



# City of Los Angeles

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City of Los Angeles Personnel Department

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

## ELECTRICAL TEST TECHNICIAN

**Class Code: 7512**

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

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

### **ANNUAL SALARY**

\$56,543 to \$70,240; \$61,324 to \$76,212; \$64,310 to \$79,886; \$66,732 to \$85,795; \$76,734 to \$95,317; and \$81,578 to \$101,351

### **NOTES:**

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
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. **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**

An entry-level Electrical Test Technician receives intensive classroom and on-the-job instruction and training. The trainee is supervised by an Electrical Test Technician Supervisor and works as a trainee assisting journey-level Electrical Test Technicians in the performance of diagnostic tests, calibration, repair, maintenance, and adjustments on: high and low voltage electrical circuits, equipment and related material; meters, smart-grid systems, conventional and renewable generation resources, control circuits, instruments, relays and related equipment and materials; new locations; and performs related duties. A journey-level Electrical Test Technician: performs routine calibration tests of meters; performs routine electrical tests of material; assists in testing more complex electric instruments and equipment; tests electric meters, control and protective relays, instruments, transformers, and other equipment and materials; performs cathodic protection in underground and overhead structures; performs infrared inspection of high voltage overhead distribution systems; and builds and tests circuit boards, removes or replaces components, and tests communication levels, in regard to Supervisory Control and Data Acquisition (SCADA) systems. Journey-level Electrical Test Technicians may occasionally lead a group of employees engaged in field or laboratory electrical testing; perform the more difficult and advanced functions of electrical testing; and perform related duties.

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. Six months of full-time paid experience and current employment as a helper or trainee for a utility performing work on equipment and circuits, construction and maintenance; **or**
2. Completion of eight months in the Utility Pre-Craft Trainee training program sponsored by the Los Angeles Department of Water and Power performing electrical work on equipment and circuits, in excess of 120 volts in the maintenance or construction of electrical systems; **or**
3. Successful completion of three semester units or four quarter units from an accredited college, university, or trade school in physics, chemistry, electricity, or electronics; **or**
4. Successful completion of the Pre-Electrical Craft Helper training course presented by the Los Angeles Trade Technical College; **or**
5. Six months of full-time experience performing electrical work on equipment and circuits in the maintenance or construction of electrical systems while in the United States Armed Forces.

### **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>

## PROCESS NOTES

1. Applicants filing under Requirement #2 who lack two 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. Applicants filing under Requirement #2 must submit a copy of their City of Los Angeles "Verification of Work Experience" (VWE) form with the required signatures, verifying their experience performing electrical work on high and low voltage equipment and circuits in the maintenance or construction of electrical systems. The form may be downloaded 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, or will have seven (7) calendar days from the on-line submission date to email a copy of their completed VWE form to [per.appdocs@lacity.org](mailto:per.appdocs@lacity.org). The subject line of your email must include the exam title, your name and indication it is a VWE. In the body of your email, 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.
3. Applicants filing under Requirement #3 must list the course titles, number of units, school name and completion dates of the required courses in the Supplemental Questions section of the on-line application. Applicants who fail to provide this information on their application will not be considered further in this examination.
4. Applicants filing under Requirement #4 must submit a copy of their Electrical Craft Helper 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 copy of the certificate is attached AFTER the on-line application has been submitted, applicants WILL NOT be credited with having submitted it, and WILL NOT be considered further in this examination.
5. Appointments will be made to temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissions, for a maximum duration of three years. An Electrical Test Technician in a trainee position must successfully complete a three-year intensive on-the-job and classroom training program to qualify for promotion to journey-level.
6. Active United States Military personnel may file for this examination. However, they cannot be appointed until they have completed their military service and have been discharged with satisfactory performance. Proof of military service and satisfactory performance must be provided prior to appointment.
7. Applicants filing under Requirement #5 must submit at the time of filing their application a copy of their DD214 or military identification indicating an End of Active Obligated Service (EAOS) date within six months of the application date. The copy of the DD214 or military identification with EAOS must be attached to the on-line application BEFORE the application is submitted. If the copy is attached AFTER the on-line application has been submitted, applicants WILL NOT be credited with having submitted it, and WILL NOT be considered further in this examination.
8. Some positions may require a license to operate a forklift or crane.
9. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire 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).
10. Employees who work in and around DOT-regulated natural gas/petroleum oil pipelines are subject to Federal DOT testing protocols under the Federal Omnibus Transportation Employee Testing Act of 1991 (49 CFR Part 199 - Drug and Alcohol Testing) and must pass a "pre-employment" drug and alcohol test under the DOT protocol.
11. 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>.
12. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying coursework.

