

APPLY IN PERSON: Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 100, San Diego, CA 92101
INTERNET: www.sandiego.gov/empopp



APPLY BY MAIL TO: JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

CITY OF SAN DIEGO EMPLOYMENT OPPORTUNITY

#T2306 SPECIAL EVENT TRAFFIC CONTROLLER I SALARY: \$14.22 to \$17.10, Hourly

APPLY: FIRST DATE: April 12, 2002

***LAST DATE:** February 12, 2003

Applications received later than 5:00 p.m. on the last date to apply will be rejected. **Prompt application is encouraged. Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

NOTE: IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THE WORKING CONDITIONS LISTED BELOW. IF YOU SUBMIT AN APPLICATION, IT WILL INDICATE THAT YOU ARE WILLING TO ACCEPT EMPLOYMENT THAT INVOLVES ALL OF THESE CONDITIONS.

1. Jobs are available only on a limited, hourly basis with the hours varying depending on the season and special events schedule. There is no implied guarantee of a set number of hours.
2. Special Event Traffic Controllers I are required to work day and evening hours, weekends, and holidays in all weather conditions; spend long periods of time standing; and may be exposed to vehicle and flare fumes.
3. Duties include interacting with members of the public who may become angry, difficult, and/or abusive.
4. Some positions may require the ability to lift and carry up to 30 lbs., and the ability to push and pull up to 60 lbs.
5. Persons hired must wear standard apparel which will be provided by the Police Department upon appointment.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

1. **CITIZENSHIP:** You must be a U.S. Citizen or have the legal right to work in the United States.
2. **LICENSE:** A valid California Class C Driver's License is required at time of hire.

DESIRABLE QUALIFICATIONS:

1. Graduation from high school; **or** satisfactory completion of the California High School Proficiency Examination or General Education Development (GED) examination.
2. A minimum of six months of full-time public contact experience. NOTE: Providing information to the public and/or providing customer service functions qualifies for public contact experience.
3. Traffic control, military, and/or customer service experience which includes sensitive, adverse, or confrontational situations.

DUTIES: Direct traffic on City streets and parking areas at Balboa Park, Mission Bay Park, Qualcomm Stadium, San Diego Sports Arena, and other areas as assigned; place barricades, flares, pylons, and signs; provide information to the public and respond to questions/complaints regarding events, parking, and traffic conditions; and perform other duties as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **STANDARD APPLICATION (the original and ONE copy, including any attachments)** for this position. Your Standard Application will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/April 12, 2002/*Rev. 3 (01-27-03)/Class 1934

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

IMPORTANT - READ REVERSE SIDE

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER