



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR ELECTRIC SERVICE REPRESENTATIVE

**Class Code: 7521**

**Open Date: 11-07-14**

### **ANNUAL SALARY**

\$90,640 to \$112,626; \$95,964 to \$119,245; \$98,950 to \$122,941; \$112,118 to \$139,394.

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

### **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. **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**

A Senior Electric Service Representative plans, directs, assigns, reviews, and evaluates the work of Electric Service Representatives engaged in providing assistance to Department of Water and Power customers and contractors regarding electric power distribution and service, design, construction, and installation activities, and the interpretation of rules; directs the inspection of new and modified electrical distribution facilities and services, and the investigation of customers' complaints regarding services and equipment, and approves necessary corrective action; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

### **REQUIREMENT**

Two years of full-time paid experience as an Electric Service Representative or in a class at least at that level which provides experience in arranging for the extension of the electric distribution system and the installation of electric service facilities, or for providing information relative to the design and construction of new and modified electrical facilities and services.

### **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 is met.
2. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
3. A City of Los Angeles Verification of Work Experience Form is required of all applicants except those with City of Los Angeles experience as an Electric Service Representative. The VWE form should indicate the type of work performed and the percentage of time spent performing the work that is claimed as qualifying experience. The form may be downloaded at <http://per.lacity.org/exams/vwe-sup.pdf> or may be obtained at Personnel Department, Room 100, 700 East Temple Street, Los Angeles, CA 90012.
4. Applicants will have seven (7) calendar days from the on-line submission date to submit a copy of their completed VWE form to: Personnel Department, Room 100, 700 E. Temple Street, Los Angeles, CA 90012. Applicants who fail to submit a copy of their VWE form within the time required will not be considered candidates in this examination and their applications will not be processed.

### **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.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, NOVEMBER 20, 2014.**

## **SELECTION PROCESS**

**Examination Weight: 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 candidate's experience and training as it relates to the knowledge of: principles of electricity pertaining to utility distribution power line construction, load and voltage control and electric services, metering, and customers' electric equipment; equipment materials, and practices used in the construction of overhead and underground power distribution systems, and in the installation and maintenance of electric services and meters; safety principles and practices; supervisory principles and practices including planning, delegating and controlling the work of subordinates; supervisory techniques of training, instruction and evaluating subordinate work performance; techniques for counseling, disciplining and motivating subordinate personnel; procedures for grievance handling; the laws and regulations related to equal employment opportunity; and the ability to: deal tactfully and effectively with the public, subordinate employees, other governmental officials and private contractors; explain complex regulation and technical data regarding electric services to subordinates, other governmental officials, and contractors; and other necessary skills, knowledge and abilities.

Candidates will be notified later by e-mail regarding the date and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JANUARY 05, 2015 to JANUARY 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 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.

## **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