



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR ARCHITECTURAL DRAFTING TECHNICIAN

**Class Code: 7208**

**Open Date: 02-26-16**

**Revised: 03-10-16**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$53,285 to \$77,903

The salary for most positions in the Department of Water and Power is \$73,894 to \$91,788; \$80,910 to \$100,516; and \$83,269 to \$103,460

### **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](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
3. 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 Senior Architectural Drafting Technician assigns, reviews and evaluates the work of drafting technicians engaged in the preparation of architectural and structural drawings and plans which are used by various disciplines; works closely with design staff and other department sections; uses Computer Aided Drafting and Design software (CADD); monitors, maintains, and proposes upgrades for CADD software; performs drafting work on the more difficult projects; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENT**

Three years of full-time paid experience in architectural or structural drafting in a class at the level of Architectural Drafting Technician.

### **NOTES:**

1. In addition to the regular City application, all applicants must complete the Senior Architectural Drafting Technician Qualifications Questionnaire at the time of filing. The Senior Architectural Drafting Technician Qualifications Questionnaire is located within the Supplemental Questions 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. 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.
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 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 <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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, MARCH 17, 2016**.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

<b>Examination Weights:</b>	<b>Essay</b> .....	<b>Advisory</b>
	<b>Interview</b> .....	<b>100%</b>

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training and professional development as they have provided knowledge of: the methods, equipment, and materials used in architectural drafting; details, drafting conventions, and symbols used in different types of drawings; characteristics of various reproduction processes, equipment and material; higher level mathematics and its application to reinforced concrete construction, structural steel calculations and dimensioning; trigonometry, data tables, and logarithms as they apply to architectural drafting; City Building Codes, CAL/OSHA guidelines, National Building Code, ADA and other Architectural Barriers Laws, and related manuals; pertinent City and Personnel Department rules, policies and procedures, including Equal Employment Opportunity; fundamental principles and practices of supervision, including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; and the ability to assemble, prepare and interpret charts, graphs, calculations and tables; draw and interpret construction drawings; use, develop, and implement computer aided drafting and design (CADD) software systems sufficient to instruct subordinate personnel; estimate time, personnel and materials required for completing architectural drafting projects; analyze drafting progress and problems and provide feasible and practical solutions to maximize cost effectiveness; identify potential problem areas in construction; direct and coordinate the work of groups of employees engaged in architectural engineering drafting projects; deal tactfully, persuasively and effectively with a variety of individuals; communicate orally on a one-to-one and one-to-group basis for the purpose of obtaining and providing information in a clear, logical, persuasive and accurate manner; prepare clear and accurate standards and narrative reports utilizing proper grammar and punctuation; and other necessary skills, knowledge and abilities.

As part of the interview, candidates will be required to present to the interview panel members a **portfolio** with samples of their architectural design work. While the interview panel members will not assign a separate score to the samples, the interview panel members will consider the quality of the samples in their overall evaluations of the candidate's qualifications. Candidates should expect the interview panel members to discuss the samples with them during their interviews. Specific information regarding the portfolio of architectural design samples to be presented to the interview panel will be e-mailed to those candidates invited to participate in the interview. **All samples will be returned to the candidates after the conclusion of their interviews.** In addition, the interview panel members will also consider the information in the candidate's Qualifications Questionnaire. Candidates may also expect interview panel members to discuss this information during the interviews. Unsolicited supplemental information will not be submitted to the interview panel in lieu of the Qualifications Questionnaire.

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 interview will begin during the period of **MAY 23, 2016 TO JUNE 3, 2016**.

Prior to the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Senior Architectural Drafting Technician. This essay material will not be separately scored, but will be presented to the interview panel for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified later by e-mail of the time and location of the advisory essay test which will take place in Los Angeles and will be administered in a single half-day session on **SATURDAY, APRIL 30, 2016**.

### **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. 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.
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. A final average score of 70% is required to be placed on the eligible list.
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.