TARGETED LOCAL HIRE PROGRAM CITY OF LOS ANGELES

VOCATIONAL WORKER INFORMATION SHEET

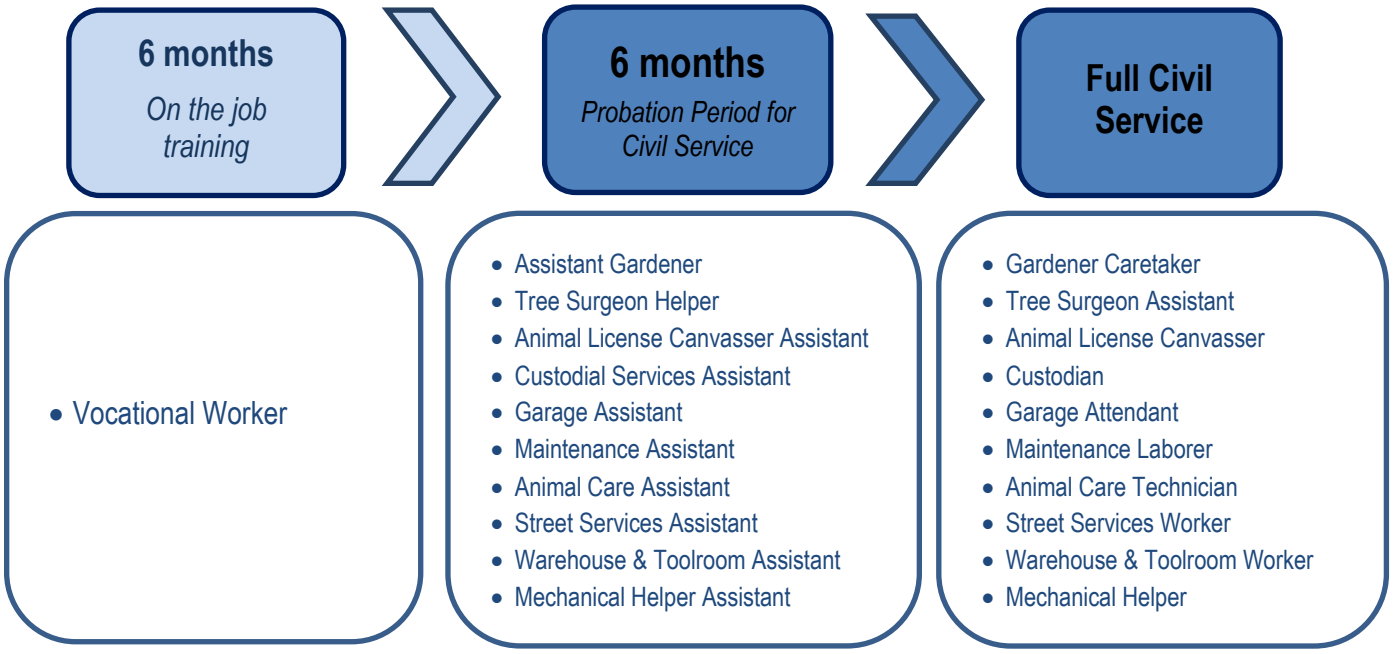
Vocational Workers receive on the job training that can eventually lead to a Civil Service career with the City of Los Angeles.

As a Vocational Worker, you can expect:

- ✓ **Full-time employment**
  - ✓ **At least $24.00 an hour**
  - ✓ **Benefits (health, commute, and retirement savings)**
  - ✓ **On the job training & development**

As a Vocational Worker, you will receive six 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 then be transitioned to a Civil Service classification. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.

There are multiple career pathways that you can choose that all stem from Vocational Worker.



Not sure what each job might entail? Not sure if YOU can apply?
Please see the next pages for more information.

VOCATIONAL WORKER → ASSISTANT GARDENER → GARDENER CARETAKER

A Gardener Caretaker performs gardening, landscape construction, and maintenance work in parks, playgrounds, Citywide traffic islands, medians, slopes, grade separations and other landscaped areas.

