



City of Los Angeles

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City of Los Angeles Personnel Department

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PRINCIPAL CIVIL ENGINEER

Class Code: 9489

Open Date: 09-11-15

(Exam Open to All Current City Employees)

ANNUAL SALARY

\$127,347 to \$171,612

NOTE:

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 Principal Civil Engineer serves as administrative and technical head of a major civil, structural or wastewater engineering unit; or may plan, organize and direct, through subordinate project engineers, the activities of major construction projects; applies sound supervisory and management principles and techniques in building and maintaining an effective work force; and fulfills Equal Employment Opportunity responsibilities.

REQUIREMENT

Two years of full-time paid professional engineering experience at the level of Senior Civil Engineer or in a position in the City of Los Angeles designated as a Project Manager II or III receiving the appropriate salary bonus.

NOTES:

1. In addition to the regular City application, all applicants must complete the Principal Civil Engineer Qualifications Questionnaire at the time of filing. The Principal Civil Engineer Qualifications Questionnaire is located within the Supplemental Questions Section 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. Registration as a Civil Engineer with the California State Board of Registration for Professional Engineers is required at time of filing. This information must be listed in the Certificates and Licenses section on the application.
3. Appointment to one position may require the authority to use the title "Structural Engineer" issued by the California State Board of Registration for Professional Engineers.
4. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
5. Some positions may require a valid California's 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).

WHERE TO APPLY

Applications will only be accepted on-line. 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?promotionaljobs=1> for Promotional Examinations.

NOTE:

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

APPLICATION DEADLINE

Applications must be received by **THURSDAY, SEPTEMBER 24 2015**.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Essay**Advisory**
Interview **100%**

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on an evaluation of the nature and adequacy of the candidate's experience, training, and professional development as they have provided the background needed to carry out the duties of a Principal Civil Engineer, including the knowledge of: civil engineering principles sufficient to administer and provide direction for the preparation of engineering works; Federal, State, and local laws, rules, regulations, codes, and standards applicable to the engineering of public works infrastructure and civic facilities; public works policies and procedures applicable to the development and implementation of projects, including safety principles and practices; engineering economics, including methods for financing municipal projects and City procedures for preparing and submitting budget requests; computer based information management capabilities sufficient to plan, schedule, and monitor projects; fundamental principles, practices, and techniques of supervision, management, and public administration, including directing, assigning, motivating, training, counseling, disciplining, commending, and evaluating the work of subordinates through subordinate supervisors; pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunity (EEO) and Memoranda of Understanding (MOUs); and the ability to direct and coordinate the work of groups of employees engaged in a variety of major civil, structural, or wastewater engineering work; exercise sound leadership, administrative, and technical judgment, originality and initiative in recommending new or revised methods, procedures, programs, and solutions to difficult or sensitive problems; reason logically, think strategically, and reach logical conclusions based on the review of information sufficient to make decisions on courses of action and recommendations; evaluate proposed plans, projects, and programs for short and long range effects; anticipate reactions to proposals, presentations, and suggestions in a way that avoids unnecessary problems and increases audience understanding, acceptance, and support sufficient to respond appropriately to questions; analyze business processes in conjunction with subordinates and stakeholders; use technology to provide engineering services and information efficiently and effectively in the service of clients and customers; attend to details such as time deadlines, status of multiple project completion deadlines, correctness of figures, and other details necessary to check and review the work of subordinates; read and interpret complex materials sufficient to draw conclusions, answer questions, and make recommendations; communicate, both orally and in writing, in a clear, concise, and effective manner; interact with others in a tactful and effective manner sufficient to resolve conflicts; 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 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.

Prior to the interview, candidates will be required to prepare some written material on a topic related to the duties and responsibilities of a Principal Civil Engineer. This essay material will not be scored separately, but will be presented to the interview board for discussion with each candidate and for consideration in the overall evaluation of the candidate. Candidates may anticipate that PCs (personal computers) will be made available to type their responses. Candidates will be notified later by e-mail of the time and location of the advisory writing session, which will be held in a single half-day session on **SATURDAY, NOVEMBER 21, 2015**, in Los Angeles.

Candidates must complete the advisory writing exercise. Those who do not complete the advisory writing exercise will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later 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 **DECEMBER 14, 2015 through DECEMBER 25, 2015**.

NOTES:

1. Appointments to this class are subject to a one-year probationary period under the provisions of Section 1011 of the Los Angeles City Charter.
2. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of service in those classes which provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if 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. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL 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.