



City of Los Angeles

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City of Los Angeles Personnel Department

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UTILITY EXECUTIVE SECRETARY

Class Code: 1336

Open Date: 04-25-14

ANNUAL SALARY

\$73,706 to \$77,819; \$76,838 to \$81,118; \$80,367 to \$84,856; \$82,538 to \$87,132; \$88,948 to \$93,918; and \$100,307 to \$105,903. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade.

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

A Utility Executive Secretary performs highly specialized administrative and secretarial support in an executive office in the Department of Water and Power; may plan, organize and direct the work of a group of employees engaged in secretarial and/or clerical support work; prepares and processes Board of Water and Power Commissioners packages and other Department related documents using various computer software programs, and in compliance with established procedures; may prepare, type, and examine minutes of meetings; prepares travel arrangements for managers; may interface with elected and appointed officials, other executive staff, governmental agencies and labor organizations, or the public; may work in a demanding environment with critical and often conflicting priorities requiring independent judgment and immediate decision-making; applies sound supervisory principles and techniques in building and maintaining an effective workforce, and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Two years of full-time paid experience in a class at least at the level of Senior Clerk Typist performing all of the following secretarial work: routing calls and in-person inquiries to the appropriate person or location; maintaining appointment calendars; arranging appointments and meetings; preparing for and setting up meetings; composing routine correspondence; reviewing, proofreading, editing, routing, and tracking incoming and outgoing correspondence and documents; and developing and/or maintaining a document filing system.

NOTES:

1. Applicants 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 required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. 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?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 submitted on-line by **THURSDAY, MAY 8, 2014.**

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Advisory Essay0%
	Interview100%

The examination will consist of a qualifying written test, an advisory writing exercise and an interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: principles of office administration, including correspondence procedures, telephone techniques, Department of Water and Power working rules and policies; organizational structure and function of the City and the Department of Water and Power; Civil Service Rules related to selection and supervision of clerical personnel; Equal Employment Opportunity principles and practices; MOU provisions for subordinate personnel; office filing systems and index listing techniques; basic arithmetic; rules of grammar, punctuation, and spelling; ability to read and interpret complex written materials; revise written material in accordance with Departmental rules and proper English usage for business correspondence and reports; and other necessary skills, knowledge and abilities.

During the written test, candidates will be required to respond to an advisory writing exercise related to the duties and responsibilities of a Utility Executive Secretary. This material will not be separately scored, but for those candidates who receive a passing score on the qualifying multiple-choice written test, it will be presented to the interview board for discussion with each candidate and for consideration in the overall evaluation of the candidate's qualifications.

The qualifying multiple-choice written test and advisory writing exercise will be administered in a single half-day session on **SATURDAY, JUNE 14, 2014**, in Los Angeles. Candidates will be notified later by mail of the time and place of the written test.

Passing Score for the Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the 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 who receive a passing score on the qualifying written test and who complete the advisory writing exercise will be scheduled for an interview at a later date. The interviews will be held in Los Angeles.

The examination will be based entirely on the interview. In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience, training, and personal qualifications as they demonstrate the ability to perform high level responsible administrative and executive support work; demonstrate planning and organizational skills; use of independent judgment; communicate effectively and deal tactfully with the public, subordinates, supervisors, and officials; apply sound supervisory practices and techniques, including equal employment opportunity responsibilities; and other necessary skills, knowledge and abilities.

NOTES:

1. This examination is based on a validation study and, as provided by Civil Service Commission Rule 4.20, the written test will not be 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. 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.
5. A final average score of 70% on the interview portion of the examination 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.

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.