



City of Los Angeles

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City of Los Angeles Personnel Department

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TRUCK AND EQUIPMENT DISPATCHER

Class Code: 3586

Open Date: 04-04-14

ANNUAL SALARY

\$70,595 to \$87,716; \$73,414 to \$91,224; \$76,504 to \$95,045; \$81,327 to \$101,038; \$86,484 to \$107,448

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

A Truck and Equipment Dispatcher assigns, reviews, and evaluates the work of employees engaged in the operation of heavy duty trucks and construction equipment; dispatches heavy duty transportation and construction equipment; establishes schedules and routes for such equipment; arranges for inspection of equipment to determine necessity for repairs; recommends and arranges rental of transportation or construction equipment and contracts; coordinates the assignment and placement of such equipment; obtains necessary transportation permits; uses automated technology and information systems to record, monitor, analyze, and act upon fleet related data; evaluates and recommends equipment rate adjustment; may act as Lead Dispatcher, and evaluates the need for and provides training to staff as necessary; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Three years of full-time paid experience as a Heavy Duty Truck Operator, Equipment Operator, or Power Shovel Operator, with the City of Los Angeles; **and**
2. A valid Class A driver's license and TXP endorsements are required at the time of filing.

NOTES:

1. The TXP endorsements may be required at the time of appointment for future exams.
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. All applicants will have 7 calendar days from the on-line submission date to submit a copy of a valid Class A driver's license and TXP endorsements. Applicants who fail to submit a copy of their valid Class A driver's license and TXP endorsements within the time required will not be considered further in this examination and their applications will not be processed. A copy of the valid Class A driver's license and TXP endorsements may be attached to the on-line application at the time of filing or delivered to the Personnel Department at 700 East Temple Street, Room 100, Los Angeles, CA 90012.
4. Prior to appointment, all applicants must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1.
5. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at fault accidents within the past 36 months.

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 received by **THURSDAY, APRIL 17, 2014**.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weights:	Written	Qualifying
	Interview	100%

In the multiple-choice written test, the following competencies may be evaluated: job knowledge; mathematics; supervision; interpersonal skills.

In the interview, the following competencies may be evaluated: judgment and decision making; job knowledge; supervision; interpersonal skills; oral communication; customer service.

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

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 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.

Candidates will be notified later by mail of the time and location of the written test, which will be administered in a single, half-day session on **SATURDAY, MAY 31, 2014** in Los Angeles.

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. A final average score of 70% is required to be placed on the eligible list.
3. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
4. 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.
5. 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.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous City 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.