



# City of Los Angeles

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City of Los Angeles Personnel Department

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## DATA PROCESSING TECHNICIAN

**Class Code: 1136**

**Open Date: 05-12-17**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$43,639 to \$63,809 and \$47,376 to \$69,279

The salary in the Department of Water and Power is \$54,663 to \$67,922 and \$57,774 to \$71,785.

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

### **DUTIES**

A Data Processing Technician coordinates and controls jobs processed by computer systems; reviews, prepares, verifies, and coordinates establishment of systems documentation; maintains technical publications and documentation in library; may act as tape librarian and may operate support data processing equipment in a centralized data processing facility; and administers software products.

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. Two years of full-time paid experience as a Data Entry Operator with the City of Los Angeles; **or**
2. Two years of full-time paid experience in the processing and controlling of computer-based information systems, or in the documenting of information systems requirements and procedures.

### **PROCESS NOTES**

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.

### **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 <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations and at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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, MAY 25, 2017.**

**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 written test 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 12, 2017 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

**After meeting minimum qualifications, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:**

**Examination Weight: Written Test .....100%**

The examination will consist entirely of a multiple-choice written test in which candidates may be examined for knowledge of: data processing terminology and concepts; flow charts, input and source documents; Job Control Language; basic computer network concepts and Windows operation; basic arithmetic including addition, subtraction, multiplication, and division; office practices and procedures; and the ability to read and interpret data processing instructions, and technical manuals and documentation; develop and analyze flow charts and other data related documentation; interact tactfully and effectively with the public, vendors and others; and other necessary skills, knowledge and abilities.

The written test will be administered in a single half-day session on **SATURDAY, JULY 29, 2017** in Los Angeles. Candidates will be notified later by e-mail of the time and location of the written test.

## **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. 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 at the rate 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.
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. 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. 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 Services Rules, applicants who are current eligible City employees, or are on a reserve list, will be considered Promotional candidates while all other applicants will be considered Open candidates.
8. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of 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 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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