



# City of Los Angeles

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City of Los Angeles Personnel Department

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## TRANSMISSION AND DISTRIBUTION DISTRICT SUPERVISOR

**Class Code: 3875**

**Open Date: 06-17-16**

**REVISED: 06-30-16**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$119,308 to \$148,227; \$125,488 to \$155,910; \$137,891 to \$171,299; and \$150,148 to \$186,541

### **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**

A Transmission and Distribution District Supervisor plans, organizes, and directs or assists in directing technical employees in the construction and maintenance (including splicing energized power cables) of overhead power lines and underground power cables in a combined overhead and underground district; or directs, or assists in directing, the operations of a specialized function such as electric trouble, pole spotting, streetlight patrol and maintenance, and transmission patrol and maintenance; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENT**

Two years of full-time paid experience as an Electric Distribution Mechanic Supervisor with the City of Los Angeles.

### **NOTES:**

1. **In addition to the regular City application, all applicants must complete a Transmission and Distribution District Supervisor Qualifications Questionnaire at the time of filing. The Transmission and Distribution District Supervisor Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.**
2. 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.
3. 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).

### **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**

## **APPLICATION DEADLINE**

**Applications and Qualifications Questionnaires must be received by THURSDAY, JULY 7, 2016.**

## **SELECTION PROCESS**

**Examination Weight: Essay .....Advisory**  
**Interview ..... 100%**

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 knowledge of: electrical theory as applied in distribution lines, transmission lines, and street light systems; DWP management policies and procedures related to electrical transmission and distribution, including Distribution and Construction Standards, General Orders (95, 128, and 165), DWP Operating Orders, Joint Pole Routine Agreement, and DWP working rules; DWP safety procedures and practices including Electrical Safety Orders, DWP Safety Rule Book and Administrative Manual, procedures for obtaining clearances and "OK TO's", and first aid; procedures, techniques, methods, materials, tools and equipment used in construction and maintenance of distribution and transmission lines; preventative maintenance practices and procedures used to minimize outages; types of topography found at job sites; DWP organizational structure; procedures for ordering materials, tools or equipment from appropriate service groups; estimating methods used to determine future personnel, equipment, and materials needs; pertinent City and Personnel Department rules, policies and procedures, including Equal Employment Opportunity and Memoranda of Understanding as they apply to subordinate personnel; supervisory principles, practices, and techniques such as delegation of authority, progressive discipline, performance evaluation, planning, organizing, directing, and staffing; and the ability to plan, layout, direct and coordinate the work of groups of employees, a district, or specialized unit; conduct disciplinary investigations; prepare narrative reports which are logically arranged and incorporate correct English grammar, syntax, spelling, and sentence structure in order to explain information and make recommendations and decisions; communicate in a clear, concise, and succinct manner to individuals within the department, individuals in other City departments, other government agencies, groups, and the public; deal tactfully and effectively with others; and other necessary skills, knowledge, and abilities.

As part of their evaluation of each candidate's overall qualifications for the job, the interview panel members will also consider the information in the candidate's Qualifications Questionnaire. Candidates may expect panel members to discuss this information during the interviews. Unsolicited supplemental information will not be submitted to the interview panel.

Candidates will also be required to prepare some written material relating to the duties of a Transmission and Distribution District Supervisor. This essay material will not be separately scored, but will be presented to the interview panel for discussion with the candidates and for consideration in the overall evaluation of candidates' qualifications. Those who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the advisory essay, which will be held in a single half-day session in Los Angeles, on **SATURDAY, AUGUST 20, 2016.**

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **SEPTEMBER 12, 2016 to SEPTEMBER 23, 2016.**

## **NOTES:**

1. This examination is based on a validation study.
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 on this bulletin.
3. 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).
4. Seniority credit at the rate of 0.25 of a point for each year of continuous service as an Electric Distribution Mechanic Supervisor will be added to the score of each candidate.
5. A final average score of 70% 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.
7. 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.