



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

AIRPORT ADMINISTRATIVE SPECIALIST II
(CLASS CODE 8026)

ENTRANCE SALARY: \$25,508 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Friday, August 7, 2009

KIND OF WORK:

Clerical work of moderate difficulty under general supervision in the performance of various clerical support tasks at the Airport; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) High School Diploma. **Original High School Diploma or GED Diploma issued by the State Department of Education must be presented at the time of application.**
- 2) Permanent status as an Airport Administrative Specialist I and one (1) year of full-time experience in that classification.

AND

Successful completion of the following courses offered by the Civil Service Employee Growth and Development Division:

Basic Grammar Usage and Proofreading	(COMM 110) Or
Basic Grammar Usage and Proofreading	(COMM 111) And
Basic Grammar Usage and Proofreading	(COMM 112)
Basic Office Skills	(GCLE 310)
City Employee's Orientation	(PBSV 200)

KIND OF EXAMINATION:

A qualifying computerized keyboarding test with a minimum of sixteen (16) words per minute after the deduction of errors, and a written examination, weighted 100%.

This is a promotional examination limited to permanent employees of the Louis Armstrong New Orleans International Airport.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8382

July 24, 2009

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

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New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

AIRPORT ADMINISTRATIVE SPECIALIST III
(CLASS CODE 8028)

ENTRANCE SALARY: \$30,353 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Friday, August 7, 2009

KIND OF WORK:

Varied and independent work of moderate difficulty under general supervision in the performance of clerical support tasks at the Airport; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) High School Diploma. **Original High School Diploma or GED Diploma issued by the State Department of Education must be presented at the time of application.**
- 2) Permanent status as an Airport Administrative Specialist II and one (1) year of full-time experience in that classification.

AND

Successful completion of the following courses offered by the Civil Service Employee Growth and Development Division:

Basic Grammar Usage and Proofreading	(COMM 110) Or
Basic Grammar Usage and Proofreading	(COMM 111) And
Basic Grammar Usage and Proofreading	(COMM 112)
Basic Office Skills	(GCLE 310)
City Employee ' s Orientation	(PBSV 200)
Techniques of Good customer Service	(PBSB 220)
Telephone Techniques	(PBSV 230)

KIND OF EXAMINATION:

A qualifying computerized keyboarding test with a minimum of twenty (20) words per minute after the deduction of errors, and a rating of training and experience, weighted 100%.

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GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form **AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, CITY HALL, 1300 PERDIDO STREET, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.**

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

Candidates for original entrance examinations are required to be domiciled in and, if U.S. citizens, registered voters of Orleans Parish unless otherwise specified on this announcement. Aliens residing in the U.S. are required to provide notarized proof of domicile (and an Alien Registration Card). Permanent employees of the City of New Orleans are exempt from this requirement unless otherwise specified on this announcement.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A **MEDICAL EXAMINATION** is required for all original entrance probationary appointments to **ACTIVE** classifications, and may be required for re-employment, promotions and/or transfers.

A **MEDICAL SCREENING**, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

Revised January 1991, April 2003 and July 2005, February 2007.



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$59,396 PER YEAR

AIRPORT ASSISTANT SERVICES MANAGER
(AUTOMATED SYSTEMS)
(CLASS CODE 8318)

FINAL DATE FOR FILING APPLICATIONS: Friday, August 7, 2009

KIND OF WORK:

Highly responsible professional, supervisory, administrative work in the airport automated systems development area; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) A Bachelor's Degree from an accredited college or university. **(Original college diploma or official college transcript must be presented within two (2) weeks of the final filing date).**
- 2) Permanent status with the City of New Orleans in the classification of Airport Principal Services Agent (Automated Systems) and two (2) years of experience in that classification.
- 3) Four (4) years of responsible professional experience in systems analysis, programming, and administration in mixed intel-based and mainframe environments. At least one (1) year of this experience must have been supervisory experience.
- 4) A valid Louisiana driver's license **which must be presented at the time of application.**

Applicants must be eligible for coverage under the airport's auto liability insurance policy.

Note: Additional responsible professional experience in systems analysis, programming, and administration in mixed intel-based and mainframe environments may substitute for the education on a year for year basis at the rate of thirty (30) semester hours of college equals one (1) year of experience.

Note: Civil Service reserves the right to determine what experience qualifies as responsible professional experience.

Note: All applicants who meet the minimum qualification requirements will be required to complete a special work history form which is available in City Hall Room 7W03. This form must be submitted to Civil Service within two (2) weeks of the final filing date.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

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Candidates for original entrance examinations are required to be domiciled in and, if U.S. citizens, registered voters of Orleans Parish unless otherwise specified on this announcement. Aliens residing in the U.S. are required to provide notarized proof of domicile (and an Alien Registration Card). Permanent employees of the City of New Orleans are exempt from this requirement unless otherwise specified on this announcement.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

Revised January 1991, April 2003 and July 2005, February 2007.



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$46,306 PER YEAR

AIRPORT SENIOR SERVICES AGENT (OPERATIONS)
(CLASS CODE 8312)

FINAL DATE FOR FILING APPLICATIONS: Friday, December 4, 2009

KIND OF WORK:

Administrative, inspectional, liaison and some supervisory work performing a variety of tasks associated with operational and management activities at the airport. Work includes providing first line supervision in airport administration, operations or an assigned technical area; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

A valid driver's license which must be presented at the time of application.

