



# City of Los Angeles

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City of Los Angeles Personnel Department

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## ELECTRICAL ENGINEERING DRAFTING TECHNICIAN

Class Code: 7532

Open Date: 09-11-15

(Exam Open to All, including Current City Employees)

### **ANNUAL SALARY**

\$47,815 to \$69,906

The salary in the Harbor Department is \$52,074 to \$76,149

The salary in the Department of Water and Power is \$65,312 to \$86,234

### **NOTES:**

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade.
2. For information regarding reciprocity between 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).
3. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

An Electrical Engineering Drafting Technician performs electrical drafting using a Computer Aided Drafting Design (CADD) system in the preparation of engineering designs. An employee in this classification makes computations in the preparation and maintenance of electrical and communication design drawings, wiring diagrams, plans, and charts relating to the construction, operation, and maintenance of a wide variety of electrical installations and facilities.

### **REQUIREMENTS**

1. Completion of 12 semester units or 18 quarter units in a Computer Aided Drafting Design (CADD) and completion of one course in geometry and trigonometry from a high school, university, college, trade or technical school; **or**
2. Two years of full-time paid drafting experience in the field of electrical engineering with one year full-time paid drafting experience using a CADD system.

### **NOTES:**

1. Applicants who lack six months or less of the required education or experience may file for this examination. However, they cannot be appointed until the full requirement is met.
2. A combination of coursework and experience will not be accepted as meeting the requirements.
3. Applicants qualifying under Requirement #1 must list their school name and location, course titles with number of semester or quarter units, and completion dates for each course claimed as qualifying in the School/Training Section of the application.
4. Some positions may require a valid California driver's license. Candidates may not be eligible for an 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> for Open Competitive Examinations and 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, SEPTEMBER 24, 2015.**

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 written test in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) 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 September 11, 2015 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

**Examination Weight: Written Test.....100%**

The examination will consist entirely of a written test. In the written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: electrical equipment, materials general design, characteristics, and circuitry; basic electrical engineering drafting principles, techniques, materials, tools, and equipment including computer aided drafting design (CADD); nomenclature and symbols; mathematics, including arithmetic, algebra, geometry, and trigonometry; the ability to read and inspect diagrams, schematics, plans, substructure maps, and specifications; read and interpret charts, graphs, and tables; deal tactfully, persuasively, and effectively with other employees and the public; and other necessary skills, knowledge, and abilities.

The written test will be administered in a single half-day session on **SATURDAY, NOVEMBER 14, 2015** in Los Angeles. Candidates will be notified later by e-mail of the time and location of the written test.

## **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. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
3. 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).
4. Applications accepted are 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.
5. A final average score of 70% 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.
7. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered promotional candidates while all other applicants will be considered open candidates.
8. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 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.

### **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 BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND 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.