



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR UTILITY BUYER

Class Code: 1862

Open Date: 01-15-16

Revised: 01-28-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$85,545 to \$106,279 and \$94,878 to \$117,846

NOTES:

1. For information regarding reciprocity between 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. The salary range covers multiple pay grades within the class.
4. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Senior Utility Buyer performs plans, organizes and directs the work of a group in the Supply Chain Services Division of the Department of Water and Power; applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

Three years of full-time paid experience as a Utility Buyer, or in a class which is at that level and which provides experience purchasing services, including processing Requests for Proposal.

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 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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be submitted online by **THURSDAY, FEBRUARY 4, 2016.**

SELECTION PROCESS

Examination Weight: Interview 100%

The examination will consist entirely of an interview. In the interview, the following competencies may be evaluated: Composure, Supervision, Fact Finding, Interpersonal Skills, Follows Oral Directions, Follows Written Directions, Shares Knowledge and Information, and Job Knowledge, including knowledge of: principles and practices of centralized purchasing; reference sources for locating specific City, State and Federal laws, ordinances, codes, and regulations such as City Charter Section 371, Chapter 1 of the Administrative Code, the State Public Contract Code, and the Uniform Commercial Code; Department regulations, procedures, and practices related to purchasing supplies, equipment, materials, or services; legal requirements for documentation of actions relating to purchasing supplies, equipment, materials, or services, soliciting bids, and awarding contracts; and material such as user requests and specifications, management memos, reports of problems, and suppliers catalogs, used for purchasing supplies, equipment, materials, or services.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Senior Utility Buyer.

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 **MARCH 7, 2016 to MARCH 18, 2016.**

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% or above 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. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protest as provided in 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.