



City of Los Angeles

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City of Los Angeles Personnel Department

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CUSTODIAN SUPERVISOR

Class Code

Open Date: 08-14-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$34,481 to \$51,907

The salary for the Department of Airports is \$42,991 to \$57,942.

The salary for the Department of Water and Power is \$67,672 to \$71,451 and \$70,929 to \$74,875.

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
3. 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 Custodian Supervisor assigns, reviews and evaluates the work of one or more groups of custodial employees engaged in a variety of cleaning and custodial tasks in City buildings, creates memorandums and supervisory paperwork on computers, communicates effectively via verbal, written and electronic formats, applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Four years of full-time paid experience performing custodial work.

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. 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).
3. Applicants using City of Los Angeles experience other than the City classes of Custodian and Window Cleaner must submit a Verification of Work Experience (VWE) form. The VWE form must indicate the percentage of time performing the work that is claimed as qualifying experience. The VWE form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>.
4. Applicants required to submit a VWE form will have 7 calendar days from the on-line submission date to submit a copy of the form. A copy of the VWE form may be attached to the on-line application at the time of filing or delivered to the Personnel Department at 700 East Temple Street, Room 100, Los Angeles, CA 90012. Applicants who fail to submit a copy of their VWE form within the time required will not be considered further in this examination and their applications will not be processed.
5. Candidates who have had supervisory courses are especially desired.

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.

NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete at the time of filing for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, AUGUST 27, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weights: Written **Qualifying Interview** **100%**

In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: cleaning methods, materials, related chemicals, and disinfectants; custodial equipment and machinery, including their care and maintenance requirements; safety practices used in custodial work, including ladders; fire prevention and control; building security procedures; inventory control for custodial supplies and equipment; procedures for the scheduling of crews; supervisory principles and practices; City personnel rules and practices; provisions of Memoranda of Understanding as they relate to subordinate personnel; equal employment opportunity responsibilities; reading comprehension and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the time and location of the qualifying written test which will be administered in a single half-day session on **SATURDAY, OCTOBER 17, 2015**, in Los Angeles.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

All candidates who pass the qualifying written test will be invited to participate in the interview. The examination score will be based entirely on the interview. In the interview, candidates may be examined for knowledge of: computer and office software to create memos and supervisory paperwork; supervisory principles and practices, including equal employment opportunities; ability to address problems in custodial operations; ability to organize and plan sufficiently to meet deadlines; ability to interact tactfully with managers, employees and the public; ability to communicate clearly and effectively orally and in writing; and other necessary abilities and personal qualifications.

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. 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.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.

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.