



City of Los Angeles

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City of Los Angeles Personnel Department

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CIVIL ENGINEERING DRAFTING TECHNICIAN

Class Code: 7232

Open Date: 01-22-16

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$45,789 to \$66,920

The salary in the Airport is \$52,074 to \$76,149

The salary in the Harbor Department is \$45,789 to \$66,920

The salary in the Department of Water and Power is \$65,312 to \$81,118; \$67,985 to \$84,480; \$69,405 to \$86,234; \$70,950 to \$88,134

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.
3. Candidates from the eligible list are normally appointed to vacancies in the lower salary range as trainees.

DUTIES

A Civil Engineering Drafting Technician performs drafting using a Computer Aided Drafting & Design (CADD) system and other tools, in the preparation of engineering designs, plans, and maps.

REQUIREMENTS

1. Completion of 12 semester units or 18 quarter units in Computer Aided Drafting & Design (CADD) **and** completion of one course in Geometry and Trigonometry from a high school, college, university, trade school, or technical school; **or**
2. Two years of full-time paid engineering drafting experience which includes one year of engineering drafting **and** one year of experience using a CADD system.

NOTES:

1. Applicants qualifying under Requirement No. 1 must list their school name and location, appropriate course titles, their respective number of semester or quarter units, and completion dates for each course claimed as qualifying in the text box which will appear in the Supplemental Questions section of the on-line application.
2. A combination of course work and experience will not be accepted as meeting the requirements.
3. 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).

SELECTIVE CERTIFICATION:

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing AutoCAD Civil 3D, AutoCAD Map, ArcGIS, Autodesk Revit, Bentley Suite Applications, and/or MicroStation systems skills, training, or experience at the time of filing may be considered for appointment to fill such positions.

NOTES:

1. Applicants who have proficiency in AutoCAD Civil 3D, AutoCAD Map, ArcGIS, Autodesk Revit, Bentley Suite Applications, and/or MicroStation must indicate this on their City application to be eligible for selective certification.
2. Applicants who indicate on their City application possession of skills, training or experience with either AutoCAD Civil 3D, AutoCAD Map, ArcGIS, Autodesk Revit, Bentley Suite Applications, and/or Microstation may be required to participate in a performance test at the time of certification. In the performance test, candidates may be required to demonstrate their knowledge of and proficiency in the use of AutoCAD Civil 3D, AutoCAD Map, ArcGIS, Autodesk Revit, Bentley Suite Applications, and/or MicroStation.
3. It is anticipated that most positions to be filled from the eligible list will require experience in either AutoCAD or MicroStation.

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.**

SELECTION PROCESS

Examination Weight: Written Test100%

The examination will consist entirely of a multiple-choice written test. In the written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: equipment, materials, tools, and their application to civil engineering drafting including cross referencing and interlocking drawings in the database; drafting disciplines, nomenclature, and symbols used in different types of drawings; capabilities of computer-assisted drafting (CAD); algebra, geometry, trigonometry, and curve data tables and its application to the computation of distances, angles, areas, calculation, and traverses; CAL/OSHA national and local standards; the ability to draw design plans, cross-sections, and profiles using CAD; gather, read, analyze, and interpret schematics, plans, technical documents, design plans, charts, graphs, tables, and specifications; use a variety of computer graphic and office application software; communicate tactfully and effectively with other employees, contractors, and other government agencies; and other necessary knowledge, skills, 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 **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. 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. A final average score of 70% is required to be placed on the eligible list.
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, 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.