

CITY OF LOS ANGELES

CALIFORNIA

Seleta J. Reynolds
GENERAL MANAGER



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DEPARTMENT OF TRANSPORTATION
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Crossing Guard Job Opportunity

The City of Los Angeles Department of Transportation is seeking to fill Crossing Guard positions. Crossing Guards provide services for children enrolled in 277 public schools and 31 private schools, and help ensure that over 180,000 children get to school safely every week throughout the City.

Work Schedule

The work schedule is based on the specific school assignment. Crossing Guards work Monday through Friday between the hours of 6:30 AM to 4:30 PM, and the specific shift will involve a split shift. Note that some shifts may begin earlier than 6:30 AM. Also, the specific start and end times of the split shift are determined by the school bell schedule. For example, a split shift will consist of a morning shift (prior to the start of school) and an afternoon shift (returning to the same location prior to the end of the school day). On average, Crossing Guards may work up to 3 ½ hours per day.

Crossing Guards work outdoors in all types of weather. As a Crossing Guard, once you are assigned to a geographic area, you can be assigned to any corner within that area. Having reliable transportation is a must, as you will be expected to report to work on time every day.

Compensation

This position is considered to be part-time and is not a permanent Civil Service position with the City of Los Angeles. Compensation is only paid for hours worked. The current rate of pay is \$17.25 per hour.

How to Apply

Interested candidates must complete the Crossing Guard Recruitment Summary Form on the reverse side. Once completed, the form needs to be **faxed, mailed, or e-mailed as a PDF attachment** to the following location for further processing:

Mailing Address: Department of Transportation
HR Consolidated Records
100 South Main Street, 10th Floor
Los Angeles, CA 90012

Fax: (213) 972-5916
E-mail: hrconsolidatedrecords@lacity.org

All forms must be submitted by Fax, E-mail or U.S. mail only. No in-person forms will be accepted.

Applicants will be called for an interview appointment as positions need to be filled in specific geographic areas. All applications will be held on file for a period of one year only.

Crossing Guard Recruitment Summary Form

Applicants will be assessed in various areas during the interview to determine their suitability as a Crossing Guard. All candidates are required to possess a current California Drivers' License or California Identification Card along with a valid Social Security Card.

Name (Print)	
Home Address	
Contact Numbers (Please print legibly)	Home (Include area code)
	Alternate (Include area code)

I am applying for a position in the location(s) listed below in Los Angeles (boundaries are estimated and not exact). If selecting more than one area, indicate the order of number preference using 1, 2, and 3. Forms which do not indicate an order of preference will not be processed. Do not use v's or X's.

	Area	Boundaries
	Central / Hollywood	Northern Southern Eastern Western <i>Mulholland Drive / 134 Freeway (Eagle Rock) Wilshire Blvd / Venice Blvd/ Indiana St, City Limits (Boyle Heights Area) Crescent Heights Blvd</i>
	Western	Northern Southern Eastern Western <i>Mulholland Drive (Pacific Palisades and Brentwood) Manchester Blvd Crenshaw Blvd Ocean Ave /City line</i>
	Valley – East	Northern Southern Eastern Western <i>City line Mulholland Drive City line 405 Freeway</i>
	Valley – West	Northern Southern Eastern Western <i>City line Mulholland Drive 405 Freeway City line</i>
	Southern	Northern Southern Eastern Western <i>Washington Blvd Century Blvd City line Crenshaw/ City line</i>
	Harbor	Northern Southern Eastern Western <i>Century Blvd Palos Verde Drive / City line / Ocean Ave Central Ave Western Avenue</i>

I understand that when called for an interview, I will need to bring the following with me and /or account for:

- California Drivers' License or Identification Card
- Social Security Card
- 10 years of employment history (**Application will be completed in person at the Department of Transportation**)
- Successful candidates must pass a Department of Justice criminal background check as well as receive medical clearance from the City's Medical Services Division prior to appointment.

Applicant's Signature

Date