

The County of Los Angeles



Internal Services Department



1100 N. Eastern Avenue, Trailer Annex, Los Angeles, CA 90063. Toll Free Number: 888-283-6555
<http://isdjobs.co.la.ca.us>

ELECTRONICS COMMUNICATIONS TECHNICIAN

CAREER OPPORTUNITY
OPEN TO ALL QUALIFIED APPLICANTS

THIS ANNOUNCEMENT IS A REBULLETIN TO REVISE THE SELECTION REQUIREMENTS. THIS ANNOUNCEMENT SUPERSEDES BULLETIN NO. 300-16-05 POSTED ON 06-08-05 WITH AN ORIGINAL FILING DATE OF JUNE 9, 2005. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING.

EXAM NUMBER: W-6541-G

FILING DATES: UNTIL STAFFING NEEDS ARE MET

THIS EXAM IS SUBJECT TO CLOSE AT ANY TIME WITHOUT NOTICE

SALARY & BENEFITS

The monthly salary for this position is a flat rate of **\$5,104.00 per month**. Available benefits include:

- Paid Sick Benefits
- Paid Vacation Days
- Paid Holidays
- Flexible Work Hours
- Health & Dental Plans
- Retirement Plans

ESSENTIAL JOB FUNCTIONS

- Maintains, repairs, and installs fixed and land mobile radio communications equipment, such as mobile and hand-carried radio transceivers, base and remote station transmitters, receivers, and repeaters, multiplex equipment, dispatch consoles, and other related electronic equipment such as land line and radio inter-operability equipment.
- Assists in the development, fabrication, and testing of special and experimental electronic equipment.
- Modifies commercial equipment to adapt to specific uses.
- Maintains, repairs, and installs miscellaneous electronic equipment, such as telemetering devices, encoders, converters, closed circuit television systems, and associated equipment.
- Maintains, repairs, and upgrades electronic test equipment.
- Sets up emergency communications centers for operation by County departments.
- Demonstrates and explains the correct operation of equipment.
- Trains or orientates new or inexperienced personnel.
- Keeps records of time and material used in servicing equipment.
- Drives automotive equipment to work sites.

VACANCY INFORMATION

The current vacancy is located in the Radio Systems Division of the Internal Services Department located at 1110 North Eastern Avenue, Los Angeles, CA 90063.

SELECTION REQUIREMENTS

Four years' experience in the installation, maintenance and repair of radio communications transmitting and receiving equipment, two years of which must have been in FM 2-way land mobile radio work and one year must have been at the journeyman level*.

A valid General Radiotelephone Operators License issued by the United States of America, Federal Communications Commission (F.C.C) must be presented at the time of filing.

LICENSE: A valid California Class "C" Driver License is required to perform job-related essential functions. 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 hired. A copy of the driving record must be presented at the time of appointment. Driver license must not be suspended, restricted or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE OR MORE MOVING VIOLATIONS IN ONE YEAR WILL NOT BE APPOINTED.

➤ SEE REVERSE SIDE FOR ADDITIONAL INFORMATION ◀

★ We develop and recognize hard-working, skilled, and highly motivated employees ★



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

REQUIREMENT INFORMATION

*Journey level experience is defined as possessing the required knowledge, skills, and training to perform a full-range and diversity of working independently and reliably in repairing, maintaining, modifying, and testing fixed and mobile FM 2-way radio communications and related equipment.

Appointees will be required to drive to various job-site locations throughout Los Angeles County to perform essential job duties. Appointees will be required to work any shift, including evenings, nights, weekends, overtime, and holidays.

DESIRABLE QUALIFICATIONS

- Experience working with Personal Computers/Lap tops using various programming and testing software/utilities to monitor normal functionality of various radio communication systems.
- Experience in troubleshooting to component level, analyzing & making diagnostic recommendations on various types of radios.
- Knowledge of industry standard testing procedures and principals related to programming and testing related radio communication equipment and accessories.
- Experience using and operating motorized and hand held equipment tools in order to perform the installations, adjustments maintenance, & repairs on radio communications equipment.

EXAMINATION INFORMATION

This examination will consist of two parts: **PART I** – a Written Examination test covering communications equipment, testing, repair, maintenance & schematics weighted at 50%. **You must achieve a passing score of 70 or higher to advance to Part II of the examination.** **PART II** - an Interview weighted at 50%. The interview will cover training, experience, personal fitness and general ability to perform the duties of this position. **You must achieve an overall score of 70 or higher to pass this examination.**

NOTE: THE WRITTEN TEST IS A STANDARDIZED TEST AND NOT SUBJECT TO REVIEW BY APPLICANTS PER CIVIL SERVICE RULE 7.19.

The names of candidates receiving a passing grade in the examination will be placed on the Eligible Register in the order of their score group for a period of twelve (12) months following the date of promulgation. Passing this examination and being placed on the Eligible Register do not guarantee an offer of employment.

No person may compete for the examination more than once every six (6) months.

ELIGIBLE REGISTER INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the Eligible Register in the order of their score group for a period of twelve (12) months following the date of promulgation. Passing this examination and being placed on the Eligible Register do not guarantee an offer of employment.

No person may compete for this examination more than once every six (6) months.

SPECIAL INFORMATION:

A thorough background investigation (including fingerprint search) will be required of all candidates. Candidates who are found unsuitable for employment as an **Electronics Communications Technician** will be removed from the certification list pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS, 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
- Poor employment history

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

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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.

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, 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.

HOW TO APPLY

All applicants for the **Electronics Communications Technician** examination are required to submit a County application with original signatures and dates. **Although a resume may be attached, it will not be accepted as a substitute for the County application.** County applications are available in person at the address at the top of this bulletin or may be downloaded from the Internal Services Department Home Page located at <http://isdjobs.co.la.ca.us/joblistings/examApplicationinstructions.cfm?id=w6541g> or <http://dhr.la.county.info>. Applications are only accepted Monday through Thursday, from 7 a.m. to 5:30 p.m., at the address listed at