It should be noted that as a Gardener Caretaker, you may be required to work weekends and holidays and can be reassigned to work any location in the City. You may also be required to work overtime and in bad weather.

Competencies you will be expected to develop:

- Attention to Detail
- Self-Management
- Safety Focus
- Conscientiousness
- Technical job knowledge
- Responsiveness & Follow-up
- Teamwork
- Follow oral & written directions

Employed at City Departments such as:

- Harbor
- Public Works/Bureau of Street Services
- Recreation and Parks

After successful completion of the Targeted Local Hire Program and permanent appointment to the position of Gardener Caretaker, you will have the opportunity to promote to various City careers. Please visit the Targeted Local Hire Program at http://lalocalhire.lacity.gov for more information on the different careers that you can promote into after becoming a Gardener Caretaker.

TREE SURGEON HELPER → TREE SURGEON ASSISTANT

A Tree Surgeon Helper assists in tree trimming and removal work and performs a variety of unskilled tasks on the ground.

Competencies you will be expected to develop:

- Safety Focus
- Physical Capability
- Initiative
- Stress Tolerance
- Technical Job Knowledge
- Mechanical Aptitude
- Teamwork
- Follow Oral Instructions

Employed at City Departments such as:

- Harbor
- Public Works/Bureau of Street Services
- Recreation and Parks

CUSTODIAL SERVICES ASSISTANT → CUSTODIAN

A Custodian performs a variety of cleaning and janitorial tasks in City buildings including keeping police, medical clinic and laboratory facilities in a clean and sanitary condition.

Competencies you will be expected to develop:

- Attention to Detail
- Responsiveness and Follow-Up
- Interpersonal Skills
- Tolerance
- Oral Communication
- Follow Oral Directions
- Safety Focus

Employed at City Departments such as:

- Los Angeles World Airports
- General Services Department
- Harbor
- Police
- Public Works/Bureau of Sanitation
- Recreation and Parks
- Zoo

GARAGE ASSISTANT → GARAGE ATTENDANT

A Garage Attendant performs general servicing and lubricating of cars, trucks and motorcycles; chauffeuring; parking cars; washing and waxing; making minor repairs to vehicles; assists equipment mechanics by removing and replacing defective radiators, hoses, fan belts, and batteries; replaces tires on cars and trucks in the shop and in the field; may operate a light to heavy duty tow truck; and other tasks.

Competencies you will be expected to develop:

- Self-Management
- Safety Focus
- Physical Capability
- Technical job knowledge
- Interpersonal skills
- Teamwork
- Follow written directions
- Oral communication

Employed at City Departments such as:

- Los Angeles World Airports
- Fire
- General Services Department
- Harbor
- Police
- Public Works/Bureau of Sanitation

MAINTENANCE ASSISTANT → MAINTENANCE LABORER

A Maintenance Laborer performs a variety of manual work for the City of Los Angeles.

Competencies you will be expected to develop:

- Learning ability
- Safety focus
- Physical capability
- Conscientiousness
- Technical job knowledge
- Interpersonal skills
- Teamwork
- Follow oral directions

Employed at City Departments such as:

- Los Angeles World Airports
- Los Angeles Fire Department
- General Services Department
- Harbor
- Police
- Public Works/Bureau of Sanitation
- Public Works/Bureau of Street Services
- Recreation and Parks
- Department of Transportation

ANIMAL CARE ASSISTANT → ANIMAL CARE TECHNICIAN

An Animal Care Technician receives and cares for all types of domestic and wild animals. Animal Care Technicians require contact with the public, volunteers, adoption partners, local veterinarians/clinics, internal staff and staff in other departments and provide excellent customer service and animal care.

