



CITY OF LOS ANGELES
invites applications for the position of:
CARPENTER 3344

An Equal Opportunity Employer

APPLICANT FILING STATUS:

Exam Open to All, including Current City Employees

SALARY:

Annually
\$86,312.00 - \$93,542.00

SPECIAL SALARY:

The salary stated above is Flat Rated. See Duties Section for further salary information.

OPENING DATE:

01/12/18

CLOSING DATE:

01/25/18 11:59 PM

DUTIES:

ANNUAL SALARY

\$86,312 (flat-rated)

The salary in the Department of Water and Power is \$93,542 (flat-rated)

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. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

A Carpenter does skilled rough and finish carpentry in building and repairing wood structures and articles; work may include forming for the placement of concrete.

REQUIREMENT(S)/MINIMUM QUALIFICATION(S):

1. Completion of an apprenticeship as a carpenter or cabinetmaker; **or**
2. Six years of full-time paid experience performing carpenter or cabinetmaker work.

Completion of a minimum 18-month or longer program in carpentry or cabinetmaking and millwork from an accredited institution may be substituted for each year of experience lacking up to a maximum of two years.

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 requirement is met.
2. Applicants filing under Requirement #1 must submit a copy of their apprenticeship certificate. Applicants must attach a copy of the Apprenticeship Certificate to the on-line application at the time of filing. The certificate must be attached to the on-line application BEFORE the application is submitted. If the certificate is attached AFTER the on-line 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 Apprenticeship Certificate at the time of filing by not attaching it to the on-line application will not be considered further in this examination.

3. Applicants substituting an 18-month or longer carpentry or cabinetmaking and millwork program for each year of experience lacking up to a maximum of two years must attach a copy of their certificate of completion of the program to the on-line application at the time of filing. The certificate must be attached to the on-line application BEFORE the application is submitted. If the certificate is attached AFTER the on-line 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 applicable certificate at the time of filing by not attaching it to the on-line application will not be considered further in this examination.
4. 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 &
APPLICATION DEADLINE:**

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> for Open Competitive Examinations and 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 must be received by THURSDAY, JANUARY 25, 2018.

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 weighted multiple-choice 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 January 12, 2018 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: Multiple-Choice Test 100%

The examination will consist entirely of a weighted multiple-choice test administered and proctored on-line. In the on-line multiple-choice test, candidates may be examined for knowledge of: the proper use of hand tools used in the field of carpentry; the component parts of wood and chain link fences and gates; symbols and terminology commonly used on carpentry blueprints and sketches; joints, hardware, and parts as used in conjunction with doors, windows, sashes, frames and other items made of

wood; types of wood used in the field of cabinetry; tools used in constructing scaffolds and spans; shoring for trenching; how to use a builder's level; adhesives and techniques used to layout various types of floors and ceilings; various types of suspended ceiling components; connectors and fasteners used for heavy construction; terminology used in roofing, including roofing materials and roof framing; how to construct footings; various types of glass, putties and fasteners; how to install steel stud walls; state safety requirements pertaining to stairways and footings; Cal/OSHA safety codes and personal protective equipment; math including algebra and geometry as it relates to the field of carpentry; and the ability to: read, analyze, and work from blueprints and sketches; and other necessary skills, knowledge, and abilities.

The multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the on-line multiple-choice test will be able to take the test from any location using a computer with a webcam and a reliable internet connection. Candidates will receive an email from the City of Los Angeles outlining the dates and specific steps on how to take the multiple-choice test on-line. It is anticipated that the remote proctored multiple-choice test will be held in **APRIL 2018**. Candidates who do not complete and submit the remote proctored multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the multiple-choice 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. 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.
4. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
5. 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.
6. 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 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.
7. 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.
8. A final average score of 70% or higher is required to be placed on the eligible list.

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 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.

