



City of Los Angeles

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City of Los Angeles Personnel Department

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STREET TREE SUPERINTENDENT

Class Code: 3160

Open Date: 12-12-14

ANNUAL SALARY

\$88,740 to \$110,246

The salary in the Department of Water and Power is \$117,533 to \$146,013.

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

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
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.

DUTIES

A Street Tree Superintendent directs division activities involved in the maintenance, planting, and removal of trees along City streets and the improvement and maintenance of landscaped traffic islands and parkways; or, in pruning trees to clear electrical conductors, construction, and equipment.

REQUIREMENT

Two years of full-time paid experience as a Tree Surgeon Supervisor or in a class at least at that level supervising employees engaged in the maintenance and removal of trees.

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training. Only persons possessing the following may be certified in order of standing on the eligible list to fill such positions:

Two years of full-time paid experience performing as a qualified line clearance tree trimmer.

A qualified line clearance tree trimmer is defined per the California Electrical Safety Orders, Section 2700, as a person with: 18 months training and on-the-job experience which provides familiarity with the special techniques and hazards involved in line clearance tree trimming activities. Applicants will need to submit a Verification of Work Experience (VWE) form in order to be considered for selective certification.

Applicants required to submit a VWE form will have 7 calendar days from the on-line submission date to submit a copy of their form. This form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants who fail to submit a copy of their VWE form within the time required will not be considered for selective certification. 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.

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).
3. For positions with the Department of Public Works, Bureau of Street Services, certification as an Arborist with the International Society of Arboriculture is required prior to the end of probation. For all other positions, certification as an Arborist is desired, but not required.

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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by **FRIDAY, DECEMBER 26, 2014.**

SELECTION PROCESS

Examination Weight: Essay **Advisory**
Interview **100%**

This examination will consist entirely of an evaluation by interview. In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience, training, and personal qualifications as they demonstrate the knowledge of: City of Los Angeles Charter provisions, laws, ordinances and policies governing tree planting, maintenance, treatment and removal of trees in the city; common and botanical names of trees found in Southern California; management and supervisory principles and practices, including personnel administration, financial administration, equal employment opportunity, and labor relations; safety principles and practices; and the ability to: direct the work of employees responsible for maintenance of trees; develop and implement innovative strategies to maximize productivity and efficiency in order to meet service demands and a variety of tree related problems; deal tactfully and effectively with employees, employee organizations, City officials, and the public; maintain effective working relationships with subordinates, other employees and the public; communicate orally and in writing in a clear and effective manner; review and prepare clear and concise narrative reports; and other necessary skills, knowledge, and abilities.

Prior to the interview, candidates will be required to prepare some written material related to the duties of a Street Tree Superintendent. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications.

Candidates will be notified by e-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 **FEBRUARY 2, 2015 to FEBRUARY 13, 2015.**

NOTES:

1. 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.
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 qualifications stated on this bulletin.
3. Appointment to this position is subject to a one-year probationary period under provisions of Section 1011 of the Los Angeles City Charter
4. A final average score of 70% 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. Upon appointment, a Street Tree Superintendent may be required to furnish an automobile, properly insured, for City Service. Mileage will be paid according to established rates.
7. 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.