EXEMPT FROM CIVIL SERVICE

RELIEF RETIREMENT WORKER

TEMPORARY EMPLOYMENT OPPORTUNITY WITH LAFPP

DEPARTMENT: Los Angeles Fire and Police Pensions (LAFPP)

SALARY: $16.69 per hour

POSITION DESCRIPTION: Los Angeles Fire and Police Pensions (LAFPP) is accepting applications for Relief Retirement Worker to assist in the Communications & Education Section. Job duties may include the following:

- Answer calls from members;
- Assist with re-setting member passwords for myLAFPP (member portal);
- Assist clerical staff with section support which may include the following:
  - Responding to member inquiries via email, phone, or in person;
  - Sort image and index files into the electronic content management system;
  - Assist with the preparation and organization of seminars and other outreach events;
  - Typing, scanning, photocopying, filing, and data entry;
- Other duties as assigned.

HOURS: Relief Retirement Workers are employed on an as-needed basis. Working hours will be scheduled between 7:00 a.m. and 5:00 p.m., Monday through Friday, with a maximum of 1,040 hours per service year. A service year begins on the start date of employment and on each anniversary date thereafter. There is no minimum guaranteed number of hours. The selected candidate must be willing to work up to 28 hours per week, as required.

TO APPLY: Please submit a completed City application and resume via email to lafpphr@lafpp.com. This opportunity will be open until a sufficient number of applications have been received. The application period may close at any time. The City application can be accessed here: http://per.lacity.org/application.pdf

The selected candidate must pass a physical exam administered by a City physician and will be subject to a background check, including fingerprinting. Upon hire, selected candidate must also show proof of identity and legal right to work in the United States.

This position is not permanent civil service employment. There are no medical, dental, or retirement benefits. The position qualifies for Compensated Personal Time Off benefits which may be accrued and used in accordance with the Los Angeles Administrative Code Section 4.110.1. Candidates who worked as part-time, exempt employees with the City of Los Angeles in the past 12 months may not be eligible to apply.