



# City of Los Angeles

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City of Los Angeles Personnel Department

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

## CHEMIST

**Class Code: 7833**

**Open Date: 07-25-14**

### **ANNUAL SALARY**

\$63,663 to \$79,072 and \$68,549 to \$85,148

The salary in the Department of Water and Power is \$76,608 to \$95,191; \$91,934 to \$114,213; \$96,924 to \$120,414; and \$99,722 to \$123,881.

Candidates from the eligible list normally are appointed only to vacancies in the lower pay grade positions. In some positions, higher salaries are paid for night work.

### **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 Chemist performs difficult organic, inorganic and physical chemical analyses and research studies in connection with water quality, wastewater, storm water, solid resources and industrial water treatment, and construction and maintenance materials. Also conducts arson investigations, hazardous waste assessments; testing and experimental work in relation to the measurement of air and water quality and the control of combustion products; insulating and lubricating oil testing; provides expert testimony; researches, evaluates, and summarizes scientific literature; prepares standard operating procedures for using laboratory and field instruments; reviews test results and prepares technical reports; follows quality assurance and safety programs and performs routine maintenance of analytical instruments; may collect air, water and sediment samples in the field; may operate automated sampling equipment, flow meters, and portable analytical instruments; may review and analyze scientific reports and data related to environmental assessment, water quality, and public health; may conduct field investigations at various project sites in order to design environmental studies and prepare monitoring plans, written conclusions and recommendations, and may attend and make technical presentations at meetings and conferences.

### **REQUIREMENTS**

Graduation from a recognized four-year college or university with a major in Chemistry or Biochemistry, including coursework or experience utilizing at least two of the following instruments.

- a. Flow Injection Analyzer
- b. Atomic Absorption Spectrophotometer or Mercury Analyzer
- c. Multi Element Oil Analyzer
- d. Gas Chromatograph
- e. High Performance Liquid Chromatograph or Ion Chromatograph
- f. Inductively Coupled Plasma Spectrometer
- g. Mass Spectrometer
- h. X-Ray Fluorescence Spectrometer
- i. UV/VIS/Fluorescent Spectrophotometer

### **NOTES:**

1. College seniors with a major in Chemistry or Biochemistry and the required course work or experience shown above within 6 months of graduation may file for this examination. However, candidates cannot be appointed until the full requirement is met.
2. In addition to answering the regular City application supplemental questions, each applicant is required to complete the Chemist Qualifications Questionnaire at the time of filing. The Chemist Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
3. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
4. Upon appointment, a Chemist may be required to furnish his/her own automobile, properly insured, for use in City service. Mileage will be paid on the basis of established rates.

### **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.

### **NOTE:**

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete at the time of filing for you to be considered a candidate in this examination.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **APPLICATION DEADLINE**

**Applications and Qualifications Questionnaires must be received by THURSDAY, AUGUST 7, 2014.**

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) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) 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 July 25, 2014 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

<b>Examination Weights:</b>	<b>Written Test .....</b>	<b>Qualifying</b>
	<b>Interview .....</b>	<b>100%</b>

The examination will consist of a qualifying written test and an interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: representative samples and proper sample collection procedures; the matrix of a sample and how it affects tests; stoichiometry, as it relates to the preparation of reagents and chemical reactions; properties of chemicals such as flammability, corrosiveness, oxidizability, solubility, volatility and toxicity; proper use and handling of basic laboratory equipment such as volumetric glassware, analytical procedures, and laboratory procedures such as distillation, extraction, evaporation, concentration, isolation, filtration and titration in order to perform required analysis.; basic physical principles of analytical instruments and analytical chemistry instruments such as light absorption, heat and wavelength; organic chemistry; basic principles of physical chemistry; guidelines of regulatory agencies such as the State Department of Health Services, OSHA, and Water Quality Control Board; Quality Assurance regulations and documentation requirements and Quality Assurance programs to ensure a high standard of performance; CAL/OSHA regulations related to chemical storage, labeling, Material Safety Data Sheets, disposal, how to extinguish fires, safety equipment, spillage, and safety showers; mathematics such as algebra and calculus; the ability to: read and understand technical information; follow written instructions; write technical material, using proper grammar and syntax; communicate orally to others in a clear manner and other necessary skills, knowledge, and abilities.

### **Passing Score for Qualifying Written Test**

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

Candidates must achieve a passing score in the qualifying written test in order to be called for the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training and professional development as they have provided the knowledge of: proper use and handling of basic laboratory equipment, analytical procedures, and laboratory procedures; basic physical principles of analytical instruments and analytical chemistry instruments such as light absorption, heat and wavelength; basic principles of physical chemistry; CAL/OSHA regulations on safety such as storage of chemicals, labeling, Material Safety Data Sheets, disposal, how to extinguish fires, safety equipment, spillage, and safety showers; the ability to: use a computer to perform measures such as mean, standard deviation, and correlation and confidence levels; communicate orally to others in a clear manner; develop resourceful relationships with people in the field; conduct meetings, including planning and organizing the meeting and providing summaries of information; define problems, determine possible explanations for occurrences such as unexpected reactions or abnormalities in results and make recommendations on how to prevent further problems and to react to problems efficiently and accurately in emergency situations; set priorities, define the goals and objectives of a project, and evaluate the progress; stay abreast of new developments in technology and methodology, and adapting those to the needs of the laboratory; work independently and to use independent judgment for improvement of test methods, develop bench-top studies to find more efficient processes or procedures, and develop methodology for research, perform basic maintenance on instrumentation and other necessary skills, knowledge, and abilities.

Candidates will be notified later by mail of the time and location of the qualifying written test, which will be held in a single half-day session in Los Angeles on **SATURDAY, OCTOBER 11, 2014.**

### **NOTES:**

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written tests 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. 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. A final average score of 70% in the interview portion of the examination 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 ONLY  
ON 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.