

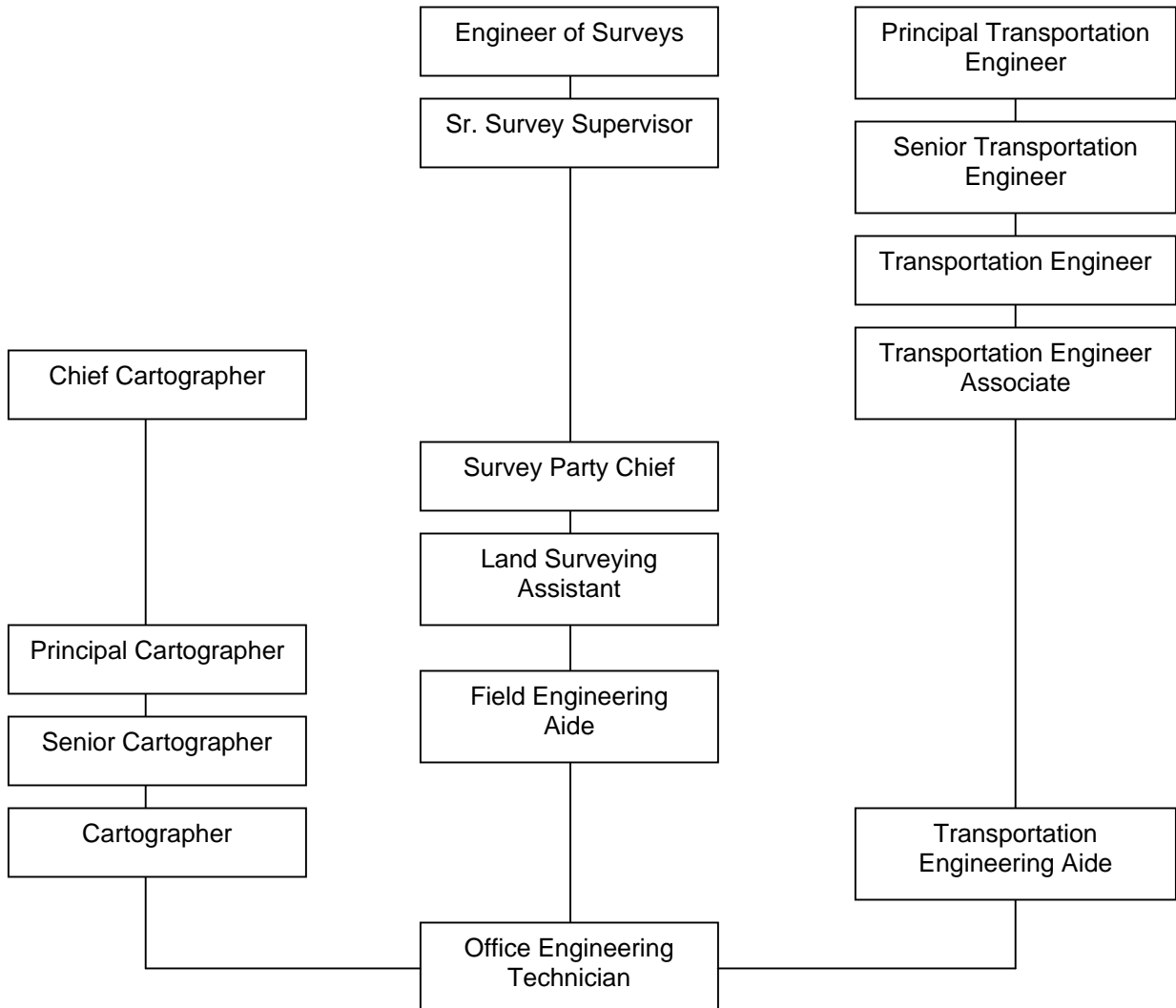
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR OFFICE ENGINEERING TECHNICIANS

This information is being given to you to describe potential promotional opportunities as an Office Engineering Technician. The career ladders that Office Engineering Technicians most commonly enter 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 OFFICE ENGINEERING TECHNICIANS

The chart below shows the normal career paths of Office Engineering Technicians. For example, normal advancement for Office Engineering Technicians is from Field Engineering Aide to Land Surveying Assistant. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties

Cartographer: Prepares and maintains precision-drawn maps and basic City records; and may prepare special purpose maps, charts, graphs, and other graphic arts projects.

Field Engineering Aide: Performs moderately difficult sub-professional traffic engineering work associated with making studies and analyses of traffic control and parking problems; inspects work by traffic crews which are installing or modifying traffic control devices; and may supervise employees engaged in such activities.

Transportation Engineering Aide: Performs sub-professional land surveying work or works with engineering personnel. A Field Engineering Aide may be required to climb fences, work in confined spaces, and carry surveying equipment long distances or various types of terrain.

Requirements

Cartographer: Completion of 12 semester or 18 quarter units in drafting, cartography or surveying, and 6 semester or 9 quarter units in mathematics at a recognized college, trade school or technical school. Candidates must list course names, units, school and dates of completion on their application in Box 26 or on an attached sheet; or Two years of full-time paid engineering drafting experience, one year of which was in map making.

Field Engineering Aide: Successful completion of high school or college-level courses in algebra, geometry, trigonometry and two courses in plane surveying, and one of the following: drafting or computer aided drafting; or One year of full-time paid experience as a member of a survey party.

Transportation Engineering Aide: Successful completion of **any two of the following three** categories: a) One year of high school or college level algebra or geometry; or b) One course at either the high school or college level in one of the following: Introduction to Engineering, Engineering Graphics and Design, Engineering Drawing, Drafting, Surveying, or c) Two years of full-time paid experience with the City of Los Angeles installing, inspecting or enforcing traffic regulatory devices or pavement markings.

Note: The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This information does not replace class specifications and examination bulletins.

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, Room 380, Personnel Building.

(Rev. 8/04)