



# City of Los Angeles

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City of Los Angeles Personnel Department

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

## LAND SURVEYING ASSISTANT

**Class Code: 7283**

**Open Date: 11-14-14**

### **ANNUAL SALARY**

\$62,577 to \$91,475

The salary in the Department of Water and Power is \$81,703 to \$101,497.

### **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](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 Land Surveying Assistant sets up and operates total stations, levels, theodolites, electronic distance measuring devices, Global Positioning System (GPS) equipment, data collectors, hydrographic equipment, and other survey instruments to secure data pertaining to lines, corners, elevations, grades, curves, alignments, positions, and water depths; makes field notes, sketches, and computer maps; performs computations, processes data; and may act as a Survey Party Chief when needed.

### **REQUIREMENTS**

1. Graduation from a recognized college or university with a degree in engineering or surveying and one year of full-time paid experience as a member of a field survey party or field crew; **or**
2. Four years of full-time paid experience as a Field Engineering Aide, or as a member of a field survey party performing sub-professional land surveying work in making precise readings, measurements, and tests in the field.

### **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. A valid Land Surveyor in Training (LSIT) certificate issued by the State of California may be substituted for two years of the experience in Requirement #2. Applicants who wish to substitute the certification for experience must submit a copy of their LSIT certificate by attaching it to their online application at the time of filing. The certification will not be considered for applicants who fail to submit a copy of their certification at the time of filing.
4. Satisfactory completion of eight courses from a recognized college or university in engineering and/or surveying may be substituted for one year of the experience in Requirement #2. Applicants must list their school name and location, course titles with the grades received, and completion dates for each course claimed as qualifying in the free-flowing text box which will appear after the Work Experience section of the on-line application.

### **WHERE TO APPLY**

Applications will only be accepted online. **When you are viewing the online 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 <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, NOVEMBER 27, 2014.**

**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 November 14, 2014 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 comprised of multiple-choice questions, in which candidates may be examined for knowledge of: the purpose, capabilities, and procedures for setting up, making adjustments to, and taking measurements with various surveying instruments, such as theodolite, automatic level, hand level and/or clinometer, laser, echo sounder, electro-optical distance measuring device (EDM), collimator, GPS equipment, and data collector; Public Lands Surveys procedures and techniques; principles and practices for conducting various surveys, such as preliminary, boundary, site, control, topographic, litigations, geodetic, hydrographic, construction, and retracement surveys; the Subdivision Map Act and the Land SurveyorsqAct as they relate to map preparation and checking; the California Coordinate System as used to calculate positions, direction, and length; safety rules and regulations, such as Cal/OSHA, Caltrans, and OSHA, related to surveying; hand signals used in surveying activities; Federal Communications Commission rules related to radio operations used in surveying, such as etiquette and language; procedures for calculating horizontal curves, vertical curves, volumes, areas, traverses, traverse adjustments, curvature and refraction corrections, horizontal and vertical control networks, rates of grade, and slope stake positions; algebra, including plane, solid, and analytical geometry, and plane trigonometry; abbreviations and symbols commonly used in surveying; and the ability to: use various types of leveling rods to measure distance; recognize and avoid potentially hazardous situations encountered in surveying activities; convert between various systems of measurement; read, comprehend, and interpret information; read a barometer, psychrometer, and thermometer and compensate for environmental and atmospheric conditions; visualize spatial relationships accurately; communicate effectively in writing; communicate with others on a one-on-one basis or to a group in an effective manner; and other necessary skills, knowledge, and abilities.

Each candidate may bring one hand-held, self-contained calculator. A voltage supply will **not** be available in the examination room. You will not be permitted to refer to written instructions for the use of the calculator. Only the following calculator models will be allowed for use during the written test: Hewlett Packard: HP 33S and HP 35S models; Casio: All FX -115 models; Texas Instruments: All TI- 30X and TI- 36X models.

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-half session on **SATURDAY, JANUARY 24, 2015**, 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](http://per.lacity.org/exams/verify_disability.pdf).
- 3. Based on City policy, before being hired in this classification, you may be required to undergo a drug and alcohol screening test.
- 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. 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.
- 6. 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 service, the Civil Service Commission, upon request of the appointing authority, may approve certification such open competitive candidates ahead of the promotional candidates.
- 7. A final average score of 70% is required to be placed on 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.