



City of Los Angeles

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City of Los Angeles Personnel Department

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ARCHITECTURAL ASSOCIATE

Class Code: 7926

Open Date: 07-10-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$68,549 to \$85,148; \$76,630 to \$95,213; \$85,357 to \$106,050; \$92,749 to \$115,216

**\$63,183 to \$85,149; \$70,637 to \$95,213; \$78,697 to \$106,050; and \$85,504 to \$115,216

The salary in the Department of Water and Power is \$77,360 to \$96,110; \$91,934 to \$114,213; \$99,722 to \$123,881; \$107,156 to \$133,130.

NOTES:

1. **Individuals hired on or after July 1, 2013 shall be hired at three (3) premium levels (one premium level equals 2.7%) below the salary range.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
3. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**
4. 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 Architectural Associate performs routine and moderately difficult professional architectural work in preparing and checking designs, plans, specifications, estimates, and reports; may prepare designs and drawings using Auto-CADD, REVIT or similar program applications and prepares physical and digital models; coordinates the preparation of plans and specifications with private and public agencies; administers contracts; and may serve as a lead worker for other employees engaged in this work.

REQUIREMENTS

1. Graduation from an accredited four-year college or university with a major in architecture, architectural engineering, environmental design, or building science; **or**
2. Licensed by the State of California Architects Board; **or**
3. Successful completion of the National Council of Architectural Registration Board (NCARB) Architect Registration Examination (ARE).

NOTES:

1. College seniors who expect to graduate within six months from an accredited four-year college or university with a major in architecture, architectural engineering, environmental design, or building science may apply. However, they cannot be appointed until they have submitted proof of degree completion.
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. Applicants filing under Requirement #3 must submit verification of successful completion of the ARE. Acceptable verification includes your score report obtained from NCARB. Applicants must attach a copy of the verification to the online application at the time of filing. Verification must be attached to the online application BEFORE the application is submitted. If verification 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 it. Applicants who fail to submit verification at the time of filing by attaching it to the online application will not be considered further in this examination.
4. In addition to the regular City application, all applicants must complete the Architectural Associate Qualifications Questionnaire at the time of filing. The Architectural Associate 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.
5. Appointments to the class of Architectural Associate, Code 7926, will be made to temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners for a maximum duration of three years. New appointees who do not successfully complete the temporary training period will be terminated from the class.
6. Employees with two years of full-time paid City experience as an Architectural Associate I will automatically promote to Architectural Associate II once they have passed:
 - Any two of the seven divisions of the Architectural Registration Examination leading to a California Architect's license; **or**
 - Two divisions of any other license examination for architects recognized by the State of California as set forth in Title 16, Division 2, Article 3 of the California Code of Regulations.
7. 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>.
8. Candidates completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying degree.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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.

APPLICATION DEADLINE

Applications must be received by THURSDAY, JULY 23, 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 from July 10, 2015 in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS QUESTIONNAIRE REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Architectural Associate may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of an Architectural Associate based solely on the information submitted for qualifications review will continue in the selection process.

Examination Weight: Interview 100%

Your examination score will be based entirely on the interview. In the interview, emphasis will be placed on an evaluation of the adequacy and nature of the candidate's experience, training, and personal qualifications in providing knowledge of: architectural fundamentals and concepts; codes and other legal requirements relating to construction in zoning, plumbing, fire, electrical, CAL/OSHA, state and federal regulatory agencies concerning the disabled; fundamentals of structural engineering and design as they relate to relevant construction projects; electrical, mechanical, and civil engineering design; pictorial representation techniques; colors, textures, and building materials for interior and exterior building or facility design; energy efficient design and construction techniques; standard drafting techniques; and the ability to recognize and assess architectural conditions in existing structures or landscaping which may be relevant to proposed projects; design architectural solutions and detail and prepare architectural drawings for construction projects and installations; coordinate and integrate information from various disciplines involved in a project; communicate orally on a one-to-one basis or before groups to obtain or provide information, explain procedures, or persuade others; comprehend and follow written instructions; deal tactfully and effectively with personnel, contractors, the public and public officials; and other necessary skills, knowledge, and abilities.

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 in **SEPTEMBER 2015**. Please bring to the interview a portfolio of your architectural work and identify up to a maximum of six work samples for discussion with and evaluation by the interview panel members. Your portfolio will be returned to you after the conclusion of your interview.

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.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not possess the minimum qualifications stated in this bulletin.
3. A final average score of 70% is required to be placed on the eligible list.
4. 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.