



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

AUTO PAINTER

Class Code: 3721

Open Date: 02-24-17

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$77,256 to \$83,561

The salary in the Department of Water and Power is \$58,965 to \$88,405.

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

DUTIES

An Auto Painter prepares metal and other surfaces on automotive equipment for painting; uses spray guns to apply paints, primers, synthetic enamels, polyurethane, and epoxy.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Completion of a recognized apprenticeship as an auto painter; **or**
2. Six years of full-time paid experience in auto painting.

PROCESS 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 is met.
2. Some positions may require a valid California Class B (or A) driver's license and valid medical certificate approved by the State of California Department of Motor Vehicles, prior to appointment. 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)
3. Applicants filing under Requirement #1 must submit a copy of their apprenticeship certificate. Applicants must attach a copy of the Apprenticeship Certificate to the online application at the time of filing. The certificate must be attached to the online application BEFORE the application is submitted. If the certificate is attached AFTER the online application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted the certificate. Applicants who fail to submit the Apprentice Certificate at the time of filing by attaching it to the online application will not be considered further in this examination.
4. Applicants who are currently employed with the City of Los Angeles filing under Requirement #2 must submit with the application a "Verification of Work Experience" (VWE) form. A VWE may be obtained at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants may attach the completed VWE form to their on-line application at the time of filing or will have seven (7) calendar days from the online submission date to email a copy of their completed VWE form, including the required signatures, to per.appdocs@lacity.org. The subject line of your email must include the exam title, your name and indicate it is a VWE. In the body of your email, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. Applicants who fail to submit their signed VWE form within the time required will not be considered further in this examination and their applications will not be processed.

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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by THURSDAY, MARCH 09, 2017.

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 technical interview 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 February 24, 2017 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

After meeting minimum qualifications, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:

Examination Weight: Demonstration of Job Knowledge and Evaluation of General Qualification by Technical Interview. 100%

The examination score will be based entirely on a demonstration of job knowledge and an evaluation of general qualification by technical interview. In the technical interview, emphasis will be placed on the adequacy of the candidate's experience, training and personal qualifications as they have to provide the background needed to perform the duties of an Auto Painter, including the candidate's knowledge of: safety practices and processes; tools, materials and equipment used in preparing and painting automotive body parts; State and Federal safety rules; and the ability to: safely use tools and equipment such as elevated platforms, scaffolding and ladders; perform arithmetic computations; write, read, and interpret manuals, written instructions, time and work records; follow oral instructions; and other necessary knowledge, skills, and abilities.

Candidates will be notified by e-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 **MAY 01, 2017 to MAY 12, 2017**.

NOTES:

1. This examination is based on a content validation study.
2. A final average score of 70% is required to be placed on the eligible list.
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. 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.
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. The incumbents of some positions in this class may be required to pass an annual or periodic work fitness evaluation to determine their eligibility for continued employment in this class.
8. In conjunction with Civil Service rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
9. 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.

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 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.