



# City of Los Angeles

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City of Los Angeles Personnel Department

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## WAREHOUSE AND TOOLROOM WORKER

**Class Code: 1832**

**Open Date: 04-15-16**

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

### **ANNUAL SALARY**

\$38,858 to \$55,332; \$40,695 to \$57,942; \$41,885 to \$59,592

The salary in the Department of Water and Power is \$50,905 to \$63,266; \$52,074 to \$64,707; \$54,016 to \$67,108; \$67,672 and \$71,451.

### **NOTES:**

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between 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).
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 Warehouse and Toolroom Worker performs manual and clerical work in ordering, receiving, storing, issuing, and accounting for materials, supplies, automotive parts, tools, and equipment; may be required to lift boxes, load and unload trucks, package materials and make supply deliveries; may operate motor-driven and various material handling and lifting equipment, including forklifts, jacks, and hoists. May perform minor repair, maintenance, and assembly on tools, equipment and materials; and does related work.

### **REQUIREMENTS**

1. One year of full-time paid experience or 2,080 cumulative work hours in a warehouse or stockroom receiving, storing, and accounting for materials or supplies; **or**
2. Six months of full-time paid experience as a Utility Pre-Craft Trainee with the Department of Water and Power assisting with receiving, storing, and accounting for materials or supplies in a warehouse or stockroom.

### **NOTES:**

1. Some positions may require a valid California Class A or B driver's license and valid medical certificate approved by the State of California Department of Motor Vehicles, prior to appointment. 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).
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. A warehouse is a storage facility that includes a loading dock or dedicated area for shipping and receiving, as well as an area for the storage, distribution, and/or issuing of parts, materials, and/or supplies. A stockroom is a material storage area that has a documented inventory managed by an automated material system.
4. Forklift certification is required for most positions.
5. High school graduation is desired but not required.
6. Experience with use of a computer-based inventory management system used for inputting, tracking, or updating the status of materials and supplies is desired but not required.
7. Many of these positions require lifting items weighing up to approximately 70 pounds for the purpose of loading and unloading trucks on a daily basis.
8. Because a Warehouse and Toolroom Worker has access to and is responsible for property, candidates with convictions may be disqualified.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **WHERE TO APPLY**

Applications will only be accepted on-line from 8:00 a.m. TUESDAY, APRIL 26, 2016 to MIDNIGHT, THURSDAY, APRIL 28, 2016. Applicants may apply on-line beginning at 8:00 a.m. on TUESDAY, APRIL 26, 2016. Applications submitted before the start of the filing period will not be accepted. 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.

## **APPLICATION DEADLINE**

Applications will only be accepted on-line on the following three days: from 8:00 a.m. TUESDAY, APRIL 26, 2016; WEDNESDAY, APRIL 27, 2016; to midnight THURSDAY APRIL 28, 2016.

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) 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 April 15, 2016 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

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

The written test will consist of multiple-choice questions by which candidates may be examined for knowledge of: equipment, tools and materials used in a warehouse; filing practices; basic housekeeping to provide a safe and clean warehouse; personal safety equipment and the safe use of tools and equipment; Materials Safety Data Sheets (MSDS) and their use in a warehouse environment; and the ability to deal tactfully and effectively with others; read and understand materials; follow written instructions; perform basic arithmetic calculations; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the written test, which will be administered in a single half-day session in Los Angeles. It is anticipated that the first administration of the written test will begin on **JUNE 11, 2016**. Subsequent test dates will be scheduled at a later date.

## **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. 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).
3. 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.
4. A final average score of 70% is required to be placed on the eligible list.
5. 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.
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 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 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.

**Class Code 1832 ..... 04-15-16**