## WHERE TO APPLY

Applications will only be accepted on-line on the dates listed in the "Application Deadline" section of this bulletin. **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 will only be accepted on-line on the dates listed below:**

**From 8:00 a.m. Friday, August 24, 2018 to 11:59 p.m., Thursday, September 6, 2018**

**From 8:00 a.m. Friday, May 17, 2019 to 11:59 p.m., Thursday, May 30, 2019**

The examination may close without prior notice at any time after a sufficient number of applications have been received. Filing periods may change without prior notice or additional dates may be added, as needed, at a later date. For administrative purposes, filing will close periodically and reopen on the dates noted in the "Application Deadline" section of this bulletin.

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 qualifying multiple-choice test in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs 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**

<b>Examination Weights:</b>	<b>Multiple-Choice Test</b> .....	<b>Qualifying</b>
	<b>Performance Test</b> .....	<b>100%</b>

The examination will consist of a qualifying multiple-choice test and a weighted performance test. The qualifying multiple-choice test will be administered and proctored on-line, and the following competencies may be evaluated: Mathematics, Analytical Ability, Electrical Understanding, Interpersonal Skills, Safety Focus, including: safety procedures and practices as required by the California Occupational Safety and Health Administration (Cal-OSHA) when working with or around energized equipment and/or on ladders; Equipment Operation, including operation of: electrical and electronic equipment such as electric meters, power transformers, and generators; Job Knowledge, including knowledge of: equipment and methods used to troubleshoot and/or test the functionality of electrical meters, relays, devices, instruments and equipment; professional standards related to electrical and electronic testing; hand and power tools used to calibrate, adjust, and repair electrical equipment, systems, and devices; and other necessary skills, knowledge, and abilities.

The qualifying multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the qualifying 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 qualifying multiple-choice test on-line. It is anticipated that candidates invited to participate in the first administration of the qualifying multiple-choice test will be able to take the qualifying multiple-choice test on-line beginning in **OCTOBER 2018**. Candidates who do not complete and submit the remote proctored qualifying multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination. Additional test dates may be added as needed.

### **Passing Score for the Qualifying Multiple-Choice Test**

The passing score for the qualifying multiple-choice test will be determined by Personnel Department staff after the qualifying multiple-choice 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 test may be set at, above, or below 70%.**

Candidates must achieve a passing score on the qualifying multiple-choice test in order to be scheduled for the performance test.

The examination score will be based entirely on the performance test. In the performance test, the following competencies may be evaluated: Electrical Understanding, Physical Capability, Safety Focus, including: safety procedures and practices as required by Cal-OSHA when working with or around energized equipment and/or on ladders; Job Knowledge, including knowledge of: equipment and methods used to troubleshoot and/or test the functionality of electrical meters, relays, devices, instruments and equipment; Equipment Operation, including operation of: electrical and electronic equipment such as watt-hour meters, power circuit breakers, and instrument transformers; and other necessary skills, knowledge, and abilities.

Additional job analysis information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Electrical Test Technician.

### **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. 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. Based on City policy, before being hired in one of these positions you may be required to undergo a drug and alcohol-screening test.
5. You may take the Electrical Test Technician multiple-choice test only once every 365 days.
6. Your name may be removed from the open competitive list after six (6) months.
7. Your rank on the employment list may change as scores of candidates from other administrations of the examination are merged onto one list.
8. A final average score of 70% or higher in the performance portion of the examination is required to be placed on 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 employee benefits prior to accepting a position.*

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON 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.