



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR CIVIL ENGINEER

**Class Code: 9485**

**Open Date: 07-10-15**

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

### **ANNUAL SALARY**

\$109,098 to \$135,552

### **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 Senior Civil Engineer performs difficult and responsible professional civil engineering work in supervising the planning, budgeting, design, construction, project management, progress reporting, maintenance and operation of municipal facilities and structures; may act as an assistant division or district engineer; applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

### **REQUIREMENTS**

1. Two years of full-time paid engineering experience in a class at the level of Civil Engineer or in a position in the City of Los Angeles designated as a Project Manager I, II, or III receiving the appropriate salary bonus; **and**
2. Registration as a Civil Engineer with the California State Board of Registration for Professional Engineers.

### **NOTES:**

1. **Candidates must achieve a passing score in the qualifying Training and Experience Questionnaire to be called for subsequent portions of the examination.**
2. Applicants who lack six months or less of the above 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).

### **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?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, JULY 23, 2015.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

**Examination Weight: Training and Experience Questionnaire . . . . . Qualifying**  
**Interview . . . . . 100%**

The examination will consist of a qualifying Training and Experience Questionnaire and an interview. In the qualifying Training and Experience Questionnaire candidates may be evaluated on their knowledge, experience, professional background, personal qualifications, and abilities to perform difficult and responsible professional civil engineering work, including knowledge of: civil engineering principles and practices; environmental procedures; safety rules and regulations; City procedures for preparing and submitting proposed budgets sufficient to complete, review, and/or approve budget requests and justifications; City contract and bid procedures; budgetary analysis techniques; coordination, supervision, organization, and budgeting problems encountered in large scale engineering and design work; pertinent City personnel rules, policies, and procedures; supervisory principles, practices, and techniques; ability to communicate clearly, concisely, and effectively in writing; and other necessary skills, knowledge, and abilities.

The qualifying Training and Experience Questionnaire will be administered in a single half-day session on **SATURDAY, SEPTEMBER 12, 2015**, in Los Angeles. Candidates will be notified later by e-mail of the time and location of the qualifying written test. Candidates may anticipate that PCs (personal computers) will be made available to type their Training and Experience Questionnaire responses.

The qualifying Training and Experience Questionnaires of all candidates will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications as described on the Qualifying Training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the expert review panel.

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

The passing score for the qualifying Training and Experience Questionnaire will be determined by Personnel Department staff after the test is administered. Consideration will be given to the number of candidates taking the test and 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 Training and Experience Questionnaire may be set either above or below 70%.**

Candidates must achieve a passing score on the qualifying Training and Experience Questionnaire in order to be invited to the interview.

The examination score will be based entirely on the 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 Senior Civil Engineer, including knowledge of: civil engineering principles and practices; environmental procedures; City Departments and other government municipalities; safety rules and regulations; assessment act procedures and other methods of financing municipal projects; City contract and bid procedures; budgetary analysis techniques; pertinent City personnel rules, policies, and procedures including Equal Employment Opportunity (EEO) and sexual harassment laws, rules, regulations, and responsibilities; supervisory principles, practices and techniques; ability to analyze and evaluate alternate engineering design proposals for technical and economic feasibility, and to make sound recommendations; plan work in order to achieve organizational and project objectives in a timely manner; manage multiple assignments and responsibilities effectively; motivate and influence others at a variety of levels to work together and act in ways which contribute to accomplishment of department goals and objectives; communicate clearly and effectively; interact effectively and tactfully with others; and other necessary skills, knowledge and abilities.

### **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 it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. 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.

### **THIS EXAM 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.