



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

AUTO BODY BUILDER AND REPAIRER

Class Code: 3704

Open Date: 03-06-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$67,204 and \$68,277 (flat-rated)

The salary in the Department of Water and Power is \$90,055 (flat-rated).

Higher salaries will be paid for night work or work on refuse equipment.

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

NOTES:

1. For information regarding reciprocity between 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.

DUTIES

An Auto Body Builder and Repairer removes, fabricates, installs, remodels, or repairs bodies, frames, and body accessories of automotive equipment; occasionally does minor paint repairs, installs automotive glass and repairs fiberglass body parts.

REQUIREMENTS

1. Completion of a recognized four-year apprenticeship program as an auto body and fender repairer or auto body builder; or
2. Four years of full-time paid experience in the building or repair of auto bodies, or automotive collision repair work; or
3. Satisfactory completion of a two-year program in automotive collision repair from an accredited community college, trade or technical school, and two years of full-time paid experience in the building or repair of auto bodies, or automotive collision repair work.

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. Some positions may require a valid California Class B driver's license and a valid medical certificate. For these positions, candidates must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1. 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).
4. Applicants filing under Requirement #1 must submit an Apprenticeship Certificate. Applicants must attach a copy of the Apprenticeship Certificate to the online application at the time of filing. The certificate must be attached to the online application BEFORE the application is submitted. If the certificate is attached AFTER the online 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 online application will not be considered further in this examination.
5. Applicants who are currently employed with the City of Los Angeles, filing under Requirement Number 2 or Number 3, will have 7 calendar days from the on-line submission date to submit their "Verification of Work Experience" form, which must also indicate the percentage of time performing the work that is claimed as qualifying experience. Applicants who fail to submit a copy of their "Verification of Work Experience" form within the time required will not be considered further in this examination and their application will not be processed. A copy of the "Verification of Work Experience" 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.
6. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.

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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by THURSDAY, MARCH 19, 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 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 March 6, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Demonstration of Job Knowledge and Evaluation of General Qualifications by Technical Interview 100%

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Auto Body Builder and Repairer may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of an Auto Body Builder and Repairer based solely on the information submitted for qualifications review will continue in the selection process.

The examination score will be based entirely on a demonstration of job knowledge and an evaluation of general qualifications by technical interview. In the technical 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 an Auto Body Builder and Repairer, including the candidate's knowledge of: operation and proper use of hand and power tools and equipment, the uses and applications of filler material; techniques, procedures, and processes used in automotive body repair work; estimating practices and procedures; methods, materials, and standards used in automotive repair and building work; safe practices and procedures working with a variety of materials; proper set-up and operation of a frame machine rack; the ability to: interpret sketches and plans for the fabrication of automotive bodies and accessories; communicate orally to receive and provide information; deal tactfully and effectively with co-workers and supervisory personnel, identify types of metals and plastic panels and their applications; and other necessary knowledge, skills, and ability.

Candidates will be notified by e-mail of the date, time and location of the technical interview. It is anticipated that interviews will begin during the period of **MAY 4, 2015 to MAY 15, 2015** in Los Angeles.

NOTES:

1. This examination is based on a validation study.
2. Based on City policy, before being hired in this classification, you may be required to undergo a drug and alcohol-screening test.
3. 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 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
4. 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.
5. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined they do not possess the minimum qualifications stated on this bulletin.
6. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
7. A final average score of 70% is required to be placed on the eligible list.
8. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
9. 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.