



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR HOUSING INSPECTOR

Class Code: 4244

Open Date: 05-29-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$84,731 to \$94,440

NOTE:

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 Housing Inspector supervises employees engaged either in the inspection of residential rental property locations for conformance to housing habitability, quality, and property maintenance ordinances; or in the investigation of code violation complaints and the following through with the code enforcement process by way of litigation or administrative abatement; and personally conducts the more difficult field inspections.

REQUIREMENT

Two years of full-time paid experience with the City of Los Angeles as a Housing Inspector.

The following may be substituted for one year of Housing Inspector experience:

1. One year of full-time paid experience with the City of Los Angeles as a Building Inspector, Building Mechanical Inspector, Plumbing Inspector, Electrical Inspector, Fire Sprinkler Inspector, or Heating and Refrigeration Inspector; or
2. Graduation from a recognized four-year college or university with a degree in Industrial Technology, Industrial Science, or any four-year degree with at least 18 semester or 24 quarter units in Construction Management, Construction Technology, Engineering, Fire Safety, or Inspection Technology.

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. A valid California driver's license is required prior to appointment. Applicants will be disqualified and not eligible for hire 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.

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, JUNE 11, 2015.**

SELECTION PROCESS

Examination Weight:	Essay	Advisory
	Interview	100%

The examination will consist entirely of an evaluation of the candidate’s professional and personal qualifications by interview. In the interview, emphasis will be placed on the adequacy of the candidate’s experience, training, and personal qualities as they have provided the background necessary to perform the duties of a Senior Housing Inspector, including knowledge of: the Los Angeles Municipal Code, Uniform Housing Code and the Electrical, Plumbing, and Mechanical Codes as they apply to existing residential occupancies; the Fire Code and fire and life safety issues as related to existing residential occupancies; supervisory principles and practices; City personnel rules, policies, and procedures; Equal Employment Opportunity; and ability to: make difficult interpretations of job-related codes and provide fair and equitable decisions regarding legal requirements; deal tactfully and effectively with the public, renters, property owners, and City officials; communicate orally and speak effectively in public; and other necessary knowledge, skills, and abilities.

At the time of the interview, candidates will be required to prepare some written material on a topic related to the duties and responsibilities of a Senior Housing Inspector. This material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory writing session will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

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 **JULY 27, 2015 to AUGUST 07, 2015**.

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

**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.