



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

OFFICE ENGINEERING TECHNICIAN

Class Code: 7212

Open Date: 10-9-15

(Exam Open to All, including current City Employees)

ANNUAL SALARY

\$41,530 to \$60,760; \$46,688 to \$68,297; \$52,075 to \$76,149.

The salary in the Department of Water and Power is \$52,763 to \$97,551.

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. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

An Office Engineering Technician performs office engineering work of sub-professional character in making computations, sketching, drafting, developing CAD drawings, reviewing construction plans prior to acceptance for completeness and/or compliance with Disabled Access, and assisting in researching, sometimes using various computer programs, to compile data required for the preparation of engineering and zoning reports, estimates, designs, contracts, specifications, plans and building permits; may review, organize, and interpret maps or mapping software or statistical data including logsheets, digital photographs and video records; may monitor data and prepare charts accordingly; may provide the public, business partners, contractors, or other governmental entities with information regarding real property descriptions and land title vesting, zoning or other information; may staff public counters; may use various computer programs to help track engineering projects, and may provide or assist in providing computer software and technical support.

REQUIREMENT

Completion of one course in trigonometry from a high school, university, college, trade or technical school.

Graduation from high school or GED equivalency and completion of a course in drafting and Computer Aided Drafting (CAD) is desired but not required.

NOTES:

1. The name of the school and completion date of the required course must be listed on your application in the Education section.
2. In some positions, Office Engineering Technicians are required to provide information to City personnel and a variety of people from other government agencies and the community, and must be able to communicate clearly and understandably in English.
3. In some City departments, employees may be required to work a four-day, 40-hour workweek, or work 80 hours over nine weekends, and be subject to weekend and evening work assignments.
4. In some City departments, upon appointment, Office Engineering Technicians may be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid on the basis of established rates.
5. 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).

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

APPLICATION DEADLINE

Applications must be received by **THURSDAY, OCTOBER 22, 2015.**

NOTE:

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

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 from October 9, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weights: Written Test 100%

The examination will consist entirely on a multiple-choice written test. In the multiple-choice test, the following competencies may be evaluated: reading comprehension; mathematics; job knowledge; responsiveness and follow-up; customer service; and teamwork.

Candidates will be notified later by e-mail of the time and location of the written test which will be administered in a single half-day session on **SATURDAY, DECEMBER 19, 2015**, in Los Angeles.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Office Engineering Technician.

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. 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 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 if 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. 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 0.25 of a point seniority credit for each year of 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. 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 Service Rules, applicants who are currently eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
8. In accordance with Civil Service Rules, Sec. 4.24, review periods maybe combined. Candidates in the examination may file protests as provided in Sec. 4.20, 4.22, and 4.23 as applicable and within the required timeframe; 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 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.