



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

SECRETARY WATER AND POWER COMMISSION

Class Code: 9739

Open Date: 08-24-18

(Exam Open to Current City Employees)

ANNUAL SALARY

\$107,615 to \$133,673

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. Annual salary is at the start of the pay range. The current salary is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

Serves as secretary to the Board of Water and Power Commissioners and keeps the official public records of the Board; confers with Board members and Department management on matters requiring Board action; supervises the preparation and distribution of the agenda and minutes of board meetings; presents agenda and records proceedings at Board meetings; supervises a small staff of clerical employees engaged in the more routine tasks of the Commission office; applies sound supervisory practices and techniques; and fulfills equal employment opportunity responsibilities.

REQUIREMENT/MINIMUM QUALIFICATION

Three years of full-time paid secretarial or office clerical experience at the level of Principal Clerk with the City of Los Angeles.

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 is met.
2. Some positions may require a valid California driver's license prior to appointment. 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).

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/promotionaljobs> for Promotional Examinations.

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

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

APPLICATION DEADLINE

Applications must be received by **THURSDAY, SEPTEMBER 6, 2018.**

SELECTION PROCESS

Examination Weights: Multiple-Choice Test 100%

The examination will consist entirely of a weighted multiple-choice test administered and proctored on-line. In the on-line multiple-choice test, the following competencies may be evaluated: the organization, procedures, policies, practices and functions of the Board of Water and Power Commissioners and the Department of Water and Power; provisions of the City Charter and Municipal Code; legal requirements for the posting of official notices and agendas pursuant to the Brown Act; safety practices and principles; Department of Water and Power Business Units and organizations; organization of City government and functions of various departments; City legislative process as it relates to interdepartmental functions; principals, practices, and techniques of office management; laws and regulations related to Equal Employment Opportunity; City personnel rules, policies, and procedures; personal computers and basic software sufficient to create and maintain files and records; and the ability to: handle administrative detail; supervise the work of clerical staff engaged in the preparation and distribution of Commission agendas, resolutions, orders, notices, and correspondences; deal tactfully and effectively with members of the Board of Water and Power Commissioners, Department management, public officials, and the public; prepare correspondence and write reports; and other necessary knowledge, skills, 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 any location using a computer with a webcam and a reliable internet connection. 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. It is anticipated that the remote proctored multiple-choice test will be held in **OCTOBER 2018**. Candidates who do not complete and submit the remote proctored multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination.

NOTES:

1. 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.
2. Applications 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 in the bulletin.
3. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
4. Seniority credit at the rate of 0.25 of a point for each year of service will be added to the weighted test score of each candidate.
5. A final average score of 70% is required to be placed on the eligible list.
6. 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.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL 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.