



# City of Los Angeles

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City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## PORT PILOT

**Class Code: 5151**

**Open Date: 01-30-15**

**Revised: 02-12-15**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$173,554 to \$193,432 and \$204,269 to \$227,675

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **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 Port Pilot navigates oceangoing vessels entering or leaving Los Angeles Harbor and operates communications and navigational equipment.

### **NOTE:**

All entry level Paygrade I positions are temporary training positions. Employment in such positions is limited to two years during which time incumbents must qualify for advancement to the Port Pilot II level.

### **REQUIREMENTS**

1. Three years of full-time paid experience as a United States Coast Guard licensed Master or Chief Mate of an inspected vessel, of not less than 5,000 gross tons, on the waters of any ocean; or
2. Three years of full-time paid experience as a port pilot whose duties include docking and undocking of oceangoing or coastwise vessels in a major port of the United States; or
3. Three years of full-time paid experience as a Master of a tugboat within the confines of San Pedro Bay and its tributaries, including experience as a Docking Master on flat tow vessels of at least 5,000 gross tons.

### **NOTES:**

1. 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.
2. Applicants filing under Requirement #1 must attach a copy of the United States Coast Guard Master or Chief Mate license to the on-line application at the time of filing. The license must be attached to the on-line application BEFORE the application is submitted. If the license is attached AFTER the on-line application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted the license. Applicants who fail to submit the United States Coast Guard Master or Chief Mate License at the time of filing by attaching it to the on-line application will not be considered further in this examination.
3. Applicants filing under Requirement 1 or 3 must list the gross tons of the vessel on the application form in the Work Experience Section. Applicants who fail to include this information on the application may not be considered further in this examination and their application will not be processed.
4. All candidates will be required to present proof of a United States Coast Guard certification as a First Class Pilot for the San Pedro Bay and its approaches and tributaries (minimum weight for steam and motor vessels; 30,000 tons) prior to appointment.
5. All candidates will be required to present proof of qualification by the United States Coast Guard as a radar observer prior to appointment.
6. A valid California driver's license and a good driving record are required prior to appointment. Applicants will be disqualified and not eligible for hire 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 violations (such as DUI).
7. Employees in the class must possess and maintain the physical stamina and agility to be able to board onto and disembark from ships at sea by climbing a Jacob's ladder in all manner of weather and sea conditions.

### **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> for Open Competitive 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, FEBRUARY 19, 2015.**

**AN EQUAL EMPLOYMENT OPPORTUNITY**

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 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 January 30, 2015 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

**Examination Weight: Interview ..... 100%**

In the interview, the following competencies may be evaluated: judgment and decision making; safety focus; composure; job interest; job knowledge; teamwork.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Port Pilot.

Candidates will be notified later by e-mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **APRIL 06, 2015 to APRIL 17, 2015**.

### **NOTES:**

1. This examination is based on a validation study.
2. 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.
3. A final average score of 70% is required to be placed on the eligible list.
4. 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.lactiy.org/exams/verity\\_disability.pdf](http://per.lactiy.org/exams/verity_disability.pdf).
5. Prior to appointment, all candidates will be required to pass a medical examination which will include an electrocardiograph; must meet high standards of vision and hearing; and must satisfactorily pass basic orthopedic tests for verbal column and lower extremities.
6. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
7. After employment, Port Pilots will be subject to an annual physical examination as a requirement for retention in employment.
8. Port Pilots will be required to undergo pre-employment and post-employment drug testing in accordance with U.S. Coast Guard regulations.

### **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.