



# City of Los Angeles

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City of Los Angeles Personnel Department

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## STREET TREE SUPERINTENDENT

**Class Code: 3160**

**Open Date: 06-09-17**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$81,828 to \$119,684; \$100,599 to \$147,078

The salary in the Department of Water and Power is \$122,273 to \$151,922.

### **NOTES:**

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. **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).**
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **DUTIES**

A Street Tree Superintendent directs division activities involved in the maintenance, planting, and removal of trees along City streets and the improvement and maintenance of landscaped traffic islands and parkways; or, in pruning trees to clear electrical conductors, construction, and equipment.

### **REQUIREMENT/MINIMUM QUALIFICATION**

Two years of full-time paid experience as a Tree Surgeon Supervisor or in a class at that level supervising employees engaged in the maintenance and removal of trees.

### **PROCESS 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 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. For positions with the Department of Public Works, Bureau of Street Services, certification as an Arborist with the International Society of Arboriculture is required prior to the end of probation. For all other positions, certification as an Arborist is desired, but not required.

### **SELECTIVE CERTIFICATION**

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training. Only persons possessing the following may be certified in order of standing on the eligible list to fill such positions:

Two years of full-time paid experience performing as a qualified line clearance tree trimmer.

### **NOTES:**

1. A qualified line clearance tree trimmer is defined per the California Electrical Safety Orders, Section 2700, as a person with: "18 months training and on-the-job experience which provides familiarity with the special techniques and hazards involved in line clearance tree trimming activities." Applicants who are using City of Los Angeles experience will need to submit a Verification of Work Experience (VWE) form in order to be considered for selective certification.
2. Applicants required to submit a VWE form may attach the completed form to their online application at the time of filing or will have seven (7) calendar days from the online submission date to email a copy of their completed VWE form, including the required signatures, to [per.appdocs@lacity.org](mailto:per.appdocs@lacity.org). The subject line of your email must include the exam title, your name and indicate it is a VWE. In the body of your email, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. Applicants who fail to submit their signed VWE form 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 <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional Examinations.

## APPLICATION DEADLINE

Applications must be received by **THURSDAY, JUNE 22, 2017.**

## SELECTION PROCESS

Examination Weight: Essay ..... **Advisory**  
Interview ..... **100%**

Your examination score will be based entirely on the interview. In the interview, emphasis will be placed on the candidate's experience, training, professional development and personal qualifications necessary to perform the duties of a Street Tree Superintendent, including the knowledge of: management and supervisory principles and practices, including personnel administration, financial administration, Equal Employment Opportunity, and labor relations; safety principles and practices; and the ability to: apply City of Los Angeles Charter provisions, laws, ordinances and policies governing tree planting, maintenance, treatment and removal of trees in the city; apply management and supervisory principles and practices in directing the activities of the Division; direct the work of employees responsible for maintenance of trees; develop and implement innovative strategies to maximize productivity and efficiency in order to meet service demands, and a variety of tree related problems; deal tactfully and effectively with employees, employee organizations, City officials, and the public; maintain effective working relationships with subordinates, other employees and the public; communicate orally and in writing in a clear and effective manner; prepare clear and concise records and documents; and other necessary skills, knowledge, and abilities.

During the interview, candidates will be required to respond to an advisory essay related to the duties and responsibilities of a Street Tree Superintendent. This essay material will not be scored separately, but will be presented to the interview board for discussion with each candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory writing session will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their writing exercise responses.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **AUGUST 7, 2017 TO AUGUST 18, 2017.**

## NOTES:

1. 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).
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 qualifications stated on this bulletin.
3. Appointment to this position is subject to a one-year probationary period under the provisions of Charter Section 1011.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Upon appointment, a Street Tree Superintendent may be required to furnish an automobile, properly insured, for City Service. Mileage will be paid according to established rates.
7. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
8. 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.

## THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL 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.