



# City of Los Angeles

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City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## AUTO ELECTRICIAN

**Class Code: 3707**

**Open Date: 08-24-18**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$80,972 (flat-rated) and \$87,586 (flat-rated)

The salary range in the Department of Water and Power is \$91,350 (flat-rated)

### **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](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
2. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **DUTIES**

An Auto Electrician diagnoses, tests, adjusts and repairs automotive, truck and construction equipment, electrical and fuel supply parts, systems and accessories.

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. Completion of a recognized apprenticeship as an auto electrician; or
2. Five years of full-time paid experience performing auto electrical work.

Completion of an 18-month or longer auto electrical repair program at an accredited institution may be substituted for one year of experience.

### **PROCESS NOTES**

1. Applicants who lack six months or less of the required experience or who are within six months of completion of their apprenticeship may file for this examination. However, they cannot be appointed until the full experience requirement is met or the apprenticeship has been completed.
2. Applicants filing under Requirement #1 must submit an Apprenticeship Certificate. Applicants must attach a copy of this certificate to the on-line application at the time of filing. The certificate must be attached to the on-line application BEFORE the application is submitted. If the certificate is attached AFTER the on-line application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted the certificate. Applicants who fail to submit the apprenticeship certificate at the time of filing by attaching it to the on-line application will not be considered further in this examination.
3. Applicants filing under Requirement #2 who wish to use their City experience must submit with their application a "Verification of Work Experience" (VWE) form with the required signatures, verifying their experience performing auto electrical work. The VWE form should indicate the type of work performed and the amount of time spent performing such work. This form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants may attach the completed VWE form to their on-line application at the time of filing in the Attachments section, or will have seven (7) calendar days from the on-line submission date to e-mail a copy of their completed VWE form, including the required signatures, to [per.appdocs@lacity.org](mailto:per.appdocs@lacity.org). The subject line of your e-mail must include the exam title, your name and indicate it is a VWE. In the body of your e-mail, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. Applicants who fail to submit their signed VWE form within the time required will not be considered further in this examination and their applications will not be processed.
4. Applicants wishing to substitute the completion of an 18-month or longer auto electrical repair program at an accredited institution for one year of experience must submit a certificate of completion at the time of filing. The copy of the certificate must be attached to the on-line application BEFORE the application is submitted. If the certificate is attached AFTER the on-line application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted it.
5. 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).
6. Some positions may require a valid California Class A or Class B driver's license and a valid medical certificate approved by the State of California Department of Motor Vehicles 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 or a major moving violation (such as DUI). Candidates will be asked to submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1 prior to appointment.
7. 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>.

### **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>

## 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>.

## NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

## APPLICATION DEADLINE

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

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 selection process in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs, which may be based on a random sampling of those qualified candidates. Applications submitted during the filing period may be kept on file in the event that additional applicants need to be tested to meet hiring needs.

## SELECTION PROCESS

**Examination Weight: 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: basic mechanical principles of the internal combustion engine; common automotive terminology; electrical theory, principles, systems and components as they relate to vehicle and equipment repair; operation of hydraulic brake systems, air brake systems, and their components; principles and operation of gasoline fuel systems, diesel fuel systems, transmissions, and their components; principles of hydraulic systems such as lift gates and other specialized equipment; proper procedures for testing exhaust and emission control components; the operation and servicing of automotive air conditioning systems, components and controls; the function of cooling and heating systems, components, and controls; the functions and operation of power steering systems, charging and starting systems, and their components; methods used to verify cam shaft timing; supplemental restraint systems; methods and uses of welding, brazing, and soldering equipment; equipment for the purpose of diagnosing faulty vehicle and equipment operation such as ammeter voltmeter resistor (A.V.R), hydrometer, test light, ohm- and volt-meters, alternator/generator test bench, diode tester, and strobe light; use of the following equipment for the purpose of diagnosing faulty vehicle and equipment operation: oscilloscopes, dynamometers, compression gauge, cylinder balance test, cylinder leak-down tester (CLT), pressure pop-off tester, cylinder block tester (CBT), dial indicators, micrometer, distributor tester, manometer, pyrometer, pressure and vacuum gauges, combustion analyzer, exhaust gas analyzer, headlight aim, degree wheel, opacity meter, dwell meter, dwell tachometer, feeler gauge, and growler; procedures and methods used in setting up pulleys, jacks, hoists and presses; general applicable CAL/OSHA rules; general safety standards relating to tools, equipment, storekeeping, and shop areas; basic mathematics including addition, subtraction, multiplication and division of whole numbers, fractions and decimals; City personnel policies, rules and regulations relating to evaluation of subordinate personnel; defensive driving techniques; the ability to: diagnose antilock brake systems; use basic hand and power tools for vehicle and equipment repair; read and understand written information found in such documents as shop records, departmental policies, rules and regulations, and manufacturers parts and repair manuals; read and understand written information, technical drawings, and schematics; communicate on a one-to-one basis for the purpose of obtaining information and explaining procedures, policies, and methods of performing tasks; complete written forms such as shop orders and vehicle and equipment work history records; get along with fellow employees; schedule and determine work priorities; and other necessary skills, knowledge 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. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the multiple-choice test will not be subject to candidate inspection.
2. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
3. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
4. 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).
5. Applications are accepted subject to review to ensure the minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
6. A final average score of 70% is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
8. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
9. 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 employment benefits prior to accepting a position.*

## THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND 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.

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