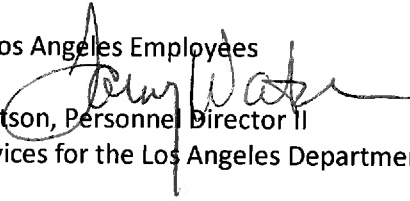


CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: December 4, 2017

To: All City of Los Angeles Employees

From: Tammy Watson, Personnel Director II

Liaison Services for the Los Angeles Department of Transportation

Subject: **TRANSPORTATION PLANNING ASSOCIATE / EMERGENCY APPOINTMENT OPPORUNITY**

The Los Angeles Department of Transportation (LADOT) is offering several emergency appointment opportunities in the classification of Transportation Planning Associates I and II in the Project Delivery and Mobility Management Divisions.

SALARY: \$61,659 to \$108,555 (MOU 21)

DUTIES AND RESPONSIBILITIES

The individuals selected for these positions will be responsible for the following general duties:

- Coordinating and collaborating with other City departments to accomplish established goals related to transit planning projects involving conceptualization and development; establishing engineering design plans; coordinating review of environmental impact reports with LADOT entities; and preparing staff reports and meeting summaries.
- Supporting development of various LADOT projects, applying data-driven project screening tools based on Department and City goals to identify potential funding opportunities for various traffic-mobility enhancement projects.
- May work hand-in-hand with the Department of City Planning on various priority projects affecting the communities served by LADOT.
- Ability to perform data analysis involving multiple data sources, develop and implement project and program performance evaluations; includes developing public engagement strategies for ongoing communication with elected officials, stakeholders, non-profit organizations, and other entities.
- May make presentations before the City Council or Council Committees and may prepare reports relative to Council motions. May develop legislative proposals and work with the Office of the City Legislative Analyst and the Mayor's legislative team and other legislators as required.
- Prepare RFP's and service contracts, coordinate, and monitor the work of consultants and/or service contractors to ensure deliverables, assess penalties when necessary, and process invoices.
- And other related duties as warranted by the specific position within the various divisions. The above duties are generally described and are not all inclusive.

MINIMUM REQUIREMENTS

Candidates who meet the examination bulletin requirements for Transportation Planning Associate (Class Code 2480) are eligible to apply for these emergency appointment opportunities. The requirements for the Transportation Planning Associate examination include:

1. Graduation from an accredited four-year college or university with a degree in Transportation Planning or Transportation Engineering; **or**
2. Graduation from a accredited four-year college or university and completion of at least 12 semester or 18 quarter units in Transportation Policy or Transportation Planning related courses such as Urban Planning, Urban Design, Urban Transportation Issues, Public Policy, Transit, Travel Demand Forecasting, Statistics, Quantities Methods, Public Finance, Urban Economics, Airport Planning, Aviation Management; **or**
3. Graduation from an accredited four-year college or university **and** one year of full-time paid professional experience in transportation planning.
4. Additionally, applicants who are within six months of graduation from an accredited college or university may apply. However, you cannot be appointed until you have completed all your coursework, including the 12 semester or 18 quarter units described in Requirement No. 2.

Notes:

For qualifying work experience gained outside the City of Los Angeles, the term “professional experience” applies to positions that require possession of a degree from an accredited four-year college or university in order to obtain that position. Therefore, to be considered “professional,” non-City experience must be gained in positions after obtaining a four-year degree.

Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.

In most positions, Transportation Planning Associates are required to provide information to the public, various government agencies, and Department management and personnel; therefore, candidates must be able to communicate clearly and understandably to the public.

METHOD OF EVALUATING CANDIDATES

Depending on the number of candidates who apply, all applications may be reviewed in order to identify candidates whose past and present work experience is most closely related to the positions’ duties and requirements. Final selection may be based on a written exercise, an oral interview, and a simulation exercise where candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications for the position. In addition, the interviewers may contact present and former supervisors as part of the selection process.

HOW TO APPLY

All interested candidates should submit a completed City application, which can be downloaded at <http://per.lacity.org/application.pdf>. This document and a cover letter must be scanned as a single .pdf file and uploaded to <https://www.dropbox.com/request/2nqXXKIMW5i6qmRSCzbO>. Applications will be thoroughly reviewed to determine a reasonable number of candidates with the applicable background and experience to interview. **DEADLINE TO APPLY – December 15, 2017 at 4:00 PM.**

*Please note that the letter between XXK_M is a lower case "L" and not a capital "I."

Only electronic submittals received during the filing period will be accepted. Incomplete applications and applications received after the filing period will not be considered. Submittals will not be considered if received by mail, fax, or in-person.

If you have any questions, please contact HR Consolidated Records at (213) 972-5980.

EMERGENCY APPOINTMENT

Prior to accepting an emergency appointment, you should be aware of the following information:

An emergency appointment is not a regular appointment. It is a temporary appointment which requires that you successfully compete in the Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. No emergency appointment can exceed one year. (City Charter Section 1013).

In order to receive an emergency appointment, you must submit a completed, signed City application form which will be provided to the Personnel Department along with the Emergency Nomination Form completed by the employing department. If you meet the minimum qualifications for the examination for the class to which you have been nominated for an emergency appointment, you will need to submit an application for the next administration of that examination. You will be required to complete and submit a new application to the Personnel Department when the examination is open for filing.

If you are a City employee (received a regular appointment) and you accept an emergency appointment, you will automatically be on "protective" leave. This means you may automatically return to your former position at the end of the emergency appointment.

If you are not currently a regular employee of the City of Los Angeles when you accept the emergency appointment and you cannot be appointed from an eligible list at the termination of your emergency appointment (one year or establishment of an eligible list, whichever comes first), you will be terminated from City employment.