



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SIGNAL SYSTEMS SUPERVISOR

**Class Code: 3839**

**Open Date: 07-31-15**

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

### **ANNUAL SALARY**

\$99,347 and \$104,212 (flat-rated)

### **NOTES:**

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **DUTIES**

A Signal Systems Supervisor assigns, reviews and evaluates the work of several traffic signal crews engaged in installing, maintaining, and repairing electric and electronic traffic signals and controllers on a regular or emergency basis; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities. A Signal Systems Supervisor may supervise other Signal Systems Supervisors to plan and coordinate this type of work in a large area of the City or the Traffic Signal Lab.

### **REQUIREMENT**

Two years of full-time paid experience as a Signal Systems Electrician with the City of Los Angeles.

### **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 has been met.
2. A valid state Certified Crane Certification may be required for some positions prior to appointment.
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 <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 must be received by **THURSDAY, AUGUST 13, 2015.**

## **SELECTION PROCESS**

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

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis may be placed on the nature and adequacy of the candidate's experience, training, technical knowledge, and preparation to supervise traffic signal work, including the knowledge of: traffic control theory and design including traffic signal terminology; steps and time required to complete individual job components, including required traffic signal equipment and hardware; traffic control codes, specifications and safety requirements; underground service alert requirements; computer skills, concepts, and terminology; pertinent City and Personnel Department rules policies and procedures, including Equal Employment Opportunity (EEO), Memoranda of Understanding (MOUs), and Civil Service Rules as they relate to subordinate employees; fundamental principles and practices of supervision, including directing, assigning, motivating, training, counseling, disciplining, commending, and evaluating the work of employees and work crews sufficient to recognize their ability level and the ability to direct and coordinate the work of traffic and signal crews, including making decisions about job assignments, priorities, and work schedules; critically review job performance, including the accuracy and detail in the recording and maintenance of employee records; read and interpret timing sheets, intersection prints or engineering plans sufficient to make judgments and decisions regarding accuracy or appropriateness of work; utilize and maintain record keeping systems, including those used to track work progress; communicate, both orally and in writing, with a variety of personnel, contractors, vendors, and the public sufficient to write a variety of instructions, reports, and specifications in a clear, concise, and effective manner; deal and interact tactfully and effectively with others; and other necessary skills, knowledge, and abilities.

At the time of the interview, candidates will be required to prepare some written material relating to the duties of a Signal Systems Supervisor. 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 will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay response.

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 for this examination will begin during the period of **OCTOBER 05, 2015 through OCTOBER 16, 2015**.

### **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](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. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. 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.
6. 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.
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.