



City of Los Angeles

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City of Los Angeles Personnel Department

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PRINCIPAL INSPECTOR

Class Code: 4226

Open Date: 09-26-14

ANNUAL SALARY

\$83,228.00 - \$121,710.00 Annually

NOTE:

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 Principal Inspector plans, organizes and directs the operation and activities of a section or assists in similar activities in a division involved in building, electrical, plumbing, grading, mechanical, elevator, or pressure vessel inspections and code enforcement or habitability inspection activities; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Two years of full-time paid experience with the City of Los Angeles as a senior inspector in any of the following inspection disciplines: Building, Building Mechanical, Electrical, Plumbing, Fire Sprinkler, Heating and Refrigeration, Housing, Elevators, or Pressure Vessels.

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. Some positions may require a valid California driver's license prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, OCTOBER 9, 2014.**

SELECTION PROCESS

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

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on an evaluation of the nature and adequacy of the candidate's experience, training, and professional development as they have provided the background needed to carry out the duties of a Principal Inspector, including knowledge of: safety principles and practices; supervisory principles and practices including planning, training, counseling, disciplining and motivating subordinates; City personnel rules, policies, and procedures, including Equal Employment Opportunity policy; and the ability to read and interpret building plans and specifications, building codes, laws, regulations and accepted standards; complete assignments from general instructions and goals; regulate the activities of an inspection and enforcement program through subordinates supervising employees engaged in inspecting commercial and residential structures; deal tactfully, persuasively and effectively with employees and the public; prepare memos, letters, and narrative reports that are clear, comprehensive and accurate; communicate in a clear, concise and effective manner; and other necessary skills, knowledge, and abilities.

On the same day as the interview, candidates will be required to respond to an advisory writing exercise related to the duties and responsibilities of a Principal Inspector. This material will not be separately scored, but it will be presented to the interview panel for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications. Candidates who fail to complete the advisory writing exercise may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory exercise responses.

Candidates will be notified later by mail of the time and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **DECEMBER 1, 2014 to DECEMBER 12, 2014**.

NOTES:

1. Seniority credit at the rate of 0.25 of a point for each year of continuous City service will be added to the weighted test score of each candidate.
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. 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.
4. A final average score of 70% on the interview 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.

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.