



City of Los Angeles

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City of Los Angeles Personnel Department

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HOUSING INSPECTOR

Class Code: 4243

Open Date: 09-30-16

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$76,421 to \$85,170

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Housing Inspector inspects residential rental property locations for conformance to housing habitability, quality, and property maintenance ordinances; and investigates code violation complaints and follows through with the code enforcement process by way of litigation or administrative abatement.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. One year of full-time paid experience as an Assistant Inspector IV with the City of Los Angeles; **or**
2. Two years of full-time paid experience in carpentry, masonry, electrical, plumbing or heating following satisfactory completion of a recognized apprenticeship program; **or**
3. Eight years of full-time paid carpentry, masonry, heating, electrical or plumbing craft experience; **or**
4. Four years of full-time paid experience as a building construction superintendent, general contractor, or supervisor of journey-level craft employees engaged in construction work; **or**
5. Two years of full-time paid experience as a housing, building, electrical, plumbing, mechanical or combined inspector for a governmental agency; **or**
6. Completion of a certificate in Construction Inspection or Construction Technology, or possession of at least an Associate of Arts Degree from an accredited college or university with at least 12 semester or 18 quarter units in any of the following areas: engineering, construction, design, building inspection technology, construction inspection, architectural drafting, civil, mechanical, or electrical engineering technology; and two years of full-time paid experience working in the construction trades as a helper to a journey-level craft person.

PROCESS NOTES

1. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire 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 a DUI).
2. Applicants filing under Requirement #2 or with a certificate mentioned in Requirement #6 must submit a copy of the certificate. Applicants must attach a copy of the certificate to the online application at the time of filing. 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 the certificate. Applicants who fail to submit the certificate at the time of filing by attaching it to the online application will not be considered further in this examination.
3. Upon appointment, a Housing Inspector will be required to furnish a properly insured automobile for use in City Service. Mileage will be paid according to established rates.
4. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
5. Applicants filing under Requirement #6 must list the specific course titles and units completed in the designated section on the 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.** On-line 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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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, OCTOBER 13, 2016.**

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 September 30, 2016 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: Written Test 100%

The examination will consist entirely of a written test, composed of multiple-choice questions, in which candidates may be tested for knowledge of: the Los Angeles Municipal Code as it applies to existing buildings, including the Housing Code and portions of the Electrical, Plumbing, and Mechanical Codes as they apply to existing residential occupancies; the elements of the Los Angeles City Fire Code relevant to multi-family dwellings and fire and life safety issues related to existing residential occupancies; job-related safety principles and practices; and the ability to: apply pertinent provisions of the codes, ordinances, and accepted standards; prepare clear and concise written documentation of inspection activities; use personal computers and office terminals; deal tactfully and effectively with coworkers, the public, renters, property owners; utilize initiative and resourcefulness in all field activities; utilize proper judgement in code enforcement; and other necessary knowledge, skills, and abilities.

Candidates will be notified by e-mail of the time and location of the written test which will be held in a single half-day session on **SATURDAY, DECEMBER 10, 2016**, in Los Angeles.

NOTES:

1. 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.
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. 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 of such open competitive candidates ahead of the promotional candidates.
4. A final score of 70% is required to be placed on the eligible list.
5. In conjunction with Civil Services 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.
6. 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, 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.