The Department of General Services Real Estate Services Division (RES) is looking for self-motivated Student Professional Workers (SPW) to assist in the development of an Asset Management System and to assist in verifying data for this system. Elements of this system will include modules to manage property/portfolio, building operations and maintenance; assets/equipment; leases; environmental and risk; capital projects; and space planning.

**Duties and Responsibilities:** The duties include gathering and verifying information contained in hard copy or electronic files and will also include conducting field verifications; and assisting in the development, training and documentation of processes and procedures.

SPWs will work independently, with a supervisor or on a team to sort and inventory lease and property documents, read and analyze contracts, leases and maps; inspect properties to measure property and building square footage, headcount and verify Department or tenant occupancy; scan lease and other documents; data entry; create standards and procedures manuals; attend meetings and may assist with staff training.

**Requirements:**
1. Candidates must be full-time college students, must have Junior status as of Fall 2018 or be in a graduate program full-time.
2. Candidates must be proficient in Word, Excel and be willing to do field work. Knowledge of AutoCAD, GIS, SQL, and databases is preferable.
3. Having a valid driver license with a clean driving record is preferred but not required.

**Selection Process:** Applications are subject to review. The most qualified candidates will be scheduled for interviews.

**How to Apply:** The City Application may be obtained at [http://per.lacity.org/Application.pdf](http://per.lacity.org/Application.pdf). Interested parties should submit the City application, their college or university transcript, and resume to Andrew Jedlinsky, Personnel Liaison Services Division III, 111 E. 1st Street, rm. 307, Los Angeles, CA 90012, or by fax (213) 922-8514 or by email Andrew.Jedlinsky@lacity.org. Open until a sufficient number of applications have been received.

Students may work up to 20 hours per week while school is in session and up to 40 hours per week during school breaks; subject to supervisor’s discretion.

**NOTES ON EXEMPT EMPLOYMENT**

If employment is said to be exempt, it is meant that the employment is exempted from the civil service provisions of the City Charter. In order to receive a regular civil service appointment, employees must have successfully participated in a civil service examination, received a high enough score on the examination to be placed on and receive an appointment from an eligible list, and they must serve a probationary period.

Exempt employees do not compete in a civil service examination, they are not placed on an eligible list and receive an appointment from that list, nor do they serve a probationary period. As a result, exempt employees do not have what is referred to as a “property interest” in their job. Exempt employees serve at the will of the appointing authority and can be terminated at
any time without cause. Employees with a property interest in their job, i.e. civil service employees, cannot be deprived of their employment (discharged or suspended) without due process.

GENERAL INFORMATION ABOUT EXEMPT EMPLOYMENT

Exempt employees serve at the will of the appointing authority, and as such, they may be discharged, suspended or otherwise disciplined without cause.

Exempt employees have no property interest in their employment, and any procedural benefit or other prerogative extended to them by their appointing authority is not intended to create and does not create any such property interest.

No officer or employee of the City may make to any other officer or employee any representation of a property interest in employment which does not correspond to Charter provisions unless the City Council, by ordinance, permits such representation. No unauthorized representation can serve as the basis of an employee’s reliance on, or expectation of, a property interest.