



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

DATA PROCESSING TECHNICIAN

Class Code: 1136

Open Date: 07-11-14

ANNUAL SALARY

\$42,052 to \$61,492 and \$45,623 to \$66,712

The salary in the Department of Water and Power is \$53,598 to \$66,586 and \$56,647 to \$70,386.

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

Higher salaries are paid for night work.

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.

DUTIES

A Data Processing Technician coordinates and controls jobs processed by computer systems; reviews, prepares, verifies, and coordinates establishment of systems documentation; maintains technical publications and documentation in library; may act as tape librarian and may operate support data processing equipment in a centralized data processing facility; and administers software products.

REQUIREMENTS

1. Two years of full-time paid experience as a Data Entry Operator with the City of Los Angeles; or
2. Two years of full-time paid experience in the processing and controlling of computer-based information systems, or in the documenting of information systems requirements and procedures.

NOTE:

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.

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.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications will be accepted on the following three days only: From 8:00 a.m. TUESDAY, JULY 22, 2014; WEDNESDAY, JULY 23, 2014; to Midnight THURSDAY, JULY 24, 2014.

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 written test 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 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Written Test100%

In the written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: data processing terminology and concepts; flow charts, input and source documents; Job Control Language and utility programs; basic mathematics including addition, subtraction, multiplication, and division; office practices and procedures; the ability to: read and understand data processing instructions, technical manuals, documentation, and technical bulletins; develop and analyze flow charts; read, understand, and analyze documentation; communicate on a one-to-one basis to obtain information; communicate with the public and vendors; read and comprehend instructions; write short memos for explanation; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by mail of the time and location of the written test, which will be administered in a single half-day session in Los Angeles. The first administration of the written test date is **SATURDAY, AUGUST 30, 2014.**

NOTES:

- 1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
- 2. 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.
- 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 conjunction with Civil Services 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.

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 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.