

SENIOR CUSTODIAN

Class Code: 3157

Open Date: 08-05-22

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$37,458 to \$54,789 and \$39,254 to \$57,420

The salary in the Department of Water and Power is \$71,200 to \$75,168

The salary in the Department of Los Angeles World Airports is \$40,611 to \$59,361

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. Annual salary is at the start of the pay range. The current salary is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.
3. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per/lacity.org/Reciprocity_CityDepts_and_Dwp.pdf.**

DUTIES

A Senior Custodian assigns, reviews, and evaluates the work of Custodians engaged in a variety of cleaning and custodial tasks in City buildings; personally performs custodial duties including operating large autoscrubbers and other floor machines for floor care maintenance; and applies sound supervisory standards and techniques in building and maintaining an effective work group.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Two years of full-time paid custodial services experience with the City of Los Angeles; **or**
2. Three years of full-time paid custodial services experience which includes one year of full-time paid experience as a head or supervisor of a crew engaged in custodial work.

PROCESS 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. 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).
3. Applicants filing under Requirement No. 1 using City of Los Angeles experience in a class other than Custodian must submit a "Verification of Work Experience" (VWE) form, which must indicate the percentage of time performing the work that is claimed as qualifying experience. The VWE form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants will have 7 calendar days from the on-line submission date to email a copy of their completed VWE form, with the required signatures, to per.appdocs@lacity.org. The subject line of your email must include the exam title, your name and indicate it is a VWE. In the body of your email, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. Applicants who fail to submit their signed VWE form within the time required will not be considered further in this examination and their applications will not be processed.

WHERE TO APPLY

Applications will only be accepted on-line on the dates listed in the "Application Deadline" section of this bulletin. **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 <https://www.governmentjobs.com/careers/lacity>.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <https://per.lacity.org/faqs/employment-testing-process.html>

APPLICATION DEADLINE

Applications will only be accepted on-line on the dates listed below:

Filing Period 1: From 8:00 am Friday, August 5, 2022 to 11:59 pm, Thursday, August 18, 2022
Filing Period 2: From 8:00 am Friday, August 11, 2023 to 11:59 pm, Thursday, August 24, 2023

The examination may close without prior notice at any time after a sufficient number of applications have been received. Filing periods may change without prior notice or additional dates may be added, at a later date. For administrative purposes, filing may close and reopen on the dates noted in "Application Deadline" section of this bulletin.

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 will be invited to participate in the selection process 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 based on random sampling of those qualified candidates. Applicants not selected to be tested may re-apply in a subsequent filing period in order to be considered for that period's selection process.

SELECTION PROCESS

Examination Weights: Multiple-Choice Test 100%

The examination will consist entirely of a multiple-choice test administered and proctored on-line. In the on-line multiple-choice test, the following competencies may be evaluated: Reading Comprehension; Judgment and Decision Making; Supervision; Customer Service; Computer Proficiency, including knowledge of: computer and smartphone programs, applications, and functions, including navigating Google Suite or Microsoft Office applications; Safety Focus, including knowledge of: safety practices and procedures for custodial work, including proper lifting and carrying techniques and safe use of ladders; fire prevention and control methods, including types of conditions that present fire hazards and use of fire alarms and extinguishers; safety procedures and potential hazards associated with various types of cleaning materials and/or chemicals, including those listed in Safety Data Sheets (SDS); Equipment Operation, including: the proper use and care of custodial equipment, such as large auto scrubbers, floor buffers, and carpet shampoos; Job Knowledge, including knowledge of: cleaning methods, materials, chemicals, and disinfectants, including green chemicals and disinfectants; building machinery and equipment, such as restroom facilities and lighting, sufficient to ensure proper cleaning and prompt reporting or repair of maintenance problems; and other necessary skills, knowledge, and abilities.

Additional job analysis information can be obtained by going to <https://per.lacity.org/jobs/job-analyses.cfm> and clicking on Competencies under Senior Custodian.

The multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the on-line multiple-choice test will be able to take the test as instructed from a remote location (i.e., their home) using a computer with a webcam and a reliable internet connection. Candidates will receive an e-mail from the City of Los Angeles outlining the dates and specific steps on how to take the multiple-choice test on-line. Candidates who do not complete and submit the remote proctored multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination.

For candidates who apply during Filing Period 1, it is anticipated that the remote proctored multiple-choice test will be administered between **WEDNESDAY, OCTOBER 5, 2022 and TUESDAY, OCTOBER 11, 2022.**

For candidates who apply during Filing Period 2, it is anticipated that the remote proctored multiple-choice test will be administered between **WEDNESDAY, OCTOBER 11, 2023 and TUESDAY, OCTOBER 17, 2023.**

FAQs on on-line testing is available at <https://per.lacity.org/faqs/employment-testing-process.html>. Due to COVID-19 and social distancing requirements, only candidates who demonstrate a hardship may be offered the option to take the multiple-choice test onsite at a City facility.

NOTICE:

Test dates may be postponed in order to help protect the safety of our candidates and prevent the spread of COVID-19. Candidates will receive an e-mail from the City of Los Angeles Personnel Department if the anticipated test dates are postponed.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the multiple-choice 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 qualification stated on this bulletin.
4. A final average score of 70% or higher is required to be placed on the eligible list.
5. 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.
6. 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.
7. 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.
8. You may take the Senior Custodian multiple-choice test only once every 24 months under this bulletin. If you have taken the Senior Custodian multiple-choice test during an open filing period in the Personnel Department within the last 24 months, you may not file for this examination at this time.
9. Your rank on the employment list may change as candidates from other administrations of the examination are merged onto one list.
10. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf.

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 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.

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