

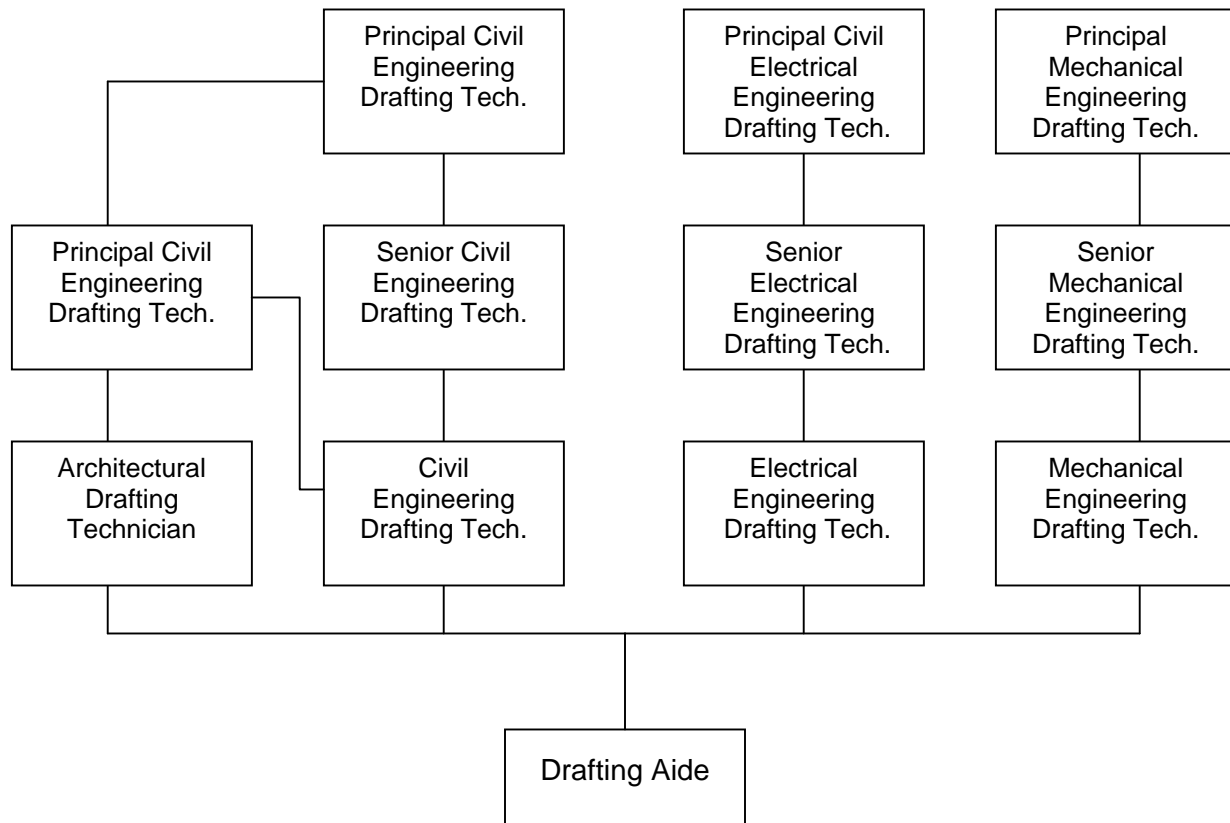
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR DRAFTING AIDE

This information is being given to you to describe potential promotional opportunities as a Drafting Aide. The career ladders that Drafting Aide most commonly enters into are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are also described. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

COMMON CAREER LADDERS FOR DRAFTING AIDES

The chart below shows the normal career paths of Drafting Aide. For example, normal advancement for Drafting aide is from Architectural Drafting Technician to Mechanical Engineering Drafting Technician. With specific types of experience, however, promotional or lateral movement between these lines is also possible.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVELS

Duties

Architectural Drafting Technician – An Architectural Drafting Technician performs responsible sub-professional architectural work consisting of drafting, tracing, sketching, and computing, in the preparation of architectural and structural plans and designs.

Civil engineering Drafting Technician – A Civil Engineering Drafting Technician performs drafting using pencil and ink or a computer aided Drafting Design (CADD) system and makes the necessary mathematical calculations in the preparation of civil and structural engineering designs and plans.

Electrical Engineering Drafting Technician – An Electrical Engineering Drafting Technician performs responsible sub-professional engineering work and drafting in the preparation of electrical and communication design drawings, wiring diagrams, plans and charts relating to the construction, operation, and maintenance of a wide variety of electrical installations and facilities.

Mechanical Engineering Drafting Technician – A Mechanical Engineering Drafting Technician performs responsible mechanical engineering drafting in the preparation of drawings for a variety of hydroelectric, water facilities and mechanical equipment and installations.

Requirements

Architectural Drafting Technician

1. Two years of full-time drafting experience, one year of which was in architectural computer aided drafting design work (CADD); **or**
2. One year of full-time architectural drafting experience **and** satisfactory completion of 6 semester or 9 quarter units in architectural drafting or design with extensive CADD work, **and** 6 semester or 9 quarter units in mathematics at a recognized college, university or trade school.

Civil Engineering Drafting Technician

1. Completion of 12 semester units in Computer Aided Drafting Design (CADD) **and** completion of one course in Geometry and Trigonometry from a high school or recognized college, university, trade school, or technical school; **or**
2. Two years of full-time paid engineering drafting experience which includes one year of civil engineering or structural engineering drafting **and** 6 months of experience using a CADD system.

Electrical Engineering Drafting Aide

1. Completion of 12 semester units or 18 quarter units in drafting, including at least 6 semester units or 9 quarter units in electrical drafting; and 6 semester units or 9 quarter units in mathematics at a recognized college, trade or technical school; **or**
2. Two years of full-time paid engineering drafting experience, one year of which was in electrical engineering drafting.

Mechanical Engineering Drafting Technician

1. Completion of 12 semester units in drafting, including 3 semester units in Computer Aided Drafting Design (CADD) and 6 semester units in mathematics, at a recognized college, trade school or technical school; **or**

2. Two years of full-time paid engineering drafting experience, one year of which was in mechanical engineering drafting.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9200, in Room 380, Personnel Building.