



# City of Los Angeles

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City of Los Angeles Personnel Department

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

## UTILITY BUYER

**Class Code: 1861**

**Open Date: 04-18-14**

### **ANNUAL SALARY**

\$78,132 to \$97,092

### **NOTE:**

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).

### **DUTIES**

A Utility Buyer purchases a variety of supplies, equipment, services, and materials for use in the Department of Water and Power; performs professional staff work by analyzing bids and making awards based on the lowest ultimate cost to the Department of Water and Power; and does related work.

### **REQUIREMENTS**

One year of full-time paid experience in a class at the level of Management Assistant or Assistant Utility Buyer, which provides experience in preparing and administering contracts for services or the purchase of industrial commodities for use and not resale, preparing specifications, analyzing bids, conferring with vendors, and making recommendations for awards of contracts.

### **NOTES:**

1. Candidates who lack six months of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. For qualifying work experience gained outside of the City of Los Angeles, the experience must be obtained in a position that requires possession of a degree from a recognized four year college or university. Therefore, non-City qualifying experience must be gained in positions after obtaining a four year-degree.
3. Professional certification as a Certified Purchasing Manager, a Certified Professional in Supply Management, a Certified Professional Contracts Manager, a Certified Public Purchasing Officer, or as a Certified Professional Public Buyer, is desired, but not required.
4. A valid California driver's license is required prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

### **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 Exams.

### **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, MAY 1, 2014.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

**Examination Weights:** Written Test ..... Qualifying  
Interview ..... 100%

The examination will consist of a qualifying written test, and an interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: the principles, practices, and trade terminology of public purchasing, including regulations, procedures, and practices of the Department of Water and Power; materials and services commonly used by a large water and power utility; Federal, State, and City laws relative to purchasing; factors involved in determining the acceptance or rejection of bids and awarding contracts; supervisory principles, practices, and responsibilities; Equal Employment Opportunity; the ability to: tabulate and check purchasing data and make mathematical computations and prepare mathematical and analytical reports; deal tactfully and effectively with employees, City officials, other agencies, representatives, vendors, and suppliers and other necessary skills, knowledge, and abilities.

### **Passing Score for Qualifying Written Test**

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

Candidates must achieve a passing score in the qualifying written test in order to be called for the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training and professional development as they have provided the knowledge of: the principles, practices, and trade terminology of public purchasing, including regulations, procedures, and practices of the Department of Water and Power; Federal, State, and City laws relative to purchasing procedures; factors involved in determining the acceptance or rejection of bids and awarding contracts; sources of supply for a wide variety of commodities; techniques and procedures to discover and encourage small, women, and minority businesses to participate in bids; supervisory principles, practices, and responsibilities; Equal Employment Opportunity; the ability to: obtain optimum value based on price, delivery, availability, and immediate need for product; deal tactfully and effectively with employees, City officials, other agencies, representatives, vendors, and suppliers; communicate orally in an effective manner; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by mail of the time and location of the qualifying written test, which will be held in a single half-day session in Los Angeles on **SATURDAY, JUNE 14, 2014.**

### **NOTES:**

1. This examination is based on a validation study, and as provided by the Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
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](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 if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. 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.
5. A final average score of 70% in the interview is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

### **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.

**Class Code 1861 ..... 04-18-14**