



City of Los Angeles

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City of Los Angeles Personnel Department

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WASTEWATER TREATMENT LABORATORY MANAGER

Class Code: 7840

Open Date: 11-09-18

(Exam Open to Current City Employees)

ANNUAL SALARY

\$91,684 to \$134,049; \$107,803 to \$157,602; \$123,066 to \$179,943

NOTES:

1. Annual salary is at the start of the pay range. The current salary range is subject to change. Please 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 Wastewater Treatment Laboratory Manager plans, organizes and directs through subordinate supervisors the activities of a major unit or a division responsible for providing laboratory and/or scientific support services to the Bureau of Sanitation and General Services Department; prepares the budget for assigned group; directs and reviews a group of professional and technical laboratory staff responsible for providing chemical, biological, radiological, physical, and ecological data and assessments on wastewater treatment processes and environmental site investigation and assessment; provides characterization of air emissions and of wastewater and storm discharges, and impact of these discharges on receiving waters; provides control and research data on solid waste and air emissions; directs and conducts more difficult biological, chemical or physical assessments of monitoring data; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Four years of full-time paid professional experience in a class at the level of Water Microbiologist, Chemist, or Water Biologist (pay grade I or II), performing a variety of chemical or biological laboratory or field tests of wastewater, marine water and sediments, storm water runoff, industrial waste, or air, in work related to wastewater treatment or storm water discharges; **or**
2. Two years of full-time paid professional experience with the City of Los Angeles in a class at the level of Senior Chemist or in a position at the level of Water Biologist III which provides experience supervising laboratory work related to wastewater treatment.

PROCESS 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. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that required possession of a degree from a recognized 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. 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 convictions of major moving violations (such as DUI).
4. Upon appointment, a Wastewater Treatment Laboratory Manager may be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid in accordance with established rates.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

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 <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional Examinations.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, NOVEMBER 22, 2018.**

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 will be placed on the candidate's background and experience as they have provided the knowledge of: the principles of chemistry, bacteriology, water biology, and biology; wastewater conveyance, treatment, and disposal; scientific method sufficient to successfully analyze, interpret, and report results of routine and special laboratory tests and projects; laboratory procedure, techniques, and equipment relating to wastewater and industrial waste analysis; sources of information fields related to water and wastewater laboratory testing; State, Federal, and local laws and regulations relating to environmental protection and testing; pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunity; safety rules, policies, and procedures related to laboratory work including the provisions of CAL/OSHA; fundamental principle and practices of supervision; and the ability to initiate and complete research projects; plan, layout, direct, and coordinate activities of technical laboratory staff; develop and maintain technical and safety training programs; prepare reports, correspondence, research findings, and other documents in a clear, concise, and effective manner; deal tactfully and effectively with others; communicate in a clear and effective manner; and other necessary knowledge, skills, and abilities.

Prior to the interview, applicants will be required to prepare some written material related to the duties and responsibilities of a Wastewater Treatment Laboratory Manager. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Please note that applicants must complete the advisory essay and meet minimum qualifications as stated on this bulletin in order to be considered further in the examination process.

The advisory essay will be administered on-line. Applicants invited to participate in the examination will receive an e-mail from the City of Los Angeles outlining the specific steps needed to complete the on-line advisory essay. Applicants will be required to complete the on-line advisory essay between **MONDAY, DECEMBER 3, 2018 and MONDAY, DECEMBER 10, 2018**. Additional instructions will be sent via e-mail. Applicants who fail to complete the advisory essay as instructed may be disqualified.

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 the interviews will begin during the period of **JANUARY 14, 2019 to JANUARY 25, 2019**.

NOTES:

1. Appointment to this position is subject to a one-year probationary period as provided by Section 1011 of the Los Angeles City Charter.
2. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of service in those classes which provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
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. 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.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. 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.

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.

Class Code 7840. 11-09-18