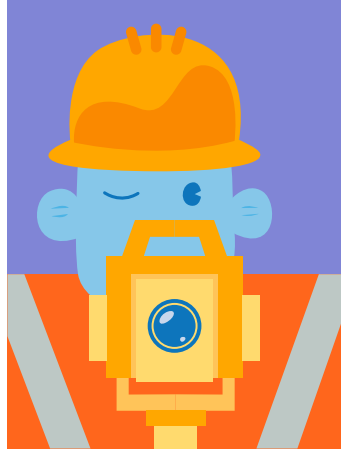
Receives and handles incoming calls or emails from the public and city employees through a two-way radio or central telephone; These employees also relay information orally and in writing, enter and retrieve information from a computer, and perform clerical work.

### ASSISTANT CLASS

Communication Information Representative Assistant

### PROMOTIONAL CLASS

Senior Communications Officer



## FIELD ENGINEERING AIDE



Performs sub-professional land surveying work or works with engineering personnel. May be required to climb fences, work in confined spaces, work with hot asphalt, and carry equipment long distances over various types of terrain; also may be trained to operate Data Collectors, and to set up and operate GPS receivers.

### ASSISTANT CLASS

Field Engineering Aide Assistant

### PROMOTIONAL CLASS

Land Surveying Assistant



## INVESTIGATOR TRAINEE



Assists with reviewing and analyzing evidence which may involve violation of City policies, or of laws which may involve misconduct, possibly criminal in nature, by City employees; reviewing complaint investigations; and does related work.

### ASSISTANT CLASS

N/A - In order to gain Civil Service Status, Investigator Trainees must pass a Civil Service exam for "Investigator" within 5 years.

### PROMOTIONAL CLASS

Special Investigator



## COMMUNITY SERVICES REPRESENTATIVE



Promotes a City department's special programs and services in the communities it serves; provides support and assistance to guests and visitors with accessing resources; establishes and maintains professional and positive relationships with coworkers, visitors, guests, and community members; and does related work.

### ASSISTANT CLASS

Community Services Representative Assistant

### PROMOTIONAL CLASS

Community Services Representative



## ELECTRICAL CRAFT HELPER



Assists 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.

### ASSISTANT CLASS

Electrical Craft Helper Assistant

### PROMOTIONAL CLASS

Electrician, Assistant Signal System Electrician, Signal System Electrician, Electric Service Representative, Electric Distribution Mechanic Trainee



## MAINTENANCE & CONSTRUCTION HELPER



Assists with a variety of semiskilled manual tasks in construction, maintenance and repair activities.

### ASSISTANT CLASS

Maintenance and Construction Helper

### PROMOTIONAL CLASS

Painter, Building Repair Supervisor, Street Services Supervisor



## CEMENT FINISHER WORKER



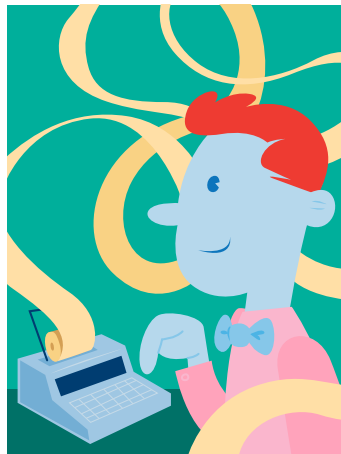
Does semi skilled work in mixing, placing, and finishing concrete surfaces.

### ASSISTANT CLASS

Cement Finisher Worker Assistant

### PROMOTIONAL CLASS

Cement Finisher, Cement Finisher Supervisor, Construction & Maintenance Supervisor



## ACCOUNTING CLERK



Performs clerical accounting work, maintenance of accounting records and reports, or payroll and time keeping documents; processes and monitors 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.

### ASSISTANT CLASS

Accounting Clerk Assistant

### PROMOTIONAL CLASS

Accountant I & II



## TRAFFIC PAINTER & SIGN POSTER



Paints and plasticizes parking and traffic control markings on streets and curbs, parking lots, and airfield areas; and installs and maintains nonelectric parking and traffic control signs.

### ASSISTANT CLASS

Traffic Painter and Sign Poster Assistant

### PROMOTIONAL CLASS

Traffic Marking & Sign Superintendent



## CUSTOMER SERVICE SPECIALIST



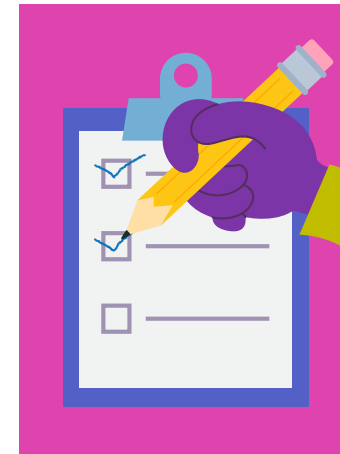
Performs specialized business tax, licenses, and permits work, involving cashiering, various aspects of processing and reviewing customer requests for service, billing questions and resolutions, as well as service complaints, responding to the public's concerns and requests for information on City business tax and associated permits, Lifeline exemptions and reductions, ordinances, rules, regulations, and policies, including the use of a computer terminal for inputting requests, reviewing billing information, and following up on requests; and does related work.

### ASSISTANT CLASS

Customer Service Specialist Assistant

### PROMOTIONAL CLASS

Customer Service Specialist



## INSPECTOR TRAINEE



Assists inspectors and receives training in the inspection of buildings and structures, plumbing, heating and refrigeration, electrical installations, grading projects; or as an elevator or pressure vessel safety engineer. May perform owner and property records research, data input, report generation and field data collection. Duties may differ depending on the Department appointed to.

\*May be required to furnish an automobile, properly insured for City service. Mileage paid according to established rates.

### ASSISTANT CLASS

N/A - In order to gain Civil Service Status, Inspector Trainees must pass a Civil Service exam for "Inspector" within 5 years

### PROMOTIONAL CLASS

Inspector (Housing, Building, Construction, Plumbing, Electrical, etc.)



## SECURITY OFFICER TRAINEE



Patrols and safeguards City-owned buildings, parks, reservoirs, facilities, grounds, and equipment; answers questions and directs visitors/patrons; assures that only authorized persons enter buildings, yards, and other restricted areas; prepares reports and keeps records; may make preliminary investigations of accidents, thefts, and disturbances; may issue warnings or citations for illegal parking; may testify in court and may detain violators pending the arrival of a peace officer.

### ASSISTANT CLASS

Security Officer Assistant

### PROMOTIONAL CLASS

Senior Security Officer, Principal Security Officer, Chief Security Officer



WORK  
INDOORS



WORK  
OUTDOORS



PHYSICAL  
LABOR



CLASS C  
LICENSE

NOTE: Some BRIDGE job classes may have additional requirements and features

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

## HOW BRIDGE WORKS

1. After being hired through BRIDGE, individuals will begin paid, on-the-job training as a **Trainee** in one of the 12 career pathways.
2. Upon successful completion of on-the-job training, participants may **advance to the Assistant Class** and begin a six-month probationary period to demonstrate that they have acquired the necessary knowledge, skills and abilities to perform the job.\*
3. After successful completion of the probationary period, BRIDGE graduates **receive a permanent Civil Service appointment**.\*
4. After meeting further eligibility requirements, Civil Servants are able to compete for other **promotional** classes through the civil service process. As an example, the first promotional classes are listed above.

\*Does not apply to Inspector Trainees or Investigator Trainees

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/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)