



City of Los Angeles

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City of Los Angeles Personnel Department

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CAMPUS INTERVIEWS ONLY CIVIL ENGINEERING ASSOCIATE

Class Code: 7246

Open Date: 10-11-02

Revised: 09-13-19

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$80,262 to **\$99,722**; \$76,274 to **\$111,478**; \$84,856 to **\$124,068**; and \$92,247 to **\$134,863**

The salary in the Department of Water and Power is \$84,877 to \$105,464; \$100,871 to \$125,300; \$109,452 to \$135,991; \$117,596 to \$146,118

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions
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.**
3. 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.

DUTIES

A Civil Engineering Associate performs professional civil engineering work in researching, checking, computing, conducting field work needed, and working with consultants in the preparation of plans, designs, details, specifications, cost estimates, environmental documentation, and various reports for the construction, maintenance, and operation of a wide variety of civil engineering projects; processes private development plans and development actions; issues engineering permits to the public; and does related work.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. A Bachelor's or Master's degree in engineering from an accredited college or university, which includes at least 24 semester units or 36 quarter units of core courses in civil engineering; **or**
2. Certification as an Engineer-In-Training recognized by the State of California Board for Professional Engineers, Land Surveyors, and Geologists; **or**
3. Registration as a Professional Engineer with the State of California Board for Professional Engineers, Land Surveyors, and Geologists.

PROCESS NOTES

1. Applicants who are within nine months of graduation from an accredited college or university may apply. However, you cannot be appointed until you have completed all your course work including the 24 semester units or 36 quarter units described in Requirement No. 1.
2. An application and a Supplemental Form must be completed. Applications and Supplemental Forms will be available through the recruiters.
3. Candidates filing under Requirement No. 2 or No. 3 must list their Engineer-In-Training (EIT) certification number or their Professional Engineer (PE) registration number on the Supplemental Form, question # 1. At the time of appointment, candidates must submit to the department which appoints them, verification of their EIT certification or PE license.
4. Appointments will be made to temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners for a maximum duration of three years. In order to successfully complete the temporary training period, new appointees must obtain their Engineer-In-Training (EIT) Certificate within three years. New appointees who do not successfully complete the temporary training period will be terminated from the class.
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).
6. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
7. Candidates completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying degree.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

WHERE TO APPLY

1. Make an appointment through the placement office of the school with which you are affiliated as a student or alumni (if allowed by the school) to interview with the City of Los Angeles recruiters should they visit your campus.
2. Applications and Supplemental Forms will be available through the recruiters.
3. Those individuals who are not currently affiliated as a student or alumni with participating schools may participate in the examination when applications are accepted through the City's on-line application process. If the examination is not open for filing at the time of your visit, you are encouraged to complete and submit a notification card by visiting the website at <https://www.governmentjobs.com/careers/lacity/classspecs> so that you may be advised when applications will be accepted.
4. Applications and Supplemental Forms may be periodically accepted at alternative locations when the City participates in special recruitment events, job fairs, or career expos. For those special events, any special application or testing procedures will be explained directly to event participants.

APPLICATION DEADLINE

For administrative purposes, filing may close periodically and reopen the following day. This examination may be closed without prior notice at any time after a sufficient number of applications have been received.

SELECTION PROCESS

Examination Weight: Interview100%

Your examination score will be based entirely on an evaluation by interview of your training, professional and personal qualifications. Special emphasis will be placed on: your understanding of civil engineering fundamentals and concepts; your ability to communicate clearly and understandably; your ability to effectively work with representatives of City departments, governmental agencies, and the public; the nature and adequacy of your education and/or experience; and other necessary skills, knowledge, and abilities.

NOTES:

1. 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, you must contact the Examining Section at the Personnel Department within 2 working days at 213-473-9163 to ensure enough time is given for proper arrangements to be made. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
2. You may take the Civil Engineering Associate interview only once every 365 days from the date you were last added to the eligible list or when you were interviewed, whichever date is more recent. If you have taken the Civil Engineering Associate interview in a campus environment with any City of Los Angeles department or DWP, a special recruitment event, or during an open filing period in the Personnel Department or have interviewed for this position within the last 12 months, you may not file for this examination at this time.
3. Candidates may be offered a conditional job offer on the day of the interview. If this offer is accepted by the candidate, the candidate's name will be provided only to the department that extended the job offer for hiring purposes.
4. Your name may be removed from the open competitive list after twelve months.
5. Your rank on the employment list may change as the scores of candidates from other administrations of this examination are merged onto one list.
6. At the time of the interview, you must present a valid, State or Federal issued photo identification card.
7. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not possess the minimum qualifications stated on this bulletin.
8. A final average score of 70% 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. All City employees are required to be Disaster Service Workers.

**THIS EXAMINATION IS TO BE GIVEN ONLY
ON 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.