



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR CUSTODIAN

**Class Code: 3157**

**Open Date: 03-27-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$35,203 to \$43,743 and \$36,874 to \$45,810

The salary in the Department of Water and Power is \$49,903 to \$62,013

The salary in the Department of Los Angeles World Airports is \$36,168 to \$47,439

### **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 Senior Custodian assigns, reviews and evaluates the work of Custodians engaged in a variety of cleaning and custodial tasks in City buildings; personally performs custodial duties; and applies sound supervisory principles and techniques in building and maintaining an effective work force.

### **REQUIREMENT**

Two years of full-time paid custodial services experience.

### **NOTES:**

1. Candidates must achieve a passing score in the qualifying written test in order to be called for subsequent portions of the examination.
2. 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.
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).
4. In addition to the regular City application, applicants using City of Los Angeles experience other than the City class of Custodian must submit a City of Los Angeles Verification of Work Experience (VWE) form, which must indicate the percentage of time performing the work that is claimed as qualifying experience. The VWE form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants will have 7 calendar days from the on-line submission date to submit a copy of their VWE form by attaching the form to the on-line application at the time of filing or delivering it to the Personnel Department at 700 East Temple Street, Room 100, Los Angeles, CA 90012. Candidates who fail to submit their documents within the time required will not be considered further in this examination and their applications will not be processed.

### **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 issues you may encounter.

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, APRIL 9, 2015.**

## **SELECTION PROCESS**

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

The examination will consist of a qualifying multiple-choice written test, an advisory exercise and interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: cleaning methods, materials, chemicals, and disinfectants; use of a variety of custodial equipment and ergonomic tools; safety practices related to lifting, ladders, and fires; fire prevention and control; building security procedures; building equipment and machinery, including restroom facilities sufficient to ensure proper cleaning; supervisory principles and practices including assigning, delegating, instructing, and counseling; pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunities; the ability to direct and coordinate the work of groups of employees engaged in a variety of custodian activities; read and interpret labels, memos, and equipment operating manuals; interpret Safety Data Sheets for safe use and handling of chemicals; communicate and write clearly, effectively, consistently, and logically; and other necessary skills, knowledge, and abilities.

On the same day as the qualifying multiple-choice written test, candidates will be required to respond to an advisory writing exercise related to the duties and responsibilities of a Senior Custodian. This material will not be separately scored, but for those candidates who pass the qualifying multiple-choice written test, it will be presented to the interview panel for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications. Those who do not completed the advisory writing exercise will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory writing exercise, both of which will be administered in a single half-day session on **SATURDAY, MAY 30, 2015**, in Los Angeles.

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

The passing score for the qualifying written test will be determined by Personnel Department staff after the 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 may be set either above or below 70%.**

All candidates who pass the qualifying multiple-Choice written test and complete the advisory writing exercise will be invited to participate in the interview.

The examination score will be based entirely on the interview. In the interview, candidates may be examined for knowledge of: chemicals sufficient to direct staff regarding proper use; proper use, care, and safe operation of custodial equipment; safety practices related to custodial work; inventory control for custodial supplies and equipment; pertinent City and Personnel Department Rules including Memoranda of Understanding (MOUs) and Equal Employment Opportunities; supervisory principles and practices including directing, assigning, motivating, delegating, and meeting deadlines; standards used for green cleaning and disposal; the ability to recognize, evaluate, and develop practical and innovative solutions to problems; organize and plan sufficiently to monitor several activities simultaneously; direct and coordinate the work of subordinates; interact tactfully and effectively with managers, employees, and the public; communicate and write clearly, effectively, concisely, and logically; and other necessary skills, knowledge, and abilities.

### **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. 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 qualification stated on this bulletin.
3. 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).
4. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.

### **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.

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