



# City of Los Angeles

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City of Los Angeles Personnel Department

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## ELECTRICAL ENGINEERING DRAFTING TECHNICIAN

Class Code: 7532

Open Date: 04-28-17

(Exam Open to All, including Current City Employees)

### **ANNUAL SALARY**

\$50,759 to \$74,228 (Salary will be effective on June 25, 2017)

The salary in the Harbor Department is \$55,269 to \$80,826 (Salary will be effective on June 25, 2017)

The salary in the Department of Water and Power is \$66,607 to \$82,747 and \$70,804 to \$87,988

### **NOTES:**

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

### **DUTIES**

An Electrical Engineering Drafting Technician performs electrical drafting using a Computer Aided Design and Drafting (CADD) system in the preparation of engineering designs. An employee in this classification makes computations in the preparation and maintenance of electrical and communication design drawings, wiring diagrams, plans, and charts relating to the construction, operation, and maintenance of a wide variety of electrical installations and facilities.

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. Completion of 12 semester units or 18 quarter units in Computer Aided Design and Drafting (CADD) and completion of one course in geometry and trigonometry from a high school, university, college, trade or technical school; **or**
2. Two years of full-time paid drafting experience in the field of electrical engineering with one year full-time paid drafting experience using a CADD system.

### **PROCESS NOTES**

1. Applicants who lack six months or less of the required education or experience may file for this examination. However, they cannot be appointed until the full requirement is met.
2. A combination of coursework and experience will not be accepted as meeting the requirements.
3. Applicants qualifying under Requirement #1 must list their school name and location, course titles with number of semester or quarter units, and completion dates for each course claimed as qualifying in the Supplemental Question Section of the application. Applicants who fail to provide this information on their application will not be considered further in this examination and their applications will not be processed.
4. Some positions may require a valid California driver's license. Candidates may not be eligible for an 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).
5. 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. 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> for Open Competitive Examinations and at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional Examinations.

### **NOTE:**

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

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, MAY 11, 2017.**

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 multiple-choice test 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 April 28, 2017 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

After meeting minimum qualifications, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:

**Examination Weight: Multiple-Choice Test .....100%**

The examination will consist entirely of a weighted multiple-choice test administered and proctored online. In the online multiple-choice test the following competencies may be evaluated: Reading Comprehension, Attention to Detail, Interpersonal Skills, Follow Written Directions, Technology Application, and Job Knowledge including knowledge of: the general purpose of electrical control, protection devices and equipment, and their necessary circuitry and connections; National Electrical Code Symbols and nomenclature used in schematics, plans, substructure maps, specifications, wiring diagrams and electrical design drawings; the capabilities of computer aided drafting software such as AutoCAD and MicroStation and their associated functions used for creating and revising drawings, sketches, and diagrams; and other necessary skills, knowledge, and abilities.

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

The multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the online 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 multiple-choice test on-line. It is anticipated that candidates will be able to take the multiple-choice test online starting **SATURDAY, JUNE 24, 2017 THROUGH SATURDAY, JULY 1, 2017**. Candidates who do not complete and submit the multiple-choice test on-line by **SATURDAY, JULY 1, 2017** at 11:59 p.m., Pacific Standard Time, will not be considered further in this examination.

## **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. 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.
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. 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.
5. A final average score of 70% or higher is required to be placed on the eligible list.
6. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
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.

### **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 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.