



City of Los Angeles

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City of Los Angeles Personnel Department

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HOUSING INVESTIGATOR

Class Code: 8516

Open Date: 8-26-16

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$56,898 to \$83,165 and \$67,067 to \$98,073

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

DUTIES

A Housing Investigator conducts preliminary and follow-up investigations of alleged violations of the City's Rent Stabilization Ordinance (RSO) and/or Housing Code (Los Angeles Municipal Code Chapters XV and XVI); gathers and evaluates evidence through investigative research, which may include inspecting properties, interviewing tenants, complainants, landlords, and other witnesses; obtains physical and documentary evidence; compiles, analyzes and organizes legal documents; undertakes legal research; prepares oral and written reports on investigative findings; prepares legal cases for referrals to the City Attorney's Office Criminal Division; negotiates complaint settlements and case closures with landlords and tenants; represents the City at public events to provide information about the RSO; may act as a lead investigator reviewing the work of a team of housing investigators; may supervise investigative support and public counter staff; and performs related work.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Graduation from an accredited four-year college or university, and two years of full-time, paid professional experience investigating complaints, analyzing evidence, and preparing legal documents related to civil or criminal enforcement actions under housing law; or
2. A paralegal certificate from a paralegal training program within the United States and two years of full-time, paid paralegal experience investigating complaints, analyzing evidence and preparing legal documents related to civil or criminal enforcement actions under housing law; or
3. Four years of full-time paid experience investigating complaints, analyzing evidence, and preparing legal documents, two years of which must be related to civil or criminal enforcement actions under housing law.

One year (i.e., 30 semester or 45 quarter units) of classes from a law school within the United States or a paralegal certificate from a paralegal training program within the United States may be substituted for one year of professional experience specified in Requirement #1.

PROCESS NOTES

1. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire 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).
2. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from an accredited four-year college or university in order to obtain that position. Therefore, to be considered "professional," non-City qualifying experience must be gained in positions after obtaining a four-year degree.
3. In addition to answering the regular City application supplemental questions, each applicant is required to complete and submit the Housing Investigator Qualifications Questionnaire at the time of filing. The Housing Investigator Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete and submit the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
4. 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>.
5. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying degree and coursework.

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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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, SEPTEMBER 8, 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 August 26, 2016 in the event that additional applicants need to be tested to meet hiring needs.

EXPERT REVIEW COMMITTEE

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualification for the position of Housing Investigator. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualification Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of a Housing Investigator, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

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

Examination Weights:	Essay	Advisory
	Interview	100%

The examination will consist of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on an evaluation of the nature and adequacy of the candidate's background and experience as they have provided the knowledge of: proper investigative techniques and procedures for conducting investigations; applicable local, state, and federal laws, rules and regulations governing housing, real estate, business and landlord-tenant relations; rules of evidence and court procedure; techniques of identifying, preserving, and presenting evidence; interviewing techniques and strategies; mediation techniques; principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of the investigation or investigation files; word processing and spreadsheet computer applications; the ability to: utilize appropriate investigative techniques to obtain information; read, comprehend and interpret detailed, complex written material; define problems, analyze situations, and implement or recommend an effective and reasonable course of action; establish facts and formulate valid conclusions based on the law and evidence; correctly interpret and apply relevant State and local laws, Rent Adjustment Commission regulations, and/or City and departmental policies and procedures; prioritize, multi-task, and manage duties; maintain confidentiality of evidence gathered; communicate effectively both orally and in writing; prepare clear and concise written reports; effectively apply and perform basic arithmetic principles; remain calm and professional during the investigative process while interviewing people; deal efficiently and effectively with landlords, tenants, advocacy groups, attorneys and City representatives; and other necessary skills, knowledge and abilities.

On the same day as the interview, candidates will be required to prepare some written material on a topic related to the duties and responsibilities of a Housing Investigator. This essay material will not be separately scored, but it will be presented to the interview board for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications. Candidates who fail to complete the advisory essay will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

As part of their evaluation of each candidate's overall qualifications for the job, the interview panel members will consider the information in the Qualifications Questionnaire. Candidates may expect the panel members to discuss this information during 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. It is anticipated that interviews will begin during the period of **NOVEMBER 7, 2016 to NOVEMBER 18, 2016**.

NOTES:

1. 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.
2. A final average score of 70% is required to be placed on the eligible list.
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. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
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. 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 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.

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