



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR CUSTODIAN

**Class Code: 3157**

**Open Date: 11-18-16**

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

### **ANNUAL SALARY**

\$33,345 to \$47,460 and \$34,932 to \$49,715

The salary in the Department of Water and Power is \$50,905 to \$63,266

The salary in the Department of Los Angeles World Airports is \$36,164 to \$51,469

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

### **DUTIES**

A Senior Custodian assigns, reviews, and evaluates the work of Custodians engaged in a variety of cleaning and custodial tasks in City buildings; personally performs custodial duties including operating large autoscrubbers and other floor machines for floor care maintenance; and applies sound supervisory principles and techniques in building and maintaining an effective work force.

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. Two years of full-time paid custodial services experience with the City of Los Angeles; or
2. Three years of full-time paid custodial services experience which includes one year of full-time paid experience as a lead or supervisor of a crew engaged in custodial work.

### **PROCESS NOTES**

1. In addition to the regular City application, all applicants must complete a Senior Custodian Qualifications Questionnaire at the time of filing. The Senior Custodian 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. 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.
3. 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).
4. In addition to the regular City application, applicants using City of Los Angeles experience other than the City class of Custodian must submit a City of Los Angeles Verification of Work Experience (VWE) form, which must indicate the percentage of time performing the work that is claimed as qualifying experience. The VWE form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants will have 7 calendar days from the on-line submission date to submit a copy of their VWE form by attaching the form to the on-line application at the time of filing or delivering it to the Personnel Department at 700 East Temple Street, Room 100, Los Angeles, CA 90012. Applicants who fail to submit their documents within the time required will not be considered further in this examination and their applications will not be processed.

### **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 completed at the time of filing for you to be considered a candidate in this examination.

### **APPLICATION DEADLINE**

**Applications and Qualifications Questionnaires must be received by THURSDAY, DECEMBER 1, 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 exam 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 November 18, 2016 in the event that additional applicants need to be tested to meet hiring needs.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

After meeting minimum qualifications, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:

<b>Examination Weights:</b>	<b>Written Test</b> .....	<b>Qualifying</b>
	<b>Essay</b> .....	<b>Advisory</b>
	<b>Interview</b> .....	<b>100%</b>

The examination will consist of a qualifying multiple-choice written test, an advisory essay and interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: cleaning methods, materials, chemicals, and disinfectants; use of a variety of custodial equipment; safety practices related to lifting, ladders, and fires; fire prevention and control; building security procedures; building equipment and machinery, including restroom facilities sufficient to ensure proper cleaning; supervisory principles and practices including assigning, delegating, instructing, and counseling; principles and regulations of Equal Employment Opportunity in order to ensure that personnel matters are treated in accordance with City, State, and Federal fair employment guidelines; and the ability to: read and interpret labels, memoranda, and equipment operating manuals; interpret Safety Data Sheets for safe use of chemicals; interpret the Chemical Product Label for safe handling and mixing of chemicals; and other necessary skills, knowledge, and abilities.

On the same day as the qualifying multiple-choice written test, candidates will be required to respond to an advisory writing exercise related to the duties and responsibilities of a Senior Custodian. This material will not be separately scored, but for those candidates who pass the qualifying multiple-choice written test, it will be presented to the interview panel for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications. Those who do not complete the advisory writing exercise will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory writing exercise, both of which will be administered in a single half-day session on **SATURDAY, FEBRUARY 11, 2017**, in Los Angeles.

### **Passing Score for Qualifying Written Test**

The passing score for the qualifying written test will be determined by Personnel Department staff after the written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written may be set either above or below 70%.**

Candidates who pass the qualifying written multiple-choice test and complete the advisory essay will be invited to participate in the interview. Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles.

The examination score will be based entirely on the interview. In the interview, candidates may be examined for knowledge of: cleaning methods, materials, chemicals, and disinfectants; proper use, care, and safe operation of custodial equipment; safety practices related to custodial work; pertinent City and Personnel Department Rules including Memoranda of Understanding (MOU) and Equal Employment Opportunity; supervisory principles and practices including assigning, instructing, and counseling; and the ability to: organize and plan sufficiently to monitor several activities simultaneously; train subordinate employees in work procedures through use of explanations, lectures, and demonstrations; interact tactfully and effectively with managers, employees, and the public; communicate and write clearly, effectively, concisely, and logically; use basic keyboarding skills; and other necessary skills, knowledge, and abilities.

### **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. 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 qualification stated on this bulletin.
3. 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).
4. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
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 seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. 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 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.