



City of Los Angeles

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City of Los Angeles Personnel Department

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TREE SURGEON SUPERVISOR

Class Code: 3117

Open Date: 11-07-14

ANNUAL SALARY

\$62,493 to \$77,631

The salary ranges in the Department of Water and Power are \$92,394 to \$97,551; \$97,112 to \$102,520; and \$102,249 to \$107,949. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

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.**

DUTIES

A Tree Surgeon Supervisor assigns, reviews and evaluates the work of a number of small crews or supervises a crew engaged in tree trimming activities for a department or in an area of the City; or assists a Street Tree Superintendent by directing and coordinating street tree trimming activities in a major section of the City; or inspects trees to ensure street trees are trimmed in compliance with Los Angeles Municipal Code requirements; or inspects overhead electrical facilities and lines to determine tree interference and prepares the related reports; 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 as a Tree Surgeon or in a class at that level which includes climbing trees, using climbers, ropes and safety belts and using power saws, aerial lifts, power winches, booms or similar equipment.

NOTES:

1. Candidates 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.
2. For positions with the Department of Public Works, Bureau of Street Services, and Harbor Department, certification as an arborist with the International Society of Arboriculture is required prior to the end of probation. For all other positions, certification as an arborist is especially desired.
3. Some positions require a valid California driver's license, or a valid California Class B license with a medical certificate 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).

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.

APPLICATION DEADLINE

Applications must be received by THURSDAY, NOVEMBER 20, 2014.

NOTE:

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

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

In the written multiple-choice test, candidates may be examined for knowledge of tree pruning and removal procedures; species of trees and their characteristics; overhead energized lines and service; City's personnel practices, procedures, rules, and regulations; safety equipment and procedures used in tree pruning and removal; proper use of tools, clothes, gloves, shoes, and hard hats; eye protection; ear protection; rescue procedures; tree top resuscitation; first aid; CAL-OSHA safety rules and regulations that apply to tree work activities; and the ability to: assess which tree activities are hazardous, critical, or complicated; and other necessary knowledge, skills, and abilities.

At the time of the written multiple-choice test, candidates will also be required to prepare some written material related to the work of a Tree Surgeon Supervisor. This advisory essay material will not be separately scored, but will be presented to the interview board for discussion with the candidates and for consideration in the overall evaluation of the candidates.

High Voltage Line Clearance Test (optional)

1. If you wish to be considered for positions involving high voltage line clearance work, you must take and pass the qualifying high voltage line clearance written test. This test will immediately follow the written Tree Surgeon Supervisor test. If you wish to take the additional high voltage line clearance test, please indicate "Yes" when asked this question during the process. If you do not wish to be considered for those positions, you do not have to take the high voltage line clearance test.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

Candidates must achieve a passing score in the qualifying written test in order to be called for the interview.

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 time required to perform tree pruning and removal activities; and the ability to: plan and assign work to the appropriate crew considering many factors; direct the activities of several members of a tree crew simultaneously performing different tasks related to a particular job; organize and conduct meetings and programs for subordinates; orally communicate with and/or counsel subordinates on job related information on a one-to-one basis, with a group of employees, tree crews, or other related workers; communicate orally, in person or on the phone, with the public, other public/private agencies, or other City personnel in order to explain/describe City ordinances and regulations related to tree work, the activities performed by tree crews, or to arrange for the activities of a tree crew; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the time and location of the written test that will be administered in a single half-day session in Los Angeles on **SATURDAY, JANUARY 3, 2015**. Candidates may anticipate being scheduled to a test location where PCs (personal computers) will be made available to type their essay response.

SELECTIVE CERTIFICATION

1. Achievement of a qualifying score on the high voltage line clearance multiple-choice written test; and
2. Proof of experience as a "Qualified Line Clearance Tree Trimmer," within the last three years as defined by the California Electrical Safety Orders, Section 2700 (b), "18 months training and on-the-job experience which provides familiarity with the special techniques and hazards involved in line clearance tree trimming activities."
3. Certified Commercial Applicators license, issued by the State of California, Department of Food and Agriculture. (Candidates seeking this certification must include their State Commercial Applicators license number, issue date and expiration date in Box 35 of the application. Candidates filing on-line must include this information in the Special Training section of the on-line application.)

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 at http://per.lacity.org/exams/verify_disability.pdf.
3. Applications accepted are 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 in this bulletin.
4. Seniority credit at the rate of 0.25 of a point for each year of continuous classified City service will be added to the weighted test score of each candidate.
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. Certain positions may require that you furnish an automobile, properly insured, for use in City service. Mileage will be paid according to established rates.
8. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo mandatory drug and alcohol testing both prior to and during employment in this class.
9. Some positions in this class may require you to pass an annual or periodic work fitness evaluation to determine your eligibility for continued employment.

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.