CARPENTER 3344 Supplemental Questionnaire

- * 1. To be PROPERLY AND PROMPTLY notified of the status of my application, I UNDERSTAND that I MUST provide on my City application, the following information: -Working E-mail address -Telephone Number -Official social security number I UNDERSTAND that I MUST provide a working email address on my application where I will receive notifications regarding the status of my application and the selection process. I UNDERSTAND that important information regarding the status of my application and the selection process will only be sent via E-MAIL to the email address I provided. I UNDERSTAND that it is MY RESPONSIBILITY to ensure that the email address I provided is a working email and that I will check my email regularly to ensure I receive any communication as it relates to the examination promptly. I UNDERSTAND that the City of Los Angeles Personnel Department is NOT RESPONSIBLE for any lost or redirected emails and that it is MY RESPONSIBILITY to add info@governmentjobs.com to my email contact list to avoid email notifications related to this examination from being classified as "spam" or "junk" mail.
- ☐ I have read these statements to their fullest and will provide a working e-mail address on my application in order to receive status of my application regarding this examination.
- * 2. I UNDERSTAND that I am required to describe, IN DETAIL, my appropriate qualifying experience in the Work Experience Section of my application. I UNDERSTAND that, if qualifying with my City experience, that I MUST indicate my appropriate job classification in my work history and NOT ANY WORKING TITLE that I believe is designated to me. I UNDERSTAND that if I attach a resume and/or cover letter IN LIEU of completing the Work Experience Section, my application is INCOMPLETE and WILL NOT be considered for this examination, and my application WILL NOT be further processed. In addition to including my qualifying experience, I UNDERSTAND that I should list ALL jobs, regardless of duration, including part-time jobs, military service and any periods of unemployment during my entire work history.
- ☐ I have read these statements to their entirety and understand them completely and to their fullest.

* 3. I am currently:

- ☐ A City of Los Angeles employee having received a regular appointment.
- ☐ An exempt City of Los Angeles employee, but have civil service status.
- ☐ An exempt City of Los Angeles employee without receiving civil service status.
- ☐ A City of Los Angeles employee in a temporary training position.
- ☐ A City of Los Angeles employee on a part-time basis.
- ☐ On a regular reserve list for the City of Los Angeles.
- ☐ Not employed with the City of Los Angeles.

* 4. I have completed an apprenticeship as a carpenter or cabinetmaker:

IMPORTANT NOTE: Applicants filing under Requirement #1 must submit a copy of their apprenticeship certificate. Applicants must attach a copy of the Apprenticeship Certificate to the on-line application at the time of filing. The certificate must be attached to the on-line application BEFORE the application is submitted. If the certificate is attached AFTER the on-line 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 Apprenticeship Certificate at the time of filing by not attaching it to the on-line application will not be considered further in this examination.**

- ☐ Yes, I have completed an apprenticeship as a carpenter or cabinetmaker and will attach my Apprenticeship Certificate to my application.
- ☐ This statement does not apply to me.

* 5. I have the following amount of full-time paid experience performing carpenter or cabinetmaker work.

IMPORTANT NOTE: Please provide a detailed description of this experience in the Work Experience section of this application. **Failure to provide this information may result in your disqualification.**

- ☐ Between 1 month and 23 months
- ☐ Between 24 months and 35 months
- ☐ Between 36 months and 41 months
- ☐ Between 42 months and 47 months
- ☐ Between 48 months and 53 months
- ☐ Between 54 months and 59 months
- ☐ Between 60 months and 65 months
- ☐ Between 66 months and 71 months
- ☐ 72 months or more
- ☐ This statement does not apply to me.

* 6. I have completed a minimum 18-month or longer program in carpentry or cabinetmaking and millwork from an accredited institution.

IMPORTANT NOTE: Applicants substituting an 18-month or longer carpentry or cabinetmaking and millwork program for each year of experience lacking up to a maximum of two years must attach a copy of their certificate of completion of the program to the on-line application at the time of filing. The certificate must be attached to the on-line application BEFORE the application is submitted. If the certificate is attached AFTER the on-line 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 applicable certificate at the time of filing by not attaching it to the on-line application will not be considered further in this examination.**

- ☐ Yes, I have completed ONE 18-month or longer program in carpentry or cabinetmaking and millwork from an accredited institution and will attach my certificate of completion to my application.
- ☐ Yes, I have completed TWO 18-month or longer programs in carpentry or cabinetmaking and millwork from an accredited institution will attach my certificates of completion to my application.
- ☐ This statement does not apply to me.

* Required Question