



# City of Los Angeles

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City of Los Angeles Personnel Department

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## COMMUNICATIONS ENGINEER

Class Code: 7610

Open Date: 12-26-14

(Exam Open to All, including Current City Employees)

### **ANNUAL SALARY**

\$92,769 to \$115,278

### **NOTE:**

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 Communications Engineer assigns, reviews, and evaluates the work of professional engineers and technical employees engaged in the preparation of plans, designs, specifications, estimates, cost and service analyses, and reports associated with the planning, design, construction, installation, operation and maintenance of municipal communications systems or Local Area Network (LAN) / Wide Area Network (WAN) communications systems; may also direct and coordinate the municipal communications systems or the LAN / WAN communications systems, construction, installation, operation and maintenance activities; 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 communications engineering experience gained either post-graduation from an accredited four-year college or university with a degree in engineering, or upon obtaining a valid Engineer-in-Training Certificate recognized by the California State Board of Registration for Professional Engineers; **and**
2. Two years of full-time paid communications engineering experience in a position at the level of Communications Engineering Associate II. An Engineer-in-Training Certificate is required to be at this level.

### **NOTES:**

1. In addition to the regular City application, all applicants must complete the Communications Engineer Qualifications Questionnaire at the time of filing. The Communications Engineer 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. One year of graduate study (12 semester or 18 quarter units) in an engineering master's degree program from an accredited college or university may be substituted for up to a maximum of one year of the required experience listed under Requirement #1.
3. 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.
4. 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>.
5. Applicants must include their Engineer-in-Training Certificate information on the application or the application may not be processed.
6. Applicants must indicate the appropriate pay grade for each City engineering position listed on their application, or the application may not be processed.
7. 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> 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, JANUARY 8, 2015**.

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 December 26, 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 qualification for the position of Communications Engineer. 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 Communications Engineer, based solely on the information presented to the committee, will be invited to participate in the interview.

### **SELECTION PROCESS**

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

The examination will consist entirely of an evaluation of professional and personal 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: principles and practices of communications engineering as applied to the design, construction, maintenance, and operation of radio, video, telephone, information technology and computer network communication systems, including Local Area Network (LAN) and Wide Area Network (WAN); sources of communications engineering information and current developments in the field; communication system equipment and components; leased communication services, equipment and facilities; safety principles and practices including CAL-OSHA provisions; pertinent City and Personnel Department rules, policies, and procedures, including Memoranda of Understanding and Equal Employment Opportunity; fundamental principles of supervision including directing, assigning, motivating, training, counseling, disciplining, and evaluating the work of subordinates; and the ability to read and understand construction plans, schematics and wiring diagrams; analyze reports, tests, and inspections of communications systems; design radio, electronic, cable, video surveillance, access control, wired and wireless networks, and other communication systems using engineering principles; use computer software; develop project plans, identify customer requirements, and document scope, schedules, and budgets for communications systems; prepare specifications and statements of work; manage contractual information technology work; plan, direct, and coordinate the work of groups of employees engaged in the construction and maintenance of communication systems and equipment; communicate effectively orally and in writing in a clear and concise manner; deal tactfully and effectively with others; and other skills, knowledge and abilities.

At the time of the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Communications Engineer. This 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 session may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their writing exercise responses.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified 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 **MARCH 2, 2015 to MARCH 13, 2015**.

### **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 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. 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 0.25 of a point seniority 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.
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 conjunction with Civil Service 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.

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