



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SIGN PAINTER

**Class Code: 3428**

**Open Date: 02-06-15**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$72,766 (flat-rated)

The salary in the Department of Water and Power is \$67,630 to \$84,042

### **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. 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 Sign Painter lays out and paints signs using freehand, stencils, computer, and silk screen methods on a variety of surfaces and materials, applying large vinyl cut graphics and related fabrication.

### **REQUIREMENTS**

1. Completion of a recognized apprenticeship as a sign painter; or
2. Six years of full-time paid experience as a helper to a sign painter.

### **NOTES:**

1. In addition to the online City application, each applicant is required to complete and submit an online Sign Painter Qualifications Questionnaire and Training and Experience Questionnaire at the time of filing. The Sign Painter Qualifications Questionnaire and Training and Experience Questionnaire are located within the Supplemental Questions Section of the City application. Applicants who fail to complete both Questionnaires will not be considered further in this examination, and their application will not be processed.
2. Applicants lacking six months of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Applicants filing under Requirement #1 must submit a copy of their apprenticeship certificate. The certificate must be attached to the online application at the time of filing. Attach the certificate to the online application BEFORE it is submitted. If the certificate is attached AFTER the online application has been submitted, it will not be available to the City and you WILL NOT be credited with having submitted the certificate. Applicants who fail to submit this document at the time of filing by attaching it to the online application will not be considered further in this examination.
4. Applicants filing under Requirement #2 must submit a City of Los Angeles Verification of Work Experience form (VWE), which must also indicate the percentage of time performing the work that is claimed as qualifying experience. VWE forms may be obtained online 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 7 calendar days from the submittal of their on-line application to submit the VWE form to the Personnel Department Building, 700 E. Temple Street, Room 100, Los Angeles, CA 90012. Failure to provide this information within the required time will result in your disqualification from this examination.
5. 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 online. When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. Online 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.

## **APPLICATION DEADLINE**

**Applications, Qualifications Questionnaires, and Training and Experience Questionnaires must be received by THURSDAY, FEBRUARY 19, 2015.**

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' Training and Experience Questionnaires will be evaluated 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 6, 2015 in the event that additional applicants need to be tested to meet hiring needs.

## **QUALIFICATIONS REVIEW**

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Sign Painter may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Sign Painter based solely on the information submitted for qualifications review will continue in the selection process.

## **SELECTION PROCESS**

**Examination Weight: Assessment of Training and Experience ..... 100%**

The examination will consist entirely of an evaluation of training and experience, wherein candidates may be evaluated on their knowledge, experience, professional background, personal qualifications and abilities, including knowledge of: fine lettering and painting techniques; silk screen and weeding processes; preparing various surfaces for vinyl installation; techniques used to apply scotchlite, reflective lettering, and vinyls; general sign making equipment, such as plotters, scanners, printers, and engravers; basic safety practices, such as proper use of chemicals, scaffolds, and ladders; and ability to perform skillful freehand lettering; use computer signage software; lay out a large variety of signs on various types of surfaces; make and use silk screen stencils; understand and follow instructions and drawings; and other necessary skills, knowledge, and abilities.

The Training and Experience Questionnaires will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications, as described in the candidate's Training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the review panel.

The Qualifications Questionnaire will not be separately scored, but will be considered by the raters in evaluating each candidate's qualifications. Qualifications Questionnaires submitted by candidate's after the filing period will not be accepted.

## **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. 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.
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. Seniority credits 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.
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. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City employment applications by Personnel Department staff to ensure that minimum qualifications have been met.

## **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.