



# City of Los Angeles

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City of Los Angeles Personnel Department

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## ARCHITECT

**Class Code: 7925**

**Open Date: 07-18-14**

### **ANNUAL SALARY**

\$92,769 to \$115,278

\*\$85,503 to \$106,216

The salary in the Department of Water and Power is \$116,740 to \$145,032

### **NOTES:**

1. \*Individuals hired on or after July 1, 2013 shall be hired at three (3) premium levels (one premium level equals 2.75%) below the salary range.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
3. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).**
4. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

An Architect assigns, reviews and evaluates the work of architectural employees engaged in professional and sub-professional work; performs responsible professional architectural work preparing, and/or supervising and reviewing the preparation of designs, plans, details, specifications, estimates, studies and reports and monitors construction to ensure architectural integrity; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENT**

Two years of full-time paid professional architectural experience with the City of Los Angeles at least at the level of Architectural Associate II.

### **NOTES:**

1. **In addition to the regular City application form, each applicant is required to complete the Architect Qualifications Questionnaire at the time of filing. The Architect Qualifications Questionnaire is located within the Supplemental Question Section 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.**
2. A valid Certificate of Registration as an Architect issued by the California State Board of Architectural Examiners is required prior to appointment.
3. Applicants who lack six months or less of the above required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
4. A valid California driver's license is required. Candidates will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

### **SELECTIVE CERTIFICATION**

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training in the following area. Only persons who have the following at the time of filing may be considered for appointment to fill such positions.

1. One year of full-time paid experience in the field of historic preservation, including the interpretation and application of the Secretary of the Interior's Standards for the Treatment of Historic Properties, as to proposals affecting historic buildings.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **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.

## **NOTE:**

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

## **APPLICATION DEADLINE**

**Applications and Qualifications Questionnaires must be received by THURSDAY, JULY 31, 2014.**

## **SELECTION PROCESS**

**Examination Weight: Interview .....100%**

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis may be placed on the nature and adequacy of the candidate's experience, training, and professional qualifications which have provided the architectural skills necessary to perform a broad range of architectural work, including knowledge of: design principles such as safety, function, and aesthetics sufficient to incorporate them in design programs and architectural designs; structural design and analysis; electrical design and equipment; applicable principles of mechanical engineering, soils mechanics, and landscape architecture; building materials and soil types sufficient to use them appropriately; local architectural history sufficient to develop architectural designs within the context of the community; inspection such as field observation, materials testing, and certification; testing procedures such as ASTM, UL, FMC, Federal specifications, and Military specifications; contracting laws and procedures sufficient to prepare contract documents; contract administration procedures; City, Personnel, and Departmental rules, policies, and procedures including Equal Employment Opportunity and MOU provisions; supervisory principles and practices such as assigning, delegating, reviewing, motivating, providing feedback, demonstrating approachability, instilling confidence, and evaluating the work of subordinates; and ability to evaluate other architects, engineers, and contractors on the basis of their work in order to select the best person for a job; estimate and review time and cost budgets; plan, coordinate, integrate, and direct the work of architectural staff; communicate both orally and in writing technical and non-technical information effectively and persuasively to other architectural staff and in lay terms to individuals, small groups, and in public hearings; work effectively with others; and other necessary skills, knowledge, and abilities.

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 interview 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 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 **NOVEMBER 3, 2014 to NOVEMBER 14, 2014.**

## **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](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. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.

## **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.