



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR LOAD DISPATCHER

Class Code: 5235

Open Date: 01-29-16

Revised: 02-09-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$130,291 to \$161,861

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: 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

A Senior Load Dispatcher assigns, reviews and evaluates the work of Load Dispatchers engaged in directing and controlling the switching of electric energy, maintaining proper voltage regulation, VAR control, and load allocation for a large generating, transmission or distributing system by giving orders and issuing clearances from a central dispatching office; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Three years of full-time paid experience as a Load Dispatcher with the City of Los Angeles exclusive of time as a Load Dispatcher Trainee (DDR 94-52056).

One year as a Steam Plant Operator, Electric Distribution Mechanic, or Senior Electrical Tester with the City of Los Angeles may be substituted for one year of the above required experience; **or**

One year as an Electric Station Operator, Electrical Mechanic, Electric Trouble Dispatcher, or Senior Electrical Repairer (DDR #93-38020) with the City of Los Angeles may be substituted for one year of the above required experience; however, time in a training DDR does not apply.

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. 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).
3. Applicants seeking to substitute time for required experience in the classes of Electric Station Operator, Electrical Mechanic, Electric Trouble Dispatcher, or Senior Electrical Repairer (DDR #93-38020) with the City of Los Angeles must list the DDR number worked in the Supplemental Questions section of the online application.
4. At the time of appointment, candidates must possess a North American Electric Reliability Council (NERC) certificate as a System Operator at the level of Balancing and Transmission or Reliability Operator.

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 <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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, FEBRUARY 18, 2016.**

SELECTION PROCESS

Examination Weight:	Essay	Advisory
	Interview	100%

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, background, and personal qualifications as they provide the knowledge of: microwave, dedicated telephonic communication systems, two way radio, and other communications systems used by DWP Power System; types of trouble with electric transmission and distribution lines; automatic controls and types of changes in systems operations which can be controlled from the ECC; various types of relays and procedures for testing or resetting; typical layout and circuit configurations of the City electric generation, sub-transmission, transmission, distribution systems, distributions stations, and high voltage transmission stations; procedures for locating personnel and giving instructions pertaining to changes in system status and circuits; systems transmission capabilities, overall functions, and power generation resources; Operating Orders, Operation Bulletins, and instructions sufficient to take required actions and instruct subordinate personnel; DWP organization, management goals and strategies and interconnected utilities' and agencies' operating procedures pertaining to types of assistance provided; load estimating and the effects of transferring load; capacities and limitations of hydro and thermal generation, automatic generation control practices, and elements required for coordinating generation; electrical theory and concepts as they relate to power generation, transmission, distribution, and system restoration; principles and practices of supervision including assigning, delegating, reviewing, and evaluating the work of subordinates, including applicable MOU provisions and EEO policies; ability to integrate data such as information shown on computer screens in order to make corrections in system operations; perform multiple tasks simultaneously; work under pressure and appropriately analyze and act in emergency situations; communicate orally and in writing sufficiently to give and obtain information regarding problems and to discuss technical information; interact with others in a tactful manner; use word processing or other standard software; and other necessary skills, knowledge, and abilities.

At the time of the interview, candidates will be required to prepare some written material related to the duties of a Senior Load Dispatcher. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified by email of the date, time, and location of the advisory essay and interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **MARCH 21, 2016 through APRIL 1, 2016.**

NOTES:

1. This examination is based on a validation study.
2. 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.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
7. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City applications by Personnel Department staff to ensure that the minimum qualifications have been met.
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.

**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.