



# City of Los Angeles

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City of Los Angeles Personnel Department

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## CARPENTER

**Class Code: 3344**

**Open Date: 06-19-15**

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

### **ANNUAL SALARY**

\$82,350 (flat-rated)

The salary in the Department of Water and Power is \$70,595 to \$87,716.

### **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.

### **DUTIES**

A Carpenter does skilled rough and finish carpentry in building and repairing wood structures and articles.

### **REQUIREMENTS**

1. Completion of a recognized apprenticeship as a carpenter or cabinetmaker; or
2. Six years of full-time paid experience performing carpenter or cabinetmaker work.
3. Completion of at least an 18-month or longer program in carpentry or cabinetmaking and millwork from an accredited institution may be substituted for each year of experience lacking up to a maximum of two years.

### **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. Applicants filing under Requirement #1 must submit a copy of their 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 Apprentice Certificate at the time of filing by attaching it to the online application will not be considered further in this examination.
3. Applicants substituting an 18-month or longer carpentry or cabinetmaking and millwork program for each year of experience lacking up to a maximum of two years must attach a copy of their certificate of completion of the program 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 applicable certificate at the time of filing by attaching it to the online application will not be considered further in this examination.
4. 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).

### **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.

### **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 submitted on-line by THURSDAY, JULY 02, 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 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 June 19, 2015 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 the knowledge of: hand tools and portable hand tools used in the carpentry field; stretchers and hand levels as used in repairing and building chain link fences and other carpenter work; the symbols and terminology commonly used on blueprints and sketches in west coast carpentry; parts of doors, windows and frames; shoring for trenching; hardware used in constructing forms; how to use a builder's level; techniques used to layout tile floors and ceilings; heavy timber construction; terminology used in roofing; how to construct footings; how to install steel stud walls; the state safety requirements pertaining to scaffolds, spans, and trenching; math in order to determine measurements for carpentry work such as square footage and cubic yardage; the ability to: read, analyze, and work from blueprints and sketches; communicate verbally in order to relate and describe work which must be done to fellow employees and supervisors as required; and other necessary skills, knowledge and abilities.

Candidates will be notified later by e-mail of the time and location of the written test which will be administered in a single half-day session on **SATURDAY, AUGUST 22, 2015**, in Los Angeles.

### **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. The incumbents of some positions in this class may be required to pass an annual or periodic work fitness evaluation to determine their eligibility for continued employment in this class.
4. 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.
5. 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 promotional candidates.
6. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at anytime it is determined that they do not possess the minimum qualifications stated on this bulletin.
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 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.

### **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.