



City of Los Angeles

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City of Los Angeles Personnel Department

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CEMENT FINISHER

Class Code: 3353

Open Date: 01-30-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$69,697 (flat-rated)

The salary range in the Department of Water and Power is \$66,461 to \$82,559

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. **For information regarding reciprocity between the 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 Cement Finisher does skilled work in mixing, placing, and finishing concrete; and may be required to act as a lead for and work with a small crew.

REQUIREMENTS

1. Completion of a recognized apprenticeship as a cement finisher; **or**
2. Four years of full-time paid experience as a cement finisher helper performing duties in mixing, placing, and finishing concrete surfaces.

NOTES:

1. **In addition to the regular City application, all applicants must complete the Cement Finisher Qualifications Questionnaire at the time of filing. The Cement Finisher 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.**
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 Class B 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). For positions requiring a valid Class B driver's license, candidates must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1.
4. Applicants filing under Requirement #1 must submit an Apprenticeship Certificate. Applicants must attach a copy of the Apprenticeship Certificate to the on-line application at the time of filing. The certificate must be attached to the on-line application **BEFORE** the application is submitted. If the certificate is attached **AFTER** the on-line application has been submitted, it will not be available to the City and applicants **WILL NOT** be credited with having submitted the certificate. Applicants who fail to submit the Apprenticeship Certificate at the time of filing by attaching it to the on-line application will not be considered further in this examination.
5. Applicants filing under Requirement #2 and using City of Los Angeles experience must submit a City of Los Angeles Verification of Work Experience (VWE) form. The VWE form must indicate the percentage of time performing the work that is claimed as qualifying experience. This form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>.
6. Applicants required to submit a Verification of Work Experience (VWE) form will have 7 calendar days from the on-line submission date to submit a copy of the form. A copy of the form may be attached to the on-line application at the time of filing or delivered to the Personnel Department at 700 East Temple Street, Room 100, Los Angeles, CA 90012. Applicants who fail to submit a copy of their VWE form 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> for Open Competitive Examinations.

NOTE:

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

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by THURSDAY, FEBRUARY 12, 2015.

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) 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 January 30, 2015 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 Cement Finisher. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's Qualifications Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of a Cement Finisher, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weights: Interview 100%

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the adequacy of the candidate's experience and training as they have provided the background needed to perform the duties of a Cement Finisher, including the candidate's knowledge of: basic methods of concrete construction; basic methods of concrete remodeling or reconstruction, including how to match existing work; methods of placing and finishing concrete and reinforced concrete; kinds, uses and characteristics of concrete mixes, aggregates, calcium chloride, curing compounds, and coloring agents; water-cement ratios and techniques for mixing concrete; form construction and alignment; kinds and uses of lumber used for forms; methods of imparting a particular finish to concrete by means of brushes and brooms, wood float and steel trowel; methods and techniques necessary to successfully build curb ramps; the ability to assess mixes for particular characteristics by visual inspection; estimate kind and amount of materials needed to complete a specific job assignment; communicate effectively on a one-to-one basis; deal tactfully and effectively with City employees and members of the public; and other necessary skills, knowledge, and abilities.

As part of their evaluation of each candidate's overall qualifications for the job, the interview panel members will consider the information in the candidate's Qualifications Questionnaire. Candidates may expect panel members to discuss this information during the interviews. Unsolicited supplemental information will not be submitted to the interview panel.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interview will begin during the period of **MARCH 23, 2015 to APRIL 3, 2015**.

NOTES:

1. The examination is based on a validation study.
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/verity_disability.pdf.
3. Based on City Policy, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
4. 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.
5. A final average score of 70% is required to be placed on the eligible list.
6. The incumbents of some positions in this class may be required to pass an annual or periodic work fitness evaluation to determine their eligibility for continued employment in this class.

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.

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