



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

APPLICATIONS PROGRAMMER

Class Code: 1429

Open Date: 01-23-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$54,329 to \$79,427

The salary in the Department of Water and Power is \$61,324 to \$76,212 and \$70,950 to \$88,134.

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 Applications Programmer prepares programs by analyzing specifications developed by systems professionals; determines computer processing requirements; develops systems and/or programming flowcharts, codes programs and/or integrates and enhances Commercial Off the Shelf (COTS) software solutions; tests, debugs, and corrects errors in programs; prepares program and systems documentation; assists in analyzing and resolution of computer systems problems; and performs basic network configuration, scripting, network and implementation tasks; maintains configuration databases and related processing; write SQL queries and distribute routine reporting for RDBMS; and performs other related duties.

REQUIREMENTS

1. Graduation from an accredited four-year college or university with completion of 24 semester or 36 quarter units in either information systems, computer engineering, or computer science; or
2. Successful completion of a two-year course of study in information technology (IT) from an accredited college or trade school with at least 12 semester or 18 quarter units in IT coursework and two years of full-time paid experience performing systems or programming tasks in a professional IT environment.

NOTES:

1. In addition to the regular City application, all applicants must complete the Applications Programmer Qualifications Questionnaire at the time of filing. The Applications Programmer Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
2. College seniors in their final semester/quarter, who are currently enrolled in the coursework described in Requirement #1 above, may file for this examination. However, they cannot be appointed until they can provide proof that the full education requirements have been met.
3. Applicants must list in the Supplemental Questions section of the on-line application IT coursework, including courses taken in information systems, computer engineering or computer science. Applicants must list the course title, the number of units (semester or quarter), date completed, the name of the school, and the grade received. For classes in which applicants are currently enrolled, applicants will need to list the course title, the number of units (semester or quarter), anticipated completion date, and the name of the school. General education course and elective units taken outside of the specified major/areas need not be listed. We recommend that applicants have their course work information at hand before going online to file their applications.
4. Employment as an Applications Programmer is limited to a maximum of three years, during which time employees are required to promote to other City classes.
5. 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>.
6. Applicants completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying four-year degree.

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.

NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete at the time of filing for you to be considered a candidate in this examination.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by THURSDAY, FEBRUARY 5, 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 applicants will be invited to participate in the interview 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 in the event that additional applicants need to be tested to meet hiring needs.

EXPERT REVIEW COMMITTEE

Should a large number of qualified candidates file for this examination, an Expert Review Committee may be assembled to evaluate each candidate's qualifications for the position of Applications Programmer. In this evaluation, the Expert Review Committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualifications Questionnaire. Those candidates considered by the Expert Review Committee as possessing the greatest likelihood of successfully performing the duties of an Applications Programmer, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Interview100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's experience and training as it relates to the knowledge of: structured programming and object oriented techniques; departmental and office equipment; database concepts and design requirements, the ability to: interpret and follow program specifications; learn and use designated City software standard products; program and maintain code in an object oriented language; answer users' questions and inquiries and recommend solutions to problems regarding hardware and software, and operating and maintenance procedures; communicate orally on a one-to-one and one-to-group basis in order to obtain information and explain procedures or methods of performing tasks; deal tactfully and effectively with other employees, City officials, other agencies, and the public; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **MARCH 31, 2015 to APRIL 10, 2015.**

NOTES:

1. This examination is based on a validation study.
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/verity_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.

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.