



City of Los Angeles

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City of Los Angeles Personnel Department

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MATERIALS TESTING ENGINEERING ASSOCIATE

Class Code: 7967

Open Date: 11-06-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$68,549 to \$85,148; \$76,629 to \$95,212; \$85,357 to \$106,049; and \$92,769 to \$115,278.

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; and \$107,156 to \$133,130.

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

DUTIES

A Materials Testing Engineering Associate performs professional engineering work in making physical tests of soils and construction materials; inspects pipe fabrication, concrete and asphalt batchings, earthwork and fill for certification; prepares preliminary reports for test results; may supervise professional and technical personnel involved in this work; and does related work.

REQUIREMENTS

1. Graduation from an accredited four-year college or university with a degree in engineering, physics, chemistry, mathematics, geology, or other closely related field; **or**
2. Possession of a valid Engineer-in-Training (EIT) Certificate recognized by the California State Board of Registration for Professional Engineers.

NOTES:

1. College seniors who are within six months of graduation with the required degree from an accredited four-year college or university may apply. However, they cannot be appointed until they have completed the degree described in Requirement No. 1. Successful candidates will be notified of degree verification procedures.
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. In addition to the regular City application, all candidates must complete the Materials Testing Engineering Associate Qualifications Questionnaire at the time of filing. The Materials Testing Engineering Associate Qualifications Questionnaire is located within the Supplemental Questions 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.
4. For applicants qualifying under Requirement #2, candidates must submit to the hiring department(s), verification of their EIT certification at the time of appointment.
5. Appointments to the class of Materials Testing Engineering Associate, Code 7967, 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. In order to successfully complete the temporary training period, new appointees must obtain their EIT Certificate within three years. New appointees who do not successfully complete the temporary training period will be terminated from the class.
6. 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>.

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.

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 complete at the time of filing for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications must be received by THURSDAY, NOVEMBER 19, 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 November 6, 2015, in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Materials Testing Engineering 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 a Materials Testing Engineering Associate based solely on the information submitted for qualifications review will continue in the selection process.

SELECTION PROCESS

Examination Weight: Interview 100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, the following competencies may be evaluated: Judgment and Decision Making, Safety Focus, Job Knowledge, Teamwork, Flexibility, Credibility, Shares Knowledge and Information, and Project Management.

Additional information can be obtained by going to <http://per.lacity.org/eoo/jobanalyses.htm> and clicking on Competencies under Materials Testing Engineering Associate.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

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 **JANUARY 4, 2016 TO JANUARY 15, 2016**.

NOTES:

1. This examination is based on a validation study.
2. 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.
3. 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.
4. A final average score of 70% is required to be placed on the eligible list.
5. 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.