



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR COMMUNICATIONS ELECTRICIAN SUPERVISOR

**Class Code: 3691**

**Open Date: 07-31-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$104,212 (flat-rated)

The salary in the Department of Water and Power is \$111,018 to \$137,912; \$125,655 to \$156,119; and \$135,907 to \$168,856.

Candidates from the eligible list are normally appointed only to vacancies in the lower pay grade positions.

The salary range covers multiple pay grades within the class.

### **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](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.

### **DUTIES**

A Senior Communications Electrician Supervisor directs the activities of several crews engaged in installing, constructing, operating, repairing, maintaining and modifying the wire, fiber optic, and electronic communication facilities of the City of Los Angeles communication systems; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENTS**

Two years of full-time paid experience as a Communications Electrician Supervisor with the City of Los Angeles, or in a position at that level supervising employees engaged in the installation, maintenance, or modification of wire or electronic communication systems.

### **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 at the time of appointment. 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, AUGUST 13, 2015**.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

**Examination Weight: Interview .....100%**

The examination will consist entirely of an evaluation of the candidate's professional and personal qualifications by interview. In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience, training, and personal qualifications as they have provided the background needed to direct the activities of several crews engaged in installing, constructing, operating, repairing, maintaining, and modifying the wire, fiber optic, and electronic communication facilities of the City of Los Angeles communication systems, including an understanding of: current telecommunications technology as needed to direct City of Los Angeles communication systems; the hazards and applicable safety precautions pertaining to the activities of Senior Communications Electrician Supervisors; sound supervisory and management principles and practices, including: assigning, prioritizing, delegating, reviewing, motivating, controlling, training, evaluating, and disciplining employees and implementing and maintaining effective employee relations and equal employment opportunity principles; administrative skills, including estimating project time and cost, recommending awards for contracts, maintaining financial records, and budget preparation; and the abilities to: interact tactfully and effectively with a wide variety of individuals; communicate orally in a clear and effective manner; and other necessary skills, knowledge, and abilities.

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 the interviews for this examination will begin during the period of **SEPTEMBER 28, 2015 to OCTOBER 9, 2015**.

### **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](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% in the interview portion of the examination 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 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.

### **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.