CIVIL ENGINEERING ASSISTANT

ONLINE FILING ONLY FOR THIS EXAMINATION. APPLICATIONS SUBMITTED VIA U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

Beginning Monday, November 6, 2017, at 8:00 a.m., Pacific Standard Time (PST).

FILING WILL BE SUSPENDED WHEN THE FIRST 1,000 APPLICATIONS ARE RECEIVED OR ON THURSDAY, NOVEMBER 16, 2017 AT 5:30 P.M. (PST), WHICHEVER COMES FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 1,000 WILL NOT BE CONSIDERED. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.

$5,643.27 - $6,640.82 Monthly

Selection Requirements: A Bachelor's degree or higher** from an accredited** college or university in civil engineering curriculum approved by the Accreditation Board for Engineering and Technology (ABET).**

License: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

IMPORTANT NOTES:

• Please note that ALL information included in the application materials is subject to VERIFICATION at any point during the examination and hiring process, including after an appointment has been made.

• FALSIFICATION of any information may result in DISQUALIFICATION or REVISION OF APPOINTMENT.

• Utilizing VERBIAGE from Class Specification and/or Selection Requirements serving as your description of duties WILL NOT be sufficient to meet the requirements. Doing so may result in an INCOMPLETE APPLICATION and you may be DISQUALIFIED.

• Membership in professional organizations such as the American Society of Civil Engineers, American Public Works Association, American Water Works Association, City and County Engineers Association, etc., is encouraged.

This examination will consist of a structured video interview covering education, experience, desirable qualifications, personal fitness, and general ability to perform the duties of the position weighted 100%.

INVITATION letters for the structured video interview may be sent via e-mail or U.S. postal mail. Candidates are responsible for providing a valid California Driver License address that can receive e-mail from dpw.lacounty.gov. Candidates must notify the department contact of any updates to their mailing address (e.g., mailing address, phone number) and are encouraged to check their junk mailboxes to ensure proper receipt of notices.

The structured video interviews are tentatively scheduled to begin on November 27, 2017.

Department of Public Works
900 South Fremont Avenue, Lobby Floor
Alhambra, CA 91803-1331
24-Hour Job Line (626) 458-3926; Website: http://dpw.lacounty.gov

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

Scan to access www.dpw.lacounty.gov Follow us on Twitter @LAPublicWorks Follow us on LinkedIn
CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE STRUCTURED VIDEO INTERVIEW IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Final results will be sent by U.S. postal mail. Test scores cannot be disclosed over the phone.

Applications will be processed on an "as-received" basis and those earning a passing grade will be promulgated to the eligible registry accordingly. The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

The resulting eligible register for this examination will be used to fill vacancies throughout the Department of Public Works.

A Civil Engineering Assistant is responsible for the following essential functions: prepares plans, specifications and computer software applications; assists in field investigations and studies; and in the preparation of preliminary and final plans, specifications, and cost estimates for a variety of construction and maintenance engineering projects such as flood control and water conservation projects utilizing commonly used software applications; and in the preparation of preliminary and final plans, specifications, and cost estimates for minor flood control or road maintenance projects such as drainage and wastewater systems, debris basins, storm drains, spreading grounds, and other flood control and water conservation facilities; performs calculations requiring knowledge of algebra, trigonometry, calculus, elementary mechanics, strength of materials, statics, geodesy, and structural analysis; assists in conducting hydraulic and hydrologic studies to determine design criteria and operational requirements for flood control and water conservation structures; compiles data for and assists in making studies or tests relating to the location, size and capacity of other engineering structures or facilities; and assists in the review portions of plans for engineering structures prepared by other public agencies or by private firms to determine if they conform to department standards and practices and sound engineering principles.

*****IMPORTANT INFORMATION*****

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE (via electronic submission) ONLY.

APPLICATIONS SUBMITTED VIA U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

This examination will run open until the first 1,000 applications are received or on Thursday, November 16, 2017 at 5:30 P.M. (PST), whichever comes first.

This examination is subject to close at any time without prior notification.

Instructions for Filing Online: The Standard County Employment Application for this examination must be completed online and submitted electronically beginning Monday, November 6, 2017. Applications electronically received after the first 1,000 applications may be rejected. To apply online, click on the link below or on after November 6, 2017:

https://www.governmentjobs.com/careers/lacounty/jobs/1844952/
civil-engineering-assistant

Applicants who apply online must upload any required documents as attachments during application submission or fax the required documents to (626) 979-5440 within fifteen (15) calendar days from filing. Please include your Name, Exam Number and the Exam Title on the faxed documents.

Facsimiles of the employment application to the Human Resources office will not be accepted. For additional information call the Human Resources office at (626) 485-2141.

COMPLETING YOUR APPLICATION

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the examination or selection process.

DISABILITY ACCOMMODATIONS

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act, if you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATIONS in the examination process (e.g., if you need help in applying for a position, or special testing arrangements for readers or interpreters) PLEASE PROVIDE ADVANCED NOTICE OF YOUR NEEDS TO THE COORDINATOR OF PERSONS WITH DISABILITIES (626) 458-2136. HEARING-IMPAIRED APPLICANTS WITH TDD EQUIPMENT may leave typewritten messages at (626) 282-7829.

EMPLOYMENT ELIGIBILITY INFORMATION

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law requires that all persons hired after November 29, 1986 as required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, gender, national origin, age, sexual orientation or disability.

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1495) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefits. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

CHILD SUPPORT COMPLIANCE

In an effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (e.g., name, address, Social Security Number, and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 75712 permits under certain circumstances for additional employment and identification information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN’S PREFERENCE CREDIT

Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

a. During a declared war; or During the period April 28, 1952 through July 1, 1955; or
b. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or

c. In a campaign for or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

DEPARTMENTAL POLICY

In accordance with Departmental policy, no person may be appointed, promoted, reduced, transferred or reassigned to a division in which a close family member works, exceptions may be considered on a case-by-case basis on the basis of unique or specialized employee skills. All applicants for employment and promotion to a position within this department shall be required to disclose the name(s) of any relative currently employed in the department prior to appointment.

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