



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

ELECTRIC SERVICE REPRESENTATIVE

Class Code: 7520

Open Date: 01-31-14

ANNUAL SALARY

\$69,405 to \$103,105

The salary range covers multiple pay grades within the class. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

NOTE:

For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.

DUTIES

An Electric Service Representative provides information, guidance, and coordination to customers and contractors regarding electric power distribution and service, design and construction activities related to electric service installations, interpretation of rules, and inspection of new and modified electric services; investigates customers' complaints, services, and equipment; initiates corrective action for existing electric services; and uses personal/mainframe computer-based work management systems to input information and generate reports, including standard office software packages to prepare customer correspondence.

REQUIREMENTS

1. Four years of full-time paid experience installing, inspecting, testing, or repairing electric services, meters, motors, appliances, or similar current consuming devices or in the construction, maintenance, inspection or design of overhead or underground electrical distribution systems.
2. Satisfactory completion of 15 semester units or 23 quarter units in a recognized college, university or trade school in Engineering, Architecture, Electricity or Electronics may be substituted for each year of the required experience lacking up to a maximum of two years.

NOTES:

1. Candidates must achieve a passing score in the qualifying written test in order to be called for the subsequent portion of the examination.
2. Applicants who lack six months or less of the above required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Applicants who wish to use the substitution clause in Requirement #2 must list their school name and location, course titles, number of units, and completion dates for each course claimed as qualifying in the City application or provide the information in the School Training Section of the on-line application.
4. 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 to file on-line.** 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, FEBRUARY 13, 2014.**

SELECTION PROCESS

Examination Weights: Written Test	Qualifying
Interview	100%

The examination will consist of a qualifying written test and interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: a-c and d-c theory and circuitry; principles of electricity pertaining to power distribution line construction, load and voltage control, metering, energy consuming equipment; general electrical terms; methods, tools and instruments for testing various electrical apparatus; common sources of service irregularities and equipment defects; Ohm's Law; safe practices and procedures; and the ability to read and interpret blueprints, schematics, and diagrams; and other skills, knowledge and abilities.

The qualifying written test will be administered in a single half-day session on **SATURDAY, MARCH 29, 2014**, in Los Angeles. Candidates will be notified later by mail of the time and location of the written test.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

Candidates must achieve a passing score on the qualifying multiple-choice test in order to be scheduled for the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training and professional development as they have provided the background needed to provide job-related information and guidance to customers and contractors; the ability to analyze job-related problems and develop practical solutions; multi-task; use a personal computer; communicate orally in an effective manner on a one-to-one and/or one-to-group basis; use tact in dealings with peers, supervisors, other City departments, and the public; and other necessary skills, knowledge, and abilities.

NOTES:

1. The written test in this examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the test is not subject to candidate inspection.
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% in the interview portion of the examination 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.

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.