



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

SENIOR GARDENER

Class Code: 3143

Open Date: 07-25-14

ANNUAL SALARY

\$45,936 to \$57,086

The salary in the Department of Water and Power is \$62,368 to \$77,506

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.

DUTIES

A Senior Gardener performs skilled gardening and irrigation work; assigns, reviews, and evaluates the work of employees engaged in routine gardening, ground maintenance and irrigation work in a City park, recreation area, golf course, nursery, the grounds of public buildings, Citywide traffic islands, medians, slopes, grade separations, and other landscaped areas; applies sound supervisory techniques in building and maintaining an effective work force; and fulfills workplace diversity responsibilities.

NOTE:

The work performed by an employee of this class may require exposure to vehicular traffic, rain, wind and other weather conditions.

REQUIREMENTS

1. Two years of full-time paid experience in the propagation, care or maintenance of plants, flowers, shrubs, trees and lawns; **or**
2. One year of full-time paid experience in the propagation, care or maintenance of plant, flower, shrubs, trees and lawns and 30 semester of 45 quarter units from a recognized college or university with at least two courses in horticulture, botany, or a related fields.

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 #2 must list course titles, number of semester/quarter units, completion date, name and location of college or university must be listed on the application.
3. Some positions may require a Qualified Applicator's License.
4. Some positions in DWP may require working under and around energized equipment.
5. Some positions may require a valid California Class B driver's license prior to appointment. Applicants for such positions will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months. For positions requiring a valid California Class B driver's license, applicants must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1.

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.

NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete at the time of filing for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, AUGUST 7, 2014.**

SELECTION PROCESS

Examination Weight: Written **Qualifying**
Interview **100%**

In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: planting, pruning, care, watering practices, and maintenance of trees, shrubs, flowers, ground cover and turf grasses; methods in preparing a seed bed; various types of fertilizers and soil conditioners and their proper use; types of mulches and soils and how to prepare them for planting; planting techniques; botanical and common names of a variety of trees, shrubs, and other plants used in Southern California; types of herbicides and their application for the control of weeds; use, care, and maintenance of gardening tools and equipment such as power mowers, power sprayers, and sprinkler systems; types of cleaning agents, equipment and their application to clean facilities; proper safety measures in using such tools, equipment and provisions of CAL/OSHA; safety practices and first aid applicable to landscape and horticultural work; basic arithmetic; basic record keeping; proper English grammar, usage and spelling; supervisory practices and principles, including workplace diversity, employee relations, and equal employment opportunity responsibilities; ability to effectively communicate and deal tactfully with others; and other necessary skills, knowledge and abilities.

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 eligible 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: skilled gardening work and to supervise a group of employees engaged in gardening and grounds maintenance work, including the application of workplace diversity and effective employee relations principles; the ability to communicate orally in an effective manner; the ability to deal tactfully and effectively with coworkers and the public; and other necessary skills, knowledge and abilities.

Candidates will be notified by mail of the time and location of the qualifying written test which will be held on **SATURDAY, SEPTEMBER 27, 2014** in Los Angeles.

NOTES:

1. The 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 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% in the interview portion of the examination 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.
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.

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.