



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

PRINCIPAL STOREKEEPER

Class Code: 1839

Open Date: 01-22-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$69,844 to \$99,347

The salary in the Department of Water and Power is \$77,068 to \$95,734; \$81,369 to \$101,080; and \$89,512 to \$111,186.

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
3. 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 Principal Storekeeper manages a major supply distribution system, which may include a variety of distribution centers, warehouses, and stores serving other departments; or acts as assistant to a Stores Supervisor or Supply Services Manager; applies sound managerial and supervisory principles and techniques in supervising an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

REQUIREMENT

Two years of full-time paid experience as a Senior Storekeeper or in a class which is at that level managing inventory control, procurement and other warehouse functions.

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).

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?promotionaljobs=1> for Promotional Examinations.

NOTE:

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

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by **THURSDAY, FEBRUARY 04, 2016**.

SELECTION PROCESS

Examination Weights: Written Test 50%
Interview 50%

The examination will consist of a weighted written test and an interview. In the written test, which will consist entirely of essay questions, the following competencies may be evaluated: judgment and decision making, spatial visualization, supervision, interpersonal skills, written communication, and job knowledge including knowledge of: material usage and stock turnover for a variety of supplies; the physical characteristics of materials to be stored and the best methods of handling and storing materials; procedures involved in inspecting material and handling equipment prior to use; the functions of materials stored, what their purpose is and what the end result of their use will be; stores' operations, procedures, policies, and general practices; market conditions and original specifications on material turned in for salvage; market conditions and their effect on maintenance of adequate inventories; current storage capacities or limitations of warehouse facilities; inspection techniques for incoming materials; and other necessary skills, knowledge, and abilities.

In the interview, the following competencies may be evaluated: judgment and decision making, supervision, teamwork, oral communication and job knowledge including knowledge of: procedures involved in inspecting material and handling equipment prior to use; current warehouse practices in layout of warehouse facilities; stores' operations, procedures, policies, and general practices; document flow from original requisition or request to issuing of materials; City purchasing policies and procedures including source documents; current storage capacities or limitations of warehouse facilities; proper procedures related to taking physical inventories; and the ability to: review and analyze various material usage reports; and other necessary skills, knowledge, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Principal Storekeeper.

Candidates will be notified 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 19, 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. Unless otherwise stated, in promotional examinations a minimum score of 65% in a weighted written test, including seniority credits added to your examination grade at the rate of 0.25 of a point for each year of continuous classified City service, is necessary in order to be called for subsequent portions of the examination.
5. A final average score of 70% or above 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.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL 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.