



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: 07-25-14

ANNUAL SALARY

\$94,857 to \$117,826; \$111,561 to \$138,622; \$127,347 to \$158,208

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 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

1. Four years of full-time paid professional experience in a class at least 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 least at the level of Water Biologist III which provides experience supervising laboratory work related to wastewater treatment.

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.

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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by **THURSDAY, AUGUST 7, 2014.**

SELECTION PROCESS

Examination Weight: Writing ExerciseAdvisory
Interview100%

The examination will consist entirely of an evaluation of technical and personal qualifications by interview. In the interview, emphasis will be placed on the adequacy of the candidate's experience, background and personal qualifications as they provide the knowledge of: the principles of chemistry, bacteriology, biology, water microbiology, physics and sanitary engineering as applied to conveyance, treatment, and disposal of wastewater; laboratory procedure, techniques, and equipment relating to sewage/industrial sewage analysis; sources of information fields related to water and wastewater examination; State and Federal laws and regulations relating to water pollution control; pertinent City and Personnel Department rules, policies, and procedure, including Equal Employment Opportunity; fundamental principle and practices of supervision; and the ability to conduct research projects; analyze, interpret, and apply results of laboratory examinations and projects; plan, layout, direct, and coordinate activities of technical laboratory staff; 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.

At the time of the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Wastewater Treatment Laboratory Manager. This 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. Candidates who fail to complete the advisory writing session will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified by mail of the time and location of the advisory writing session 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. 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.

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.