AND

EITHER: A Bachelor's Degree in Aviation Management, Aviation Technology, Airport Management or a closely related degree* from an accredited college or university **and** two (2) years of professional experience in Airport Operations.*

OR: A Bachelor's Degree in Business Administration, Public Administration or a closely related degree* from an accredited college or university **and** three (3) years of professional experience in Airport Operations*.

Note: Applicants must be eligible for coverage under the airport's auto liability insurance policy.

*Civil Service reserves the right to determine the relatedness of the degree and experience.

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

This is a promotional examination limited to employees of the Louis Armstrong New Orleans International Airport.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8385

July 24, 2009

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New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

DENTAL HYGIENIST I
(CLASS CODE 5071)

ENTRANCE SALARY: \$28,173 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Professional dental hygiene work rendering preventive dental services and providing dental health education information to patients in the Health Department, health centers and mobile dental facilities; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) An Associate Degree or a certificate from a recognized college or university school of dental hygiene.
- 2) Possession of a current Louisiana license to practice dental hygiene.
- 3) Six (6) months of work experience as a hygienist in clinical, teaching or an administrative capacity.

DIPLOMA AND LICENSE MUST BE PRESENTED AT THE TIME OF APPLICATION.

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will be given only for related experience gained within the past ten (10) years.

This is an original entrance examination.

DOMICILE requirements are currently waived for this examination.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

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The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-III, Library Branch Mgr. I,II, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

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VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

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Revised January 1991, April 2003 and July 2005, February 2007.



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$36,119 PER YEAR

FIRE ALARM DISPATCHER
(CLASS CODE 7300)

FINAL DATE FOR FILING APPLICATIONS: Friday, August 7, 2009

KIND OF WORK:

Responsible specialized shift work in dispatching fire units, and monitoring the Fire Department's computer aided dispatch system; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) Current probationary status as a Fire Alarm Dispatcher, Recruit and six (6) months of experience in that classification.
- 2) Certification as a dispatcher by the Association of Professional Communications Offices (APCO) and the City of New Orleans (Orleans Parish Communication District).

KIND OF EXAMINATION:

A rating of certification and experience, weighted 100% Credit will only be given for experience gained in the last ten (10) years.

This is a promotional examination limited to permanent or probationary employees of the New Orleans Fire Department.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8387

July 24, 2009

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DKS



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

LANDSCAPE ARCHITECT INTERN
(CLASS CODE 1629)

ENTRANCE SALARY: \$34,368 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Friday, August 7, 2009

KIND OF WORK:

Administrative, and professional work reviewing the appropriateness of site plans for large-scale and specialized developments, recommending revisions to plans and design graphics and doing planning and designing of projects; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) A Bachelor's or Master's Degree from an accredited college or university in Landscape Architecture.

Extra credit will be given for full-time professional experience in the field of Landscape Architecture.

ORIGINAL COLLEGE DIPLOMA SPECIFYING DEGREE OR OFFICIAL COLLEGE TRANSCRIPT MUST BE PRESENTED WITHIN TWO (2) WEEKS OF FILING AN APPLICATION.

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years

This is an original entrance examination.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8388

July 24, 2009

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DKS

DOMICILE requirements are currently waived for this examination.

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New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$30,353 PER YEAR

PUBLIC WORKS SUPERVISOR I
(SANITATION DEPARTMENT)
(CLASS CODE 3130)

FINAL DATE FOR FILING APPLICATIONS: Friday, August 7, 2009

KIND OF WORK:

Supervisory work in directing work crews in the maintenance, operation and inspection of city grounds and facilities; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

Permanent status and two (2) years of full-time refuse collection and/or street cleaning experience with the Sanitation Department.

KIND OF EXAMINATION:

A qualifying review of experience.

This is a non-competitive promotional examination limited to permanent employees of the Department of Sanitation. This examination is given in accordance with Rule V, Section 8.1 (c) of the City Civil Service Rules.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8389

July 24, 2009

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New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$34,368 PER YEAR

PUBLIC WORKS SUPERVISOR II
(SANITATION DEPARTMENT)
(CLASS CODE 3131)

FINAL DATE FOR FILING APPLICATIONS: Friday, August 7, 2009

KIND OF WORK:

Supervisory work in directing work crews in the maintenance, operation and inspection of city grounds and facilities; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

Permanent status as a Public Works Supervisor I with the Sanitation Department and one (1) year of experience in this classification.

OR: Permanent status and one (1) year of experience in a classification at a level equal to or above Public Works Supervisor I (pay grade 65) with the Sanitation Department. Six (6) months of this experience must have included supervising a large clean-up crew.

Note: Some positions may require specialized trades licenses, or a commercial driver's license (CDL).

KIND OF EXAMINATION:

A qualifying review of experience.

This is a non-competitive promotional examination limited to permanent employees of the Department of Sanitation.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8390
(Amended 07/27/2009)

July 24, 2009

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE SMITH AT (504) 658-3516 OR TTY/VOICE (504) 658-2059 OR 1-800-981-6652.



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$37,959 PER YEAR

PUBLIC WORKS SUPERVISOR III
(DEPARTMENT OF SANITATION)
(CLASS CODE 3132)

FINAL DATE FOR FILING APPLICATIONS: Friday, August 7, 2009

KIND OF WORK:

Supervisory work in assisting the Street Maintenance Superintendent in directing all maintenance crews in the Department of Sanitation; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

Permanent status and three (3) years of full-time experience as either a Public Works Supervisor II or a Labor Supervisor III in the Maintenance Division of the Department of Sanitation.

KIND OF EXAMINATION:

A rating of experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

This is a promotional examination limited to permanent employees of the Department of Sanitation.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8391

July 24, 2009

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