



City of Los Angeles

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City of Los Angeles Personnel Department

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MECHANICAL ENGINEERING DRAFTING TECHNICIAN

Class Code: 7551

Open Date: 01-22-16

(Exam Open to All, including Current City Employees)

MONTHLY SALARY

\$47,752 to \$69,822

The salary in the Department of Water and Power is \$65,312 to \$89,596

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. 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 Mechanical Engineering Drafting Technician performs responsible mechanical engineering drafting in the preparation of drawings for a variety of hydroelectric, electric generation stations, water facilities and mechanical equipment and installations.

REQUIREMENTS

1. Completion of 12 semester units or 18 quarter units in drafting, including 3 semester or 4 quarter units in Computer Aided Drafting Design (CADD) and 6 semester or 9 quarter units in mathematics, at an accredited college, trade school or technical school; or
2. Two years of full-time paid engineering drafting experience, one year of which was in mechanical engineering drafting.

NOTES:

1. Applicants qualifying under Requirement #1 must list their school name and location, course titles with number of semester or quarter units, and completion dates for each course claimed as qualifying in the free-flowing text box which will appear in the Supplemental Questions Section of the application.
2. A combination of coursework and experience will be accepted as meeting the requirements.
3. Applicants who lack six months or less of the required education or experience may file for this examination. However, they cannot be appointed until the full requirement is met.
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).

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 and 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, FEBRUARY 4, 2016**.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 written test 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 January 22, 2016 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Written Test 100%

The examination will consist entirely of a written test. In the written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: principles, methods, equipment, and materials used in mechanical engineering drafting, including various computer aided drafting (CAD) software applications; drafting conventions, symbols, and details used in different types of mechanical engineering drawings; principles of orthographic, isometric, oblique, and perspective projection drawings; the application of the City of Los Angeles Building Code, Fire Code and Mechanical Code, and California Administrative Code-Title 24 (energy requirements); mathematics, including arithmetic, algebra, geometry, and trigonometry; and the ability to read, interpret, and analyze schematics, charts, graphs, and tables relating to the progress of drafting work and related problems; deal tactfully, persuasively, and effectively with the employees and the public; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the time and location of the written test, which will be administered in a single half-day session on **SATURDAY, MARCH 26, 2016** in Los Angeles.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. 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.
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. The promotional list will ordinarily be use 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.
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 conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered promotional candidates while all other applicants will be considered open candidates.
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 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.