



City of Los Angeles

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City of Los Angeles Personnel Department

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COMMUNICATIONS ENGINEERING ASSOCIATE

Class Code: 7607

Open Date: 12-19-14

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$68,549 to \$85,148; \$76,629 to \$95,212; \$85,357 to \$106,049; and \$92,769 to \$115,278

NOTES:

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

DUTIES

A Communications Engineering Associate performs professional communications engineering work in the preparation of plans, designs, specifications, estimates, studies, reports, and cost and service analyses for the City's communications systems; gives technical direction in the construction, installation, maintenance, and operation of Local Area Network (LAN), Wide Area Network (WAN), other communications systems and equipment such as security systems, IT cable infrastructure, radio, audio/video, telephone, microwave; and does related work.

REQUIREMENTS

1. Graduation from an accredited four-year college or university with a major in engineering, which includes at least 24 semester units or 36 quarter units of communications engineering or electrical engineering courses; **or**;
2. Possession of a valid Engineer-in-Training Certificate (EIT) recognized by the California State Board of Registration for Professional Engineers.

NOTES:

1. In addition to the regular City application form, each applicant is required to submit the Communications Engineering Associate Qualifications Questionnaire at the time of filing. The Communications Engineering Associate Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
2. College seniors who expect to graduate by June 30, 2015 from a recognized four-year college or university may apply. However, candidates cannot be appointed until they have completed all the course work, and the 24 semester units or 36 quarter units described in Requirement No.1. Successful candidates will be notified of degree verification procedures.
3. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at http://per.lacity.org/Accredited_Institutions_08-21-08.pdf.
4. Appointments to the class of Communications Engineering Associate, Code 7607, will be made to temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners, for a maximum duration of three years. In order to successfully complete the temporary training period, new appointees must obtain their Engineer-in-Training (EIT) Certificate within three years. New appointees who do not successfully complete the temporary training period will be terminated from the class.
5. 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).
6. Applications and supplements, which clearly indicate that applicants do not meet the above requirements, will not be accepted. General employment resumes will not meet the requirements.

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> for Open Competitive 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 received by **FRIDAY, JANUARY 2, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 interview in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) 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 December 19, 2014 in the event that additional applicants need to be tested to meet hiring needs.

EXPERT REVIEW COMMITTEE

Should a large number of qualified candidates file for this examination, an Expert Review Committee may be assembled to evaluate each candidate's qualifications for the position of Communications Engineering Associate. In this evaluation, the Expert Review Committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualifications Questionnaire. Those candidates considered by the Expert Review Committee as possessing the greatest likelihood of successfully performing the duties of a Communications Engineering Associate, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Interview100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training, and personal qualifications as they demonstrate the knowledge of: relevant communications and electrical engineering principles and fundamentals, including design analysis techniques and computer software programming; information technology (IT) systems, communications systems, IT infrastructure, and IT facilities including data centers, microwave, radio, paging, fiber and copper cabling, distributed antenna system, voice over Internet Protocol (IP), audio/visual, access control, networks, wireless networks, and IP cameras; information technology, and communications systems, infrastructure, facilities and equipment; developments in the telecommunications engineering and IT field; FCC rules and regulations as they apply to local governments and public safety systems; communication systems installation techniques and governmental regulations; mathematical formulas applicable to analysis of intermodulation, radio interference, and propagation; the ability to understand and analyze proposals, parts specifications, and studies in order to determine their feasibility, cost-effectiveness, and long-term impact; research, formulate, and make recommendations pertaining to communications issues; plan and organize data collection in order to make recommendations or prepare standards, policies, or procedures; coordinate the work activities of public and private installers; write technical reports and procedures; work effectively with the public, co-workers, supervisors, City officials, Department heads, and representatives from other governmental agencies; communicate clearly and concisely; and other necessary skills, knowledge, and abilities.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

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 **FEBRUARY 23, 2015 to MARCH 6, 2015**.

NOTES:

1. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined they do not possess the minimum qualifications stated on this bulletin.
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. A final score of 70% is required to be placed on 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 ONLY ON 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.