STOREKEEPER

Class Code: 1835
Open Date: 12-18-20
(Exam Open to All, including Current City Employees)

ANNUAL SALARY

$47,898 to $70,052 and $49,068 to $71,743
The salary in the Department of Water and Power is $60,823 to $75,543; $66,210 to $82,267; $69,238 to $86,025; and $83,332 to $87,988

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 range 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 Storekeeper assigns, reviews and evaluates the work of a small group of employees engaged in ordering, receiving, inspecting, storing, issuing, securing and accounting for materials, supplies, technology equipment, automotive parts, records, tools and equipment and performs related minor repair and assembly work; applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Two years of full-time paid experience as a Warehouse and Toolroom Worker with the City of Los Angeles; or
2. Two years of full-time paid experience in a class at the level of Warehouse and Toolroom Worker which includes all of the following activities: ordering, receiving, inspecting, storing, issuing, securing and accounting for each of the following categories: materials, supplies, tools, and equipment.

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 has been completed.
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 #2 must provide detailed information in the work experience section of the application concerning all of the seven required activities for each of the four required categories.

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 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.

APPLICATION DEADLINE

Applications must be received by THURSDAY, DECEMBER 31, 2020.

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 interview 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 a random sampling of those qualified candidates. Applications submitted during the filing period may be kept on file in the event that additional applicants need to be tested to meet hiring needs.

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
**SELECTION PROCESS**

**Examination Weights:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-Choice Test</td>
<td>70%</td>
</tr>
<tr>
<td>Interview</td>
<td>30%</td>
</tr>
</tbody>
</table>

The examination will consist of a qualifying multiple-choice test and a weighted interview. In the on-line multiple-choice test, the following competencies may be evaluated: Reading Comprehension; Mathematics; Safety Focus; Customer Service; Job Knowledge, including knowledge of: storekeeping methods and procedures for a wide variety of materials and equipment; the documents and key characteristics to reference when inspecting materials, supplies, tools, and equipment; the operating characteristics, capacities, and limitations of material handling equipment; various inventory tracking methods and resources; and other necessary skills, knowledge, and abilities.

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 from a remote location (i.e., their home) using a computer with a webcam and a reliable internet connection or will have the option to take the test onsite at a City facility. 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. The remote proctored multiple-choice test will be held from **Tuesday, February 16, 2021 to Tuesday, February 23, 2021**. Candidates who do not complete and submit the multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination.

Candidates must achieve a passing score on the qualifying multiple-choice test in order to be scheduled for the interview.

The examination score will be based entirely on the interview. In the interview, the following competencies may be evaluated: Safety Focus; Supervision; Customer Service; Tact; Oral Communication; Job Knowledge, including knowledge of: storekeeping methods and procedures for a wide variety of materials and equipment; the documents and key characteristics to reference when inspecting materials, supplies, tools, and equipment; the operating characteristics, capacities, and limitations of material handling equipment; the various inventory tracking methods and resources; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which may be held in Los Angeles or on-line.

**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.
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](http://per.lacity.org/exams/verify_disability.pdf).
3. Applicants 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. You must have received a regular appointment to a City position or be on a reserve list to be eligible.
5. 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 candidates receive a higher score, without military credit, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of continuous service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
6. A final average score of 70% in the interview portion is required to be placed on the eligible list.
7. Based on City Policy, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.

**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 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.