



City of Los Angeles

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City of Los Angeles Personnel Department

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STORES SUPERVISOR

Class Code: 1866

Open Date: 12-04-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$87,716 to \$118,222

The salary in the Department of Water and Power is \$99,242 to \$123,296.

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.
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 salary range positions.

DUTIES

A Stores Supervisor plans, organizes and directs the work of employees engaged in stores or warehouse management activities within a major warehousing operation, commodity based stores group, or in supply and procurement activities within a large department; develops, maintains, reviews and applies standards and procedures for interdepartmental stores systems; develops and monitors budget expenditures; does material planning; is involved with the implementation of applicable warehouse technology; ensures proper employee training; oversees compliance with purchasing related requirements and delegated procurement authorizations; implements policy and procedural changes and ensures compliance; is responsible for inventory control for a specific group of stores; and applies sound supervisory principles and techniques in building and maintaining an effective work force while fulfilling equal employment opportunity responsibilities.

REQUIREMENTS

1. Two years of full-time paid experience as a Principal Storekeeper with the City of Los Angeles; or
2. Four years of full-time paid experience as a Senior Storekeeper with the City of Los Angeles.

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 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted online. When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. Online 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, DECEMBER 17, 2015**

SELECTION PROCESS

Examination Weight:	Essay	Advisory
	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 an evaluation of the nature and adequacy of the candidate's experience, training, and professional development as they have provided the background needed to carry out the duties of a Stores Supervisor, including knowledge of: efficient storekeeping and perpetual inventory methods; materials, supplies and equipment; electronic data processing systems; basic computerized information systems; inventory security systems and procedures; contracts and contract administration; stores and warehouse management; principles and practices of administration used in overall management of stores; principles and practices of supervision including relevant Personnel Department rules, policies and procedures, Memoranda of Understanding, and Equal Employment Opportunity policy; and ability to: develop and manage effective and efficient procedures for a store or warehouse; apply principles and practices of administration; plan, organize, direct, coordinate and review the work of a large number of employees; coordinate activities with other divisions, departments, and agencies; interact tactfully and deal effectively with subordinates, management, City officials, and the general public; prepare written reports using proper grammar and spelling; prepare and give oral presentations in a clear, concise, and understandable manner; and other necessary skills, knowledge, and abilities.

Prior to the interview, candidates will be required to prepare some written material on a topic related to the duties and responsibilities of a Stores Supervisor. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their responses.

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 interviews will begin during the period of **FEBRUARY 1, 2016 TO FEBRUARY 12, 2016**.

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. A final average score of 70% is required to be placed on the eligible list.
4. 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.
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. 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, 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.
7. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City applications by Personnel Department staff to ensure that the minimum qualifications have been met.

**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.