



COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS



JOB OPPORTUNITY

POSTING DATE: September 13, 2010

EXAM NUMBER  
C-6541-E  
FILING DATES

SALARY  
REQUIREMENTS

REQUIREMENT  
INFORMATION

SPECIAL  
INFORMATION

EXAMINATION  
INFORMATION

ELIGIBLE  
INFORMATION

VACANCY  
INFORMATION

ESSENTIAL  
JOB FUNCTIONS

**ELECTRONICS COMMUNICATIONS TECHNICIAN**

Beginning Tuesday, September 14, 2010, between 7:00 a.m. and 5:30 p.m. This examination will remain open until the needs of the service are met and may be closed at any time without advanced notice.

\$6,094.04 Monthly

Selection Requirements: Four years of experience in the installation, maintenance and repair of radio communications transmitting and receiving equipment, two years of which must have been in F.M. mobile radio work and one year of which must have been at the journey level -OR- Four years of experience in the installation, maintenance and repair of closed circuit television systems, one year of which must have been at the level of the County of Los Angeles Class of Electronics Audio Technician\* -OR- Successful completion of the County's two year Electronics Technician Trainee program\*\* -OR- Completion of a recognized electronic technician apprentice training program at an accredited\*\*\* institution of at least three years' duration.\*\*

Licenses: A valid California Class C Driver License is required to perform job-related essential functions.

**A General, First, or Second Class Radiotelephone Operators License issued by the F.C.C.\*\*\*\***

Vision - Color perception must be normal other than for a minor hue impairment (mild as recorded on AO H-R-R Pseudoisochromatic or similar plates). Applicants who show other than normal or minor hue impairment may be tested, at the discretion of the Director of Personnel, with sample color-coded electric wires.

Physical Class III - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

\*Experience at the level of the County of Los Angeles Class of Electronics Audio Technician is defined as installing, maintaining and repairing a variety of electronic audio/visual equipment.

\*\*College transcripts and/or written verification of completion of an apprentice training program **MUST** be submitted with the application at the time of filing. An application without a copy of one of the above will be rejected as incomplete.

\*\*\*Accredited institutions are those listed in the publications of regional, national, or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluation, Inc. (AICE).

\*\*\*\*Applicants must attach a copy of a General, First, or Second Class Radiotelephone Operators License at the time of filing. Applications submitted without the required Radiotelephone Operators License will be rejected as incomplete.

License Information: All successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORDS SHOW FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

**FINGERPRINTING AND SECURITY CLEARANCE:** Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

This examination will consist of an interview weighted 100% covering education, experience, personal fitness, and general ability to perform the duties of the position. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

The names of candidates receiving a passing score on the examination will be added to the eligible register and will appear in the order of their score group for a period of twelve months following the date of eligibility. **NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE MONTHS.**

The resulting eligible register for this examination will be used to fill vacancies in the Department of Public Works, Information Technology Division.

An Electronics Communications Technician is responsible for performing a combination of the following essential job functions: lays out jobs and makes labor and material cost estimates; coordinates the work of subordinates with other operating units; plans and schedules inspection and preventive maintenance programs; instructs subordinates in work; ensures compliance with safety regulations, and that safe work practices are observed; requisitions and orders parts and supplies as needed to maintain shop production; prepares, or assists in the preparation of, the budget request for the section; participates in the development, fabrication, modification and testing of specialized electronic equipment; consults with other County department representatives regarding the installation and operation of equipment; keeps shop and work records and makes reports as required; drives automotive equipment to and from work sites; and installs, repairs and maintains a wide variety of electronic communication equipment.

\*\*\*\*\***IMPORTANT INFORMATION**\*\*\*\*\*

ELECTRONICS COMMUNICATIONS TECHNICIAN  
Exam#: C-6541-E

Bulletin# 690-10-041

**SUBMITTING YOUR APPLICATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application. You have the option of filing your application either by Hard Copy submission - OR - Online (via electronic submission). **Please select only one method to file your application.**

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advanced notice.

**Instructions for Filing Online:** The Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning Tuesday, September 14, 2010. Applications electronically received after 5:30 p.m., PST on the last day of filing will not be accepted. **To apply online, click on the link below:**

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5041&areq=1733br](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1733br)

**Applicants, who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (626) 979-5440 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.**

**Instructions for Hard Copy Submission:** A Standard County of Los Angeles Employment Application for this position **MUST** be submitted **ONLY** at the Department of Public Works, Human Resources Division, located at 900 South Fremont Avenue, Lobby Floor, Alhambra, CA 91803-1331, Monday through Thursday **ONLY**, between 7:00 a.m. and 5:30 p.m., beginning Tuesday, September 14, 2010. Applications not submitted to the Department of Public Works will not be accepted. Please note this office is closed on Fridays.

Facsimiles of the employment application to the Human Resources office will not be accepted. For additional information call the Human Resources office at (626) 458-2141. Standard County of Los Angeles Employment Applications are available at the Department of Public Works address listed above or can be found at <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

**COMPLETING YOUR APPLICATION**

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification.

**DISABILITY ACCOMMODATIONS**

Pursuant to the Americans with Disabilities Act, if you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATIONS in the examination process (e.g., help in applying for a position, or special testing arrangements for readers or interpreters) PLEASE PROVIDE ADVANCED NOTICE OF YOUR NEEDS TO THE COORDINATOR OF PERSONS WITH DISABILITIES AT (626) 458-2136. HEARING-IMPAIRED APPLICANTS WITH TDD EQUIPMENT may leave typewritten messages at (626) 282-7829.

**EMPLOYMENT ELIGIBILITY INFORMATION**

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law requires that all persons hired after November 6, 1986 are required to present original documents to the County, within three(3) business days of hiring, which show satisfactory proof of: 1)identity and 2)U.S. employment eligibility.

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race; religion, gender, national origin, age, sexual orientation or disability. All County of Los Angeles employees must successfully pass a medical examination prior to final appointment.

**SOCIAL SECURITY ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**CHILD SUPPORT COMPLIANCE**

In an effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (e.g., name, address, Social Security Number, and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S PREFERENCE CREDIT**

Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- a. During a declared war; or
- b. During the period April 28, 1952 through July 1, 1955; or
- c. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- d. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**DEPARTMENTAL POLICY**

In accordance with Departmental policy, no person may be appointed, promoted, reduced, transferred or reassigned to a division in which a close family member works, exceptions may be considered on a case by case basis based on unique or specialized employee skills. All applicants for employment and promotion to a position within this department shall be required to disclose the name(s) of any relative currently employed in the department prior to appointment.

**RECORD OF CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

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