Competencies you will be expected to develop:

- Reading Comprehension
- Judgement and Decision Making
- Safety Focus
- Physical Capability
- Initiative
- Job Knowledge
- Interpersonal skills
- Teamwork

Employed at City Departments such as:

- Department of Animal Services

ANIMAL LICENSE CANVASSER ASSISTANT → ANIMAL LICENSE CANVASSER

An Animal License Canvasser performs door-to-door inquiring for current dog & horse licenses, collecting license fee payments, verifying current rabies vaccinations and sterilization of dogs, reconciles and balances daily collections

Competencies you will be expected to develop:

- Conscientiousness
- Technology Application
- Fact Finding
- Customer Service
- Emotional Maturity
- Oral Communication
- Community Relations

Employed at City Departments such as:

- Department of Animal Services

STREET SERVICES ASSISTANT → STREET SERVICES WORKER

A Street Services Worker rakes hot mix asphalt; may shovel or spread hot asphalt materials to meet grade of existing structures in preparation for breakdown and intermediate rolling operations; operates screed controls of asphalt paving machine or may be assigned to slurry crew; makes small asphalt repairs to roadway; may maintain paperwork; assists equipment operator to hand load debris; cleans job-site; places warning devices for traffic control set-up and may be assigned to other duties related to various street repair operations.

Competencies you will be expected to develop:

- Judgment and Decision Making
- Mathematics
- Physical Capability
- Learning Ability
- Teamwork
- Follow Oral Directions
- Conscientiousness
- Safety Focus

Employed at City Departments such as:

- Airports
- Harbor
- Public Works/Bureau of Street Services
- Recreation and Parks

WAREHOUSE & TOOLROOM ASSISTANT → WAREHOUSE & TOOLROOM WORKER

A Warehouse and Toolroom Worker performs manual and clerical work in ordering, receiving, storing, issuing, and accounting for materials, supplies, automotive parts, tools, and equipment; may be required to lift boxes, load and unload trucks, package materials and make supply deliveries; may operate motor-driven and various material handling and lifting equipment, including forklifts, jacks, and hoists. May perform minor repair, maintenance, and assembly on tools, equipment and materials; and does related work.

Competencies you will be expected to develop:

- Reading Comprehension
- Mathematics
- Safety Focus
- Physical Capability
- Job knowledge
- Customer Service
- Team Work
- Follow oral directions

Employed at City Departments such as:

- Airports
- Building and Safety
- City Clerk
- Fire
- General Services
- Housing
- Harbor
- Public Works/Bureau of Street Lighting
- Public Works/Bureau of Street Services
- Transportation

MECHANICAL HELPER ASSISTANT → MECHANICAL HELPER

A Mechanical Helper assists mechanics, machinists, welders, blacksmiths, pipefitters, plumbers, boilermakers and other mechanical craft workers; and performs routine mechanical maintenance and repair tasks.

Competencies you will be expected to develop:

- Reading Comprehension
- Mathematics
- Judgement and Decision Making
- Attention to Detail
- Safety Focus
- Job Knowledge
- Mechanical Aptitude
- Interpersonal Skills

Employed at City Departments such as:

- Airports
- Bureau of Sanitation
- Bureau of Street Lighting
- Bureau of Street Services
- Fire
- General Services
- Harbor
- Recreation and Parks
- Transportation

WHO CAN APPLY?

Everyone and anyone who meets the requirements for Vocational Worker may apply!

The Targeted Local Hire 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.

Vocational Worker Requirements:

- ✓ A completed online Targeted Local Hire Program Application; **and**
- ✓ A Referral from a WorkSource Center designated by the City of Los Angeles Targeted Local Hire Working Group. A list of the designated WorkSource Centers can be found at https://lalocalhire.lacity.gov/

Where to start?

- ❖ Visit one (1) of the Referral Agencies that will help you prepare and refer you to an Application Site. A list of the Referral Agencies is available at https://lalocalhire.lacity.gov/

Have More Questions?

E-mail the Targeted Local Hire Program staff at lalocalhire@lacity.org