

**APPLY IN PERSON:**

Employment Information Center (8am-5pm, Monday-Friday)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A, San Diego, CA 92101  
**WEBSITE:** www.sandiego.gov/empopp



**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

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**#T2997 LAND SURVEYING ASSISTANT  
MONTHLY SALARY: \$4839 to \$5830**

**APPLICATION FILING PERIOD: FIRST DATE: May 13, 2011**

**LAST DATE: June 1, 2011**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**THE POSITION:** Land Surveying Assistant positions provide office and field survey services in support of the City's public works and land acquisition projects; review, approve and process subdivision land maps/land title documents; ensure land maps/land title documents are in compliance with state and local ordinances; establish/confirm property boundaries on subdivision maps; record maps with County Engineer's/Recorder's Office; prepare legal descriptions, land boundary plans and certificates of completion; provide support and supervision to the City's Geographic Information System cadastral mapping program; may perform CADD project processing using various computer programs and may direct field crews for additional field surveying data collection to finalize CADD projects; may serve as Party Chief on a survey crew; read and interpret construction plans, field survey notes, maps and record-of-survey and right-of-way drawings; prepare survey notes and sketches by hand and using CADD programs; prepare corner records and records of survey; establish horizontal and vertical control for field surveys; utilize electronic total station, data collectors, bar code level and GPS equipment; prepare survey plats, recorded maps and legal descriptions; perform complex coordinate geometry land surveying calculations; supervise sub-professional personnel and perform other duties as assigned.

**REQUIREMENTS:** For each position, you must meet the following requirements listed below on the date you apply, unless otherwise indicated. **Proof of registration/certification/transcripts must be submitted to the Personnel Department at time of application.**

1. Valid registration as a Professional Land Surveyor with the State of California.  
**-OR-**
2. Certification as a Land Surveyor-in-Training (LSIT) with the State of California and two years of experience as specified below.  
**-OR-**
3. A Bachelor's Degree in Land Surveying, Civil Engineering or Geographic Information Systems (GIS) with completion of 30 semester or 45 quarter units of land surveying course work and two years of experience as specified below.

**EXPERIENCE:**

1. Two years of full-time experience as a Principal Survey Aide with the City of San Diego.  
**-OR-**
2. Two years of full-time journey-level land surveying experience which must include at least one of the following:
  - a. Producing and/or reviewing survey, subdivision and topographic maps, or land title documents.
  - b. Producing cadastral components of a Geographic Information System.
  - c. Performing as a Party Chief or Instrument Operator on a survey crew.

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### NOTES:

1. A Master's Degree in Land Surveying, Civil Engineering or Geographic Information Systems may be substituted for a maximum of one year of the required experience as specified above. **Proof of degree must be submitted to the Personnel Department at time of application.**
2. Additional qualifying land surveying experience may be substituted for education lacked on a year-for-year basis. One year of full-time experience = 30 semester/45 quarter units.

**LICENSE:** A valid California Class C Driver License **may be required at the time of hire.**

**HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You must also submit a completed **DATA ENTRY FORM**. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **six months**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment.

**SUPPLEMENTAL QUESTIONS:** In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g., specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. If you do **not** have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Are you registered as a Professional Land Surveyor with the State of California? **Proof of registration must be submitted to the Personnel Department at time of application.**
2. Are you certified as a Land Surveyor-in-Training (LSIT) with the State of California? **Proof of certification must be submitted to the Personnel Department at time of application.**
3. Do you have a Bachelor's Degree in Land Surveying, Civil Engineering or Geographic Information Systems (GIS) with completion of 30 semester or 45 quarter units of land surveying course work? **Transcripts must be submitted to the Personnel Department at time of application.**

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4. Indicate if you have two years of full-time experience as a Principal Survey Aide with the City of San Diego.
5. Indicate if you have two years of full-time journey-level land surveying experience.
6. Describe your experience in the areas listed below.
  - a. Producing and/or reviewing survey, subdivision and topographic maps, or land title documents.
  - b. Producing cadastral components of a Geographic Information System.
  - c. Performing as a Party Chief or Instrument Operator on a survey crew.
  - d. Reviewing, approving and processing land maps and land title documents, ensuring they are in compliance with state and local ordinances.
  - e. Establishing/confirming property boundaries reported on subdivision maps.
  - f. Recording maps with the County.
  - g. Preparing legal descriptions, land boundaries and certificates of correction.
  - h. Performing preliminary, topographic and/or construction staking for general street and infrastructure improvement, or slope and grade staking.
  - i. Performing complex coordinate geometry land surveying calculations.
  - j. Analyzing conflicts between design plans and existing improvements.
  - k. Preparing cut sheet notes and sketches.
  - l. Reviewing as-built plans or improvement plans, maps, record-of-survey and deeds, and right-of-way drawings.
  - m. Collecting, reviewing and processing survey data for CADD mapping.
7. Describe your lead/supervisory experience in the areas listed below. Specify the percent of time you performed these duties.
  - a. Scheduling assigned functions and ensuring that work is performed correctly; reviewing/approving time cards.
  - b. Interviewing, selecting, and/or recommending qualified personnel for subordinate positions.
  - c. Providing orientation and on-the-job training to ensure that responsibilities are understood by subordinates.
  - d. Monitoring and evaluating the performance of employees through evaluations which you have written, signed and administered.
  - e. Recommending/administering personnel actions for employee recognition, counseling and/or discipline.

ASP/May 13, 2011{NOL}/Class 1938

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**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TTY (619) 236-6776.

**\*IMPORTANT: READ REVERSE SIDE\***

## APPLICANT INFORMATION

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### APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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### GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.**

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had.** A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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### EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

### REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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The provisions of this bulletin do not constitute an expressed or implied contract.

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**DIVERSITY BRINGS US ALL TOGETHER**