



# City of Los Angeles

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City of Los Angeles Personnel Department

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## WHARFINGER

**Class Code: 1190**

**Open Date: 05-16-14**

### **ANNUAL SALARY**

\$57,754 to \$71,743 and \$65,792 to \$81,766

Candidates from the eligible list are normally appointed to vacancies in the lowest pay grade positions.

### **DUTIES**

A Wharfinger tracks cargo by terminal, vessel, and steamship line; evaluates shipping documents for the collection of all shipping services fees and cargo/container statistics associated with vessels, agents, terminals and shipping companies, and inspects facilities in accordance with the Port of Los Angeles Tariff No. 4 and the respective terminal agreements; investigates reports of damage and takes appropriate action; and prepares reports and documentation, as required.

### **REQUIREMENTS**

1. Two years of full-time paid clerical experience in preparing or processing of marine shipping documents; **or**
2. One year of full-time paid clerical experience in preparing or processing of marine shipping documents and successful completion of a Maritime Documentation, International Business or Import/Export Procedure course at a recognized college or university; **or**
3. One year of full-time paid experience with the City of Los Angeles Harbor Department at least at the level of Senior Clerk Typist, processing marine shipping revenue-generating documents.

### **NOTES:**

1. In addition to the regular City application form, each applicant is required to complete the Wharfinger Qualifications Questionnaire at the time of filing. The Wharfinger Qualifications Questionnaire is located within the Supplemental Question 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.
2. Applicants qualifying under Requirement #2 must list their school name and location, course title with the number of semester or quarter units, and completion dates in the School/Training section of the application.
3. 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.
4. Education or experience in computer applications, i.e., databases, spreadsheets, word processing, electronic data interchanges, Internet or other electronic processes, is especially desired but not required.
5. Some positions may require a valid California driver's license. 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.

### **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 and Qualifications Questionnaires must be received by THURSDAY MAY 29, 2014.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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 interview 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 May 16, 2014 in the event that additional applicants need to be tested to meet hiring needs.

### **EXPERT REVIEW COMMITTEE**

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualifications for the position of Wharfinger. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualifications Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of a Wharfinger, based solely on the information presented to the committee, will be invited to participate in the interview.

### **SELECTION PROCESS**

**Examination Weight: Interview .....100%**

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the nature and adequacy of the candidate's experience and training as they provide the knowledge of: Tariff #4 as it relates to the rules and regulations for wharfage, dockage, demurrage, pilotage, and storage; maritime documentation sufficient to complete various reports and forms used in port operations; basic bookkeeping principles; and the ability to make comparisons between original source documents for the purpose of resolving discrepancies and determining correct charges; prioritize and manage multiple assignments with competing deadlines; successfully operate a personal computer; communicate orally with others on job-related matters, including tariff related information, in a clear, concise, and organized manner; demonstrate effective interpersonal skills sufficient to develop and maintain good customer relations; and other necessary knowledge, skills, and abilities.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified later by mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JULY 21, 2014 TO AUGUST 1, 2014**.

### **NOTES:**

1. This examination is based on a validation study.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not possess the minimum qualifications 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. 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 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.

### **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.

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