



CITY OF LOS ANGELES
invites applications for the position of:

TREE SURGEON 3114

An Equal Opportunity Employer

SALARY:

Annually
\$47,898.00 - \$89,846.00

SPECIAL SALARY:

See Duties Section for Salary Information

OPENING DATE:

07/10/18

CLOSING DATE:

Continuous

DUTIES:

\$47,898 - \$70,052

The salary range for positions in the Department of Water and Power is \$72,328 to \$89,846

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. 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 a job offer.

A Tree Surgeon climbs, prunes, trims, treats, sprays, plants, fertilizes, transplants and removes trees along City streets and highways, in City parks, over or on private property, and on public grounds to eliminate hazardous conditions; prevent interference with traffic, traffic signals and high and low voltage conductors and equipment; and to preserve and maintain the trees.

REQUIREMENT(S)/MINIMUM QUALIFICATION(S):

1. One year of full-time paid experience with the City of Los Angeles as a Tree Surgeon Assistant or in a class at that level performing tree trimming or treatment work; **or**
2. One year of full-time paid experience as a tree surgeon, which includes climbing trees using spurs, climbers, ropes and safety belts and using power saws, aerial lifts, power winches, booms or similar equipment.

PROCESS NOTES

1. A valid California Class B driver's license and valid medical certificate approved by the State of California Department of Motor Vehicles are required for all positions either prior to the appointment or prior to the end of probation. Some positions may require the license and certificate prior to the appointment, while other positions may require the license and certificate to be obtained prior to completion of the six-month probation period. 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). Candidates will be asked to submit a commercial driving history in accordance with the California Department of Motor Vehicles CVS 1808.1.
2. Applicants filing under Requirement #1, who are using their City of Los Angeles experience gained while working at the level of a

Tree Surgeon Assistant, must submit with their application a City of Los Angeles "Verification of Work Experience" (VWE) form with the required signatures, verifying their experience performing tree trimming or treatment work. The VWE form should indicate the type of work performed and the amount of time spent performing such work. The VWE form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants may attach the completed VWE form to their on-line application at the time of filing or will have seven (7) calendar days from the online submission date to email a copy of their completed VWE form, including the required signatures to: per.appdocs@lacity.org. The subject line of your email must include the exam title, your name and indicate it is a VWE. In the body of your email, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. Applicants who fail to submit their signed VWE form within the time required will not be considered further in this examination and their applications will not be processed.

3. Possession of a current International Society of Arboriculture (ISA) Tree Worker Certificate is highly desirable but not required.
4. Achievement of a qualifying score on the optional written test for high voltage line clearance work is required if you wish to be considered for such positions with the Department of Water and Power.

SELECTIVE CERTIFICATION:

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions in the Department of Water and Power that require a minimum of 18 months related to training and on-the-job experience and knowledge of special techniques and hazards involved in line clearance tree trimming operations. Candidates will be considered in the order of standing on the eligible list to fill such positions. Only those persons who meet the additional requirements stated below may be considered for appointment to fill such positions by the Department of Water and Power:

1. "Qualified Line Clearance Tree Trimmer" certification is required at the time of filing.
2. The copy of the Certificate must be attached to the online application BEFORE the application is submitted. If the Certificate is attached AFTER the online application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted it. Applicants who fail to submit a copy of their certification within the time required will not be considered further for positions involving high voltage line clearance work and will not be scheduled for the optional high voltage line clearance multiple-choice written test.

NOTES:

1. Selective certification requires a passing score on a written multiple-choice skills assessment test. Candidates will be required to take the skills assessment test after the performance test. The written multiple-choice skills assessment test will be held in a single half-day session in Los Angeles. Candidates will be notified later by email of the date, time, and location of the multiple-choice written test. Further details will be forthcoming pertaining to the scheduling of the test.

2. **If you wish to be considered for positions involving high voltage line clearance work, you must take and pass the written multiple-choice skills assessment test. If you do not wish to be considered for those positions, you do not have to take the written multiple-choice skills assessment test.**

**WHERE TO APPLY &
APPLICATION DEADLINE:**

Applications will only be accepted on-line on the dates listed in the "Application Deadline" section of this bulletin. **Applications submitted before the start of the filing period will not be accepted. 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 <https://www.governmentjobs.com/careers/lacity>.

NOTE:

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

Applications will only be accepted on-line on the dates listed below:

From 8:00 am Tuesday, May 7, 2019 to 11:59 pm, Thursday, May 9, 2019

From 8:00 am Tuesday, November 5, 2019 to 11:59 pm, Thursday, November 7, 2019

The examination may close without prior notice at any time after a sufficient number of applications have been received. Filing periods may change without prior notice or additional dates may be added, as needed, at a later date. For administrative purposes, filing will close periodically and reopen on the dates noted in the "Application Deadline" section of this bulletin.

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 performance 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 based on a random sampling of those qualified candidates. Applications submitted during the filing period may be kept on file in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS:

Examination Weight:

Performance Test.100%

The examination will consist entirely of a performance test. In the performance test, emphasis may be placed on the candidate's knowledge of: tree trimming and removal procedures; safety practices and procedures; tools and equipment used in tree work and the proper maintenance of these tools; and the ability to observe, inspect and evaluate a tree in order to determine the proper method to be used to climb the tree, and use the appropriate method of rigging to remove branches from trees; to identify potentially hazardous situations caused

by insects, rodents, poison oak, animals or pets in order to take precautionary actions to remedy these hazards; climb trees by various methods; tie various types of knots in rope; communicate job related information to co-workers and supervisors; and other necessary skills, knowledge and abilities.

Candidates will be notified later by e-mail of the date, time and location of the performance test, and will be emailed additional information regarding the performance test. The performance test will be held in Los Angeles.

Safety Information

1. A harness will be provided by the City. However, candidates who wish to do so may bring their own harness, provided it is an approved tree climbing saddle.
2. In the performance test, candidates will be required to demonstrate, while on the ground, the ability to tie various knots and hitches. If candidates are unable to tie the required knots and hitches properly in two attempts, they will not be permitted to continue and will have failed the performance test. This is done for the candidate's personal safety. Candidates who tie the knots properly will be required to enter the tree and demonstrate working methods, as well as demonstrating other knots used in tree work. Candidates are required to wear boots proper for climbing a rope. No other shoes will be allowed. Candidates who cannot make this climb satisfactorily in two attempts will have failed the performance test.

NOTES:

1. You may take this examination only once every 365 days. Your name may be removed from the employment list after 365 days. If you have taken the Tree Surgeon test within the last 12 months, you may not file for this examination at this time.
2. This examination is based on a validation study.
3. 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 0.25 of a point seniority credit for each year of continuous classified service, the Civil Service Commission, upon request of the appointing authority may approve certification of such open competitive candidates ahead of the promotional candidates.
4. 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.
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. A final average score of 70% is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

8. Based on City policy, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
9. You may be required to pass an annual or periodic work fitness evaluation to determine your eligibility for continued employment.
10. 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.
11. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered open candidates.

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.

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>

TREE SURGEON 3114 Supplemental Questionnaire

- * 1. I understand that if I do not provide correct information that my application will be disqualified and will not be considered further for this examination. I UNDERSTAND that I am required to describe, IN DETAIL, my appropriate qualifying experience in the Work Experience Section of my application. I UNDERSTAND that, if qualifying with my City experience, that I MUST indicate my appropriate job classification in my work history and NOT ANY WORKING TITLE that I believe is designated to me. I UNDERSTAND that if I attach a resume and/or cover letter IN LIEU of completing the Work Experience Section, my application is INCOMPLETE and WILL NOT be considered for this examination, and my application WILL NOT be further processed. In addition to including my qualifying experience, I UNDERSTAND that I should list ALL jobs, STARTING WITH THE JOBS THAT WILL QUALIFY ME FOR THIS EXAMINATION regardless of duration, including part-time jobs, military service and any periods of unemployment during my entire work history.

☐ I have read these statements to their entirety and understand them completely and to their fullest.

- * 2. To be PROPERLY AND PROMPTLY notified of the status of my application, I UNDERSTAND that I MUST provide on my City application, the following information:

-Working E-mail address
-Telephone Number
-Official social security number

I UNDERSTAND that I MUST provide a working email address on my application where I will receive notifications regarding the status of my application and the selection process.

I UNDERSTAND that important information regarding the status of my application and the selection process will only be sent via E-MAIL to the email address I provided.

I UNDERSTAND that it is MY RESPONSIBILITY to ensure that the email address I provided is a working email and that I will check my email regularly to ensure I receive any communication as it relates to the examination promptly.

I UNDERSTAND that the City of Los Angeles Personnel Department is NOT RESPONSIBLE for any lost or redirected emails and that it is MY RESPONSIBILITY to add info@governmentjobs.com to my email contact list to avoid email notifications related to this examination from being classified as "spam" or "junk" mail.

☐ I have read these statements to their fullest and will provide a working e-mail address on my application in order to receive status of my application regarding this examination.

- * 3. I am currently:

☐ A City of Los Angeles employee having received a regular appointment.
☐ An exempt City of Los Angeles employee, but have civil service status.
☐ An exempt City of Los Angeles employee without receiving civil service status.
☐ A City of Los Angeles employee in a temporary training position.
☐ A City of Los Angeles employee on a part-time basis.
☐ On a regular reserve list for the City of Los Angeles.
☐ Not employed with the City of Los Angeles.

- * 4. Requirement #1: I have the following amount of full-time paid experience with the City of Los Angeles as a Tree Surgeon Assistant.

☐ This statement does not apply to me.
☐ Between 0 and 5 months
☐ Between 6 and 11 months
☐ 12 months or more

- * 5. Requirement #1: I have the following amount of full-time paid experience with the City of Los Angeles in a class at the level of Tree Surgeon Assistant performing tree trimming or treatment work.

☐ This statement does not apply to me.
☐ Between 0 and 5 months
☐ Between 6 and 11 months
☐ 12 months or more

- * 6. The City of Los Angeles job classification I am using to qualify for this examination in which I perform tree trimming or treatment work is: If this does not apply, indicate "N/A" on the space provide below.

- * 7. Requirement #2: I have the following amount of full time paid experience **outside** the City of Los Angeles as a tree surgeon, which includes climbing trees using spurs, climbers,

ropes, ropes and safety belts and using power saws, aerial lifts, power winches, booms or similar equipment.

- ☐ This statement does not apply to me.
- ☐ Between 0 and 5 months
- ☐ Between 6 and 11 months
- ☐ 12 months or more

- * 8. **TREE SURGEON ASSISTANT VWE Requirement:** Applicants filing under Requirement #1, who are using their City of Los Angeles experience gained while working at the level of a Tree Surgeon Assistant, must submit with their application a City of Los Angeles "Verification of Work Experience" (VWE) form with the required signatures, verifying their experience performing tree trimming or treatment work. The VWE form should indicate the type of work performed and the amount of time spent performing such work. The VWE form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Instructions: Applicants may attach the completed VWE form to their on-line application at the time of filing or will have seven (7) calendar days from the online submission date to email a copy of their completed VWE form, including the required signatures to: per.appdocs@lacity.org. The subject line of your email must include the exam title, your name and indicate it is a VWE. In the body of your email, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. **IMPORTANT NOTE:** Applicants who fail to submit their signed VWE form within the time required will not be considered further in this examination and their applications will not be processed.

☐ I have read these instructions in their entirety, and I UNDERSTAND them completely and to their fullest.

- * 9. **SELECTIVE CERTIFICATION** In accordance with Charter Section 1010(b) and Civil Service Rules 5.31, selective certification will be used for some positions in the Department of Water and Power that require a minimum of 18 months related to training and on-the-job experience and knowledge of special techniques and hazards involved in line clearance tree trimming operations. Candidates will be considered in the order of standing on the eligible list to fill such positions. Only those persons who meet the additional requirements stated below may be considered for appointment to fill such positions by the Department of Water and Power: 1. **"Qualified Line Clearance Tree Trimmer" certification is required at the time of filing.** 2. The copy of the Certificate must be attached to the online application BEFORE the application is submitted. If the Certificate is attached AFTER the online application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted it. Applicants who fail to submit a copy of their certification within the time required will not be considered further for positions involving high voltage line clearance work and will not be scheduled for the optional high voltage line clearance multiple-choice written test. Bulletin Note 2: If you wish to be considered for positions involving high voltage line clearance work, you must take and pass the written multiple-choice skills assessment test. If you do not wish to be considered for those positions, you do not have to take the written multiple-choice skills assessment test.

☐ I have read this statement to its entirety, and I understand it completely to its fullest.

- * 10. I want to be considered for positions involving high voltage line clearance work and I have attached my "Qualified Line Clearance Tree Trimmer" certificate to my application.
- ☐ Yes
 - ☐ No
- * 11. **IMPORTANT NOTE** I have read the above questions carefully and answered each one accurately. I understand that if I do not provide correct information that my application will be disqualified and will not be considered further for this examination.

I understand that if I submit more than one application, my newest application will be considered and all others will be considered duplicates and will not be reviewed.

You should include on your application any information and add any attachments

you wish to be considered at the time of filing as you will be unable to add or change your information after submission.

☐ Yes, I have read the above statements carefully and understand them to their fullest.

* Required Question