



# City of Los Angeles

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City of Los Angeles Personnel Department

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## ELECTRICAL CRAFT HELPER

Class Code: 3799

Open Date: 07-24-15

(Exam Open to All, including Current City Employees)

### ANNUAL SALARY

\$45,038 to \$55,958

The salary in the Department of Water and Power is \$55,164 to \$68,528; and \$60,280 to \$74,875

### NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
3. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### DUTIES

An Electrical Craft Helper assists a skilled journey-level worker engaged in one of the electrical trades. Typical assignments involve the maintenance and construction of electrical systems for buildings and facilities; installation and maintenance of overhead or underground power distribution systems; or shop repair activities. Apprentice training opportunities leading to craft positions are available in some departments.

### REQUIREMENTS

1. Current employment with the City of Los Angeles and six months of full-time paid experience as a helper in an electrical trade; or
2. Successful completion of one of the following:
  - a. Completion of at least eight months in the Utility Pre-Craft Trainee training program sponsored by the Department of Water and Power; or
  - b. Hayden Electricity Course sponsored by the Department of Water and Power; or
  - c. Pre-Electrical Craft Helper training course presented by Los Angeles Trade Technical College; or
  - d. The 120 hour Electrical Technician/Electric Utility Worker class presented by the Los Angeles Unified School District; or
  - e. The 600 hour Electrical Technician/Electrical Distribution Mechanic Trainee Program presented by the Los Angeles Unified School District; or
  - f. An accredited lineman college with a climbing certificate.

### NOTES:

1. Applicants filing under Requirement #2 must submit proof of completion as requested in Requirement #2. Applicants must attach a copy of the proof of completion to the online application at the time of filing. The requested document(s) must be attached to the online application BEFORE the application is submitted. If the document(s) is attached AFTER the online application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted the document(s). Applicants who fail to submit the document(s) at the time of filing by attaching it to the online application will not be considered further in this examination.
2. High school graduation is desired but not required.
3. Some positions may require a valid California Class A and/or Class B driver's license and valid medical certificate. Prior to appointment, all candidates must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1801.1. 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 convictions of a major moving violation (such as DUI).
4. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.

### WHERE TO APPLY

Applications will only be accepted on-line from 8:00 a.m., **Tuesday, August 4, 2015 to Midnight, Thursday, August 6, 2015**. Applications submitted before the start of the filing period will not be accepted. **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 <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

### APPLICATION DEADLINE

Applications will only be accepted on-line on the following three days: from 8:00 A.M, **TUESDAY, AUGUST 4, 2015; WEDNESDAY, AUGUST 5, 2015; TO MIDNIGHT, THURSDAY, AUGUST 6, 2015.**

### 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**

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 written test in the following order: 1) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from July 24, 2015 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

**Examination Weight: Written Test . . . . . 100%**

The written test will consist of multiple-choice questions by which the candidates may be examined for knowledge of: basic safety principles and procedures, including proper lifting techniques and procedures for safely working in confined spaces; common types of knots sufficient to secure items to the hand line used in underground and overhead work; basic arithmetic, including addition, subtraction, multiplication, and division; Motor Vehicle Code's rules for operation of vehicles; basic physics principles as they apply to mechanical devices and tools sufficient to operate these devices efficiently; and the ability to perform vehicle safety inspections, including checking fuel levels, brake operation, and vehicle lights; use and care for hand and power tools; measure materials such as cables and wires; read, comprehend, and interpret written work instructions and documents, including plates on transformers and cables, safety precaution labels and street maps; understand and follow safety rules and regulations; alphabetize materials for filing sufficient to organize documents and materials; deal cooperatively, tactfully, and effectively with co-workers, supervisors and others; and other necessary skills, knowledge and abilities.

Candidates will be notified by e-mail of the time and location of the written test. The written test will be administered in a single half-day session on **SATURDAY, SEPTEMBER 26, 2015**, in Los Angeles. Additional test dates may be added as needed.

## **APPOINTMENT**

Prior to appointment, eligibles may be required to pass a test of physical ability administered by the appointing authority which may test areas of upper and lower body strength, flexibility and stamina.

## **NOTES:**

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. Based on City policy, before being hired into one of these positions, you may be required to undergo a drug and alcohol screening test.
3. The incumbents of some positions in this class may be required to pass an annual or periodic work fitness evaluation to determine their eligibility for continued employment in this class.
4. A final average score of 70% is required to be placed on the eligible list.
5. For all positions within the Department of Transportation, a Class B license issued by the Department of Motor Vehicles, a Rubber-tired Tractor B Operator's driver's license and a Hydrocrane Operator's license (both issued by the City's Department of Building and Safety) will be required during the first six months of employment.
6. 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).
7. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined they do not possess the minimum qualifications stated on this bulletin.
8. 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.

## **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.*

## **THIS EXAMINATION IS TO BE GIVEN ONLY ON 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.