



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

UTILITY ADMINISTRATOR

Class Code: 9105

Open Date: 03-28-14

ANNUAL SALARY

\$93,563 to \$116,259; \$106,571 to \$132,400; \$115,153 to \$143,069; and \$132,775 to \$164,952.

Candidates from the eligible list are normally appointed to positions at the lowest pay level.

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 Administrator plans, directs, organizes and coordinates work and resources; directs professional, technical, and clerical personnel in performing a wide range of administrative, financial, budgetary, personnel, labor relations and staff support activities ranging from the section to the departmental level in the Department of Water and Power; may personally perform, or perform through subordinate supervisors, the more difficult and complex work; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Two years of full-time paid experience as a Management Analyst or in a class at least at that level which provides professional experience in budget formulation and control, financial administration, administrative analysis of departmental programs, human resources/personnel administration, or contract administration.

NOTES:

1. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from a recognized four-year college or university in order to obtain that position. Therefore, to be considered "professional", non-City qualifying experience must be gained in positions after obtaining a four-year degree.
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 received by THURSDAY, APRIL 10, 2014.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The examination for Utility Administrator will consist of a qualifying written test, an advisory essay, and an interview.

In the qualifying multiple-choice written test, the following competencies may be evaluated: reading comprehension; supervision; interpersonal skills; judgment and decision making; and job knowledge.

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 written may be set either above or below 70%.**

In the advisory essay, the following competencies may be evaluated: written communication; job knowledge; analytical ability. Candidates will be required to prepare the advisory essay at the time of the qualifying multiple-choice written test. The advisory essay will be a narrative response related to the duties and responsibilities of a Utility Administrator. This material will not be separately scored, but will be presented to the interview board for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications. Candidates must complete the advisory essay on the day of the written test.

Candidates will be notified by mail of the time and location of the written test and advisory essay, which will be administered on **SATURDAY, MAY 31, 2014**, in Los Angeles.

Candidates who do not pass the multiple-choice test and/or do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination. Candidates who receive a passing score on the qualifying written test and complete the advisory essay will be scheduled for an interview to be held at a later date.

In the interview, which will be 100% of the examination score, the following competencies may be evaluated: self management; judgment and decision making; analytical ability; supervision; interpersonal skills; and oral communication.

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

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 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 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 EXAM 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.