

CAREER PATHWAYS INFORMATION SHEET

COMMUNICATIONS INFORMATION REPRESENTATIVE

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

As a CIR 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 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; routes telephone calls to the proper station; monitors and dispatches personnel via radio; enter and retrieve information from a computer based system; relay messages received orally and in writing; places long distance and/or operator assisted calls; and does 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

INSPECTOR TRAINEE

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 a 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 from civil service. 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

WHO CAN APPLY?

Everyone and anyone who meets the requirements for 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.

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