



City of Los Angeles

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City of Los Angeles Personnel Department

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TELECOMMUNICATIONS PLANNING AND UTILIZATION OFFICER

Class Code: 7640

Open Date: 06-13-14

ANNUAL SALARY

\$103,105 to \$128,098

DUTIES

A Telecommunications Planning and Utilization Officer directs telecommunications activities in the Department of Airports or the Information Technology Agency; coordinates the development of plans; directs the implementation and management of telecommunications systems and municipal uses of cable television; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Two years of full-time paid experience as a Telecommunications Planner or in a position at that level, identifying, analyzing, evaluating, recommending, coordinating and managing a variety of telecommunications plans and systems; or
2. Two years of full-time paid experience as a Communications Engineer identifying, analyzing, evaluating, recommending, coordinating and managing a variety of telecommunications plans and systems.

NOTES:

1. **In addition to the regular City application, all applicants must complete a Telecommunications Planning and Utilization Officer Qualifications Questionnaire at the time of filing. The Telecommunications Planning and Utilization Officer 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 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> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

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

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by **THURSDAY, JUNE 26, 2014.**

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 interview 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 in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from June 13, 2014 in the event that additional applicants need to be tested to meet hiring needs.

EXPERT REVIEW COMMITTEE

Should a large number of qualified candidates file for this examination, an Expert Review Committee may be assembled to evaluate each candidate's qualifications for the position of Telecommunications Planning and Utilization Officer. In this evaluation, the Expert Review Committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualifications Questionnaire. Those candidates considered by the Expert Review Committee as possessing the greatest likelihood of successfully performing the duties of a Telecommunications Planning and Utilization Officer, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Interview 100%

The examination will consist entirely of an evaluation of qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training and personal qualifications as they demonstrate the knowledge of: Information Technology (IT) infrastructure and telecommunications systems and their uses, including network, Voice Over Internet Protocol (VoIP), telephones, data and radio communications, video surveillance, and public address systems; the planning and coordination of video, voice, and data transmission; sources of telecommunications information and developments in the field; administrative principles and practices; safety principles and practices; supervisory principles and practices; City and Personnel Department rules, policies, and procedures, including purchasing, contracts, and Equal Employment Opportunity; and the ability to plan, organize, coordinate, direct, and review the work of subordinates; direct the long range strategic planning, analysis, and coordination of IT infrastructure and telecommunications systems and projects; oversee the preparation of technical and administrative reports; deal tactfully and effectively with others; represent the City at hearings and conferences; develop and maintain relationships with government officials and private industry; effectively communicate technical and non-technical information verbally and in writing; use basic computer software; 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 consider the information in the Qualifications Questionnaire. Candidates may expect the interview panel members to discuss this information during the interview.

Candidates will be notified by mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **AUGUST 25, 2014 through SEPTEMBER 5, 2014**.

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 on this bulletin.
3. Appointment to this position is subject to a one-year probationary period as provided by City Charter Section 1011.
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. 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 seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
7. In conjunction with Civil Services Rules, applicants who are current eligible City employees, or are on a reserve list, will be considered Promotional candidates while all other applicants will be considered Open candidates.

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 employee benefits prior to accepting a position.

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