



City of Los Angeles

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City of Los Angeles Personnel Department

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CIVIL ENGINEERING ASSOCIATE

Class Code: 7246

Open Date: 04-24-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$68,549 to \$85,148; \$76,629 to \$95,212; \$85,357 to \$106,049; and \$92,769 to \$115,278

**\$63,182 to \$78,508; \$70,637 to \$87,758; \$78,696 to \$97,760; and \$85,503 to \$106,216

The salary in the Department of Water and Power is \$77,360 to \$96,110; \$91,934 to \$114,213; \$99,722 to \$123,881; \$107,156 to \$133,130.

NOTES:

1. **Individuals hired on or after July 1, 2013 shall be hired at three (3) premium levels (one premium level equals 2.75%) below the salary range.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
3. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**
4. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Civil Engineering Associate performs professional civil engineering work in researching, checking, computing, conducting field work needed, and working with consultants in the preparation of plans, designs, details, specifications, cost estimates, environmental documentation, and various reports for the construction, maintenance, and operation of a wide variety of civil engineering projects; processes private development plans and development actions; issues engineering permits to the public; and does related work.

REQUIREMENTS

1. Graduation from an accredited four-year college or university with a degree in engineering, which includes at least 24 semester units or 36 quarter units of core courses in civil engineering; or
2. Possession of a valid Engineer-In-Training Certificate recognized by the State of California Board for Professional Engineers, Land Surveyors, and Geologists.

NOTES:

1. **In addition to the regular City application all candidates must complete the Civil Engineering Associate Qualifications Questionnaire at the time of filing. The Civil Engineering Associate Qualifications Questionnaire is located within the Supplemental Questions of the City Application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination and their application will not be processed.**
2. **You may take the Civil Engineering Associate interview only once every 365 days. If you have taken the Civil Engineering Associate interview in a campus environment, a special recruitment event, or during an open filing period in the Personnel Department within the last 12 months, you may not file for this examination at this time.**
3. College seniors who are within six months of graduation from a recognized four-year college or university may apply. However, you cannot be appointed until you have completed all your course work including the 24 semester units or 36 quarter units described in Requirement No. 1.
4. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
5. Applicants filing under Requirement No. 1 must indicate the engineering core courses completed and include the name of the school, course credit earned, and grade received in the Supplemental Questions Section of the on-line application. Candidates who fail to do so will not be considered any further in this examination and their applications will not be processed.
6. Applicants filing under Requirement No. 2 must list their Engineer-In-Training (EIT) Certificate number in the Supplemental Questions section of the on-line application. At the time of appointment, candidates must submit to the department which appoints them, verification of their EIT certification.
7. Appointments will be made to temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners for a maximum duration of three years. In order to successfully complete the temporary training period, new appointees must obtain their Engineer-In-Training (EIT) Certificate within three years. New appointees who do not successfully complete the temporary training period will be terminated from the class.
8. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%08-21-08.pdf>.
9. Candidates completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying degree.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

WHERE TO APPLY

Applications WILL ONLY BE ACCEPTED ON-LINE from 8:00 a.m. **Tuesday, May 5, 2015 to Midnight, Thursday, May 7, 2015**. Applications submitted before the start of the filing period will not be accepted. For administrative purposes, filing may close and reopen periodically throughout the filing period. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

APPLICATION DEADLINE

Applications will only be accepted on-line on the following three days: from 8:00 A.M, TUESDAY, MAY 5, 2015; WEDNESDAY, MAY 6, 2015; TO MIDNIGHT, THURSDAY, MAY 07, 2015.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from April 24, 2015 in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Civil Engineering Associate may be evaluated based on the candidate's Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Civil Engineering Associate based solely on the information submitted for qualifications review will continue in the selection process.

SELECTION PROCESS

Examination Weight: Interview 100%

Your examination score will be based entirely on an evaluation of your professional and personal qualifications. In the interview, emphasis may be placed on the adequacy of the candidate's experience, training, education and personal qualifications as they have provided the background necessary to perform the duties of a Civil Engineering Associate, including the knowledge of: civil engineering concepts and fundamental principles and practices; structural design principles, including factors to consider for site development; properties of construction materials, including testing methodologies; hydrology for estimating water supply and hydraulics, including open channel flow, pressure flows, pumps, weirs, flumes, aqueducts and model studies; soils mechanics and properties, including seismic hazards; surveying principles, including transverse, field notes, field investigations, and measurements; environmental laws and regulations; engineering economics, including construction costs, budgeting, time estimates, and scheduling; physics concepts applicable to mechanics, motion, energy and fluid flow; capabilities and applications of computer software for data management and solving engineering problems; and the ability to: conduct mathematical computations including algebra, geometry, trigonometry, calculus, statistics; design; and make adjustments to triangulation systems; read, interpret, and prepare technical materials, including reports, plans, specifications, and shop drawings for engineering projects; analyze regulations and legislation related to engineering; conduct and participate in meetings; deal tactfully and effectively with others; communicate, orally and in writing, in a clear, concise, and effective manner; and other necessary skills, knowledge, and abilities.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

The Civil Engineering Associate and the Structural Engineering Associate interviews may contain common test questions and will be administered concurrently.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of JUNE 29, 2015 TO JULY 10, 2015.

NOTES:

1. You may take the Civil Engineering Associate interview only once every 365 days. If you have taken the Civil Engineering Associate interview in a campus environment or a special recruitment event within the last 12 months, you may not file for this examination at this time.
2. This examination is based validation study.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.
5. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
6. Your rank on the employment list may change throughout the six months, as the scores of the candidates from other administrations of these examinations are merged onto one list.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.