



# City of Los Angeles

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City of Los Angeles Personnel Department

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

## REPROGRAPHICS SUPERVISOR

**Class Code: 3163**

**Open Date: 09-15-17**

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

### **ANNUAL SALARY**

\$47,752 to \$69,822 and \$59,675 to \$87,257

### **NOTES:**

1. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting the job offer.
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](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).**

### **DUTIES**

A Reprographics Supervisor assigns, reviews, and evaluates the work of Reprographics Operators engaged in micrographic or engineering reprographic work; coordinates the work of a micrographic or engineering reprographics facility; or directs the activities of a large, multifunction micrographic-reprographic facility; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENT/MINIMUM QUALIFICATION**

Three years of full-time paid experience as a Reprographics Operator or in a class at that level in a micrographics or reprographics facility operating scanners, microfilm cameras, high-speed duplicators and electrostatic copiers.

### **PROCESS 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. Experience with all four types of equipment is required and must be clearly indicated in the work history section of the City application.

### **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.** Online job bulletins are also available at <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations and at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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 28, 2017.**

### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

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) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) 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 September 15, 2017 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

**After meeting minimum qualifications, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:**

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

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, the following competencies may be evaluated: Judgment and Decision Making, Supervision, Customer Service, Teamwork, Project Management, Safety Focus including knowledge of: safety requirements for working around reprographics equipment, such as the use of gloves and protective glasses when near or handling hazardous materials, as well as hazardous zones near machines, and Job Knowledge, including knowledge of: technical areas of precise photography such as a planetary camera and its parameters, as well as chemistry to develop film in order to properly photograph fragile documents; the operation and maintenance of reprographics equipment, such as printers, scanners, binding equipment, and cameras in order to perform minor repairs, maintenance, and adjustments; various methods of binding documents and binding supplies such as combs, strips, and screws used in the finishing of documents; factors to consider when performing an electronic step test to create accurate scanned images of documents; the appropriate dot pattern measured in dots per inch (DPI), line resolution measured in lines per inch (LPI), pixel pattern measured in pixels per inch (PPI), and density problems in final reprographic products such as incorrect calibration of the equipment sufficient to prepare documents for printing and scanning; various software programs used in reprographics work such as HP Smartstream, Adobe Acrobat, and Bluebeam Revu, and other necessary knowledge, skills, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Reprographics Supervisor.

Candidates will be notified by email 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 **NOVEMBER 27, 2017 to DECEMBER 8, 2017**.

## **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/verity\\_disability.pdf](http://per.lacity.org/exams/verity_disability.pdf).
4. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
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. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidate's City employment application by Personnel Department staff to ensure that the minimum qualifications have been met.
7. A final average score of 70% is required to be placed on the eligible list.
8. 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.

## **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 BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND 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.