

# Bureau of Engineering Emergency Appointment & Transfer Opportunity Notice

Date: September 25, 2025

Notice No. 25

**TO ALL:** ELIGIBLE CANDIDATES

**SUBJECT:** EMERGENCY APPOINTMENT / TRANSFER OPPORTUNITY –  
ARCHITECT: BUREAU OF ENGINEERING / CONVENTION CENTER  
DIVISION FOR THE LOS ANGELES CONVENTION CENTER  
EXPANSION AND MODERNIZATION PROJECT – 1 POSITION

**APPLICATION DEADLINE:** Friday, October 15, 2025 by 4:00 PM

**Salary:** \$112,103 to 163,887 annually

## **Minimum Experience Requirements**

To qualify for the emergency appointment, candidates must meet the following requirements by the application deadline:

1. Possession of a valid Certificate of Registration as an Architect issued by the California State Board of Architectural Examiners.

To qualify for the transfer opportunity candidates must meet the following requirements:

1. Must currently be an Architect with the City of Los Angeles or have status (regular appointment) in the classification.

## **Summary of Duties:**

The Architect will provide leadership to City staff and supporting consultant staff working on the Convention Center Expansion and Modernization Project. This project is a singular undertaking, using a design/build delivery method that includes a developer, a joint venture of two major construction companies, and an architecture/engineering design consultant team. The Project has an approved design and construction budget of \$1.95 billion.

The delivery schedule anticipates a notice-to-proceed for construction drawings by the end of September 2025, with construction work initiating in mid-October 2025. The schedule requires major work to be done by March 31, 2028 for the summer Olympics, with remaining work completed after the Olympics by May of 2029,

The professional growth opportunity for the appointed individual will be unique, and will expose the selected candidate to broad design and construction professional experiences with a large, professionally diverse team.

The Architect analyzes, reviews, and prepares recommendations on schematic designs, design development, construction documents, specifications, and cost estimates to ensure they meet City standards; assists in administering consultant contracts; and presents design issues to client City agencies, other City Departments, and community stakeholders as necessary. During the construction phase, the incumbent will provide input on the basis-of-design established in the Technical Requirements and in the construction documents, and assist in resolving construction problems in coordination with the Convention Center, the Los Angeles Department of Building and Safety, Fire Department, and provide assistance in responding to Requests For Information. The Architect also conducts job site meetings with involved Departments, the developer, project consultants, general contractors, service providers, and Council offices on design issues that might include plan reviews, scheduling, construction changes, and related matters.

The Work Location is initially the Public Works Building, 1149 S. Broadway, Los Angeles, CA 90015, and is anticipated to move to a yet to be leased space in proximity to the Convention Center.

### **Skills, Knowledge and Abilities**

The Bureau is looking for candidates who possess the following skills, knowledge, and abilities, including but not limited to:

- Excellent skills in verbal communications, in written communication and preparing technical reports and correspondence.
- Good skills in applying the principles and practices of architectural design.
- Good skills in applying the principles and practices of architectural project delivery.
- Good skills in using design software such as Autodesk Revit and AutoCAD, and Bluebeam.
- Excellent skills in organizing project management activities and ability to analyze and resolve construction disputes.
- Ability to deliver a quality work product on time and on budget, staying within the parameters of the original scope.
- Ability to lead and direct a group of professional employees to analyze and resolve complex issues with effective solutions.
- Ability to work well with people at all levels of the organization and partnering agencies such as the Mayor's Office, various Council Offices, the City Administrative Office, the Board of Public Works, & various Public Works Bureaus.
- Ability to analyze and respond to urgent project management situations and effectively delegate assignments to support staff.

## **Emergency Appointment**

- The emergency appointment is subject to the approval of the Personnel Department.
- The term of employment will be one (1) year or until the eligible list is established. An emergency appointment is not a regular appointment. It is a temporary appointment which does not require that you successfully compete in the Civil Service examination process. During the time of the emergency appointment, an Architect Eligible List for the full-time Architect position will be established, and the position will be opened to fill on a permanent basis at the discretion of the City. The individual who fills the emergency appointment will be encouraged to apply for the Civil Service examination process.
- The successful applicant will receive the following comprehensive benefits as a City of Los Angeles Employee, including:
  - Health and Wellness Benefits - Medical, Dental, Vision and Life Insurance
  - Time Off and Leave such as Paid Holidays, Vacation Leave, Sick Leave, Personal Leave, Floating Holidays and Family Medical Leave
  - Retirement and Savings Plans
  - Other Perks and Benefits

## **Method of Evaluating Candidates**

1. Review of City Application Form and Resume.  
(<https://personnel.lacity.gov/application.pdf>)
2. Oral interview with Convention Center Division staff.
3. Review of personnel folder.
4. Review of technical project documents where the individual had major responsibilities.

If available, at least six (6) of the most qualified candidates will be scheduled for interviews. All applicants will be notified whether or not they have been scheduled.

## **How to Apply**

A City Application and resume must be submitted via email to [eng.boecerts@lacity.org](mailto:eng.boecerts@lacity.org) by the application deadline with the subject line “**CCD – Architect**”.

(Note: Should you be granted an interview and require a special accommodation for the interview, please so indicate when you respond to this Notice).

CCD/DW/ET	Approved By:
Notice No. 25	Valeria Amy, Chief Management Analyst