



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR ELECTRICAL ENGINEERING DRAFTING TECHNICIAN

Class Code: 7209

Open Date: 10-16-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$53,285 to \$77,903

The salary in the Department of Water and Power is \$73,894 to \$91,788; \$80,910 to \$100,516; and \$83,269 to \$103,460.

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Senior Electrical Engineering Drafting Technician assigns, reviews and evaluates the work of drafting technicians engaged in the preparation of electrical engineering drawings and plans; does drafting on the more difficult projects; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Three years of full-time paid experience as an Electrical Engineering Drafting Technician with the City of Los Angeles.

NOTE:

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.

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online 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, OCTOBER 29, 2015.**

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 will be placed on the adequacy of the candidate's background and personal qualifications as it relates to: principles and practices of electrical and electronic engineering; details, conventions, nomenclature and symbols used in electrical or electronic drawings; drafting techniques, tools, materials, and equipment and their proper applications; computer aided drafting systems; general design, characteristics, circuitry and connections of electrical control and protection devices, equipment, and apparatus, and various facilities; proper use of electrical materials and equipment; fundamental principles and practices of supervision including assigning, motivating, directing, training, counseling, commending, disciplining, and evaluating the work of subordinates; fundamental laws, rules, regulations, and principles relating to Equal Employment Opportunity; pertinent City and Personnel Department rules, policies, and procedures; the ability to direct and coordinate the work of groups of employees engaged in electrical engineering drafting work; estimate time, personnel, and materials required for completing electrical engineering drafting projects; analyze drafting progress and problems and provide feasible and practical solutions to maximize cost effectiveness; deal tactfully and effectively with other employees, outside contractors, and the public; communicate orally on a one-to-one or group basis to obtain information, explain procedures, policies and methods of performing tasks, or persuade others to accept opinions or policies; prepare clear and accurate memoranda; and other necessary skills, knowledge, and abilities.

At the time of the interview, candidates will be required to prepare a written response relating to the duties of a Senior Electrical Engineering Drafting Technician. This essay material will not be separately scored, but will be presented to the interview board members for discussion with the candidate and for consideration in the overall evaluation of the candidate's qualifications. 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 responses.

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 **DECEMBER 7, 2015 TO DECEMBER 18, 2015**.

NOTES:

- 1. This examination is based on a validation study.
- 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.
- 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. 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. 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.
- 7. 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 employment applications by Personnel Department staff to ensure that minimum qualifications have been met.
- 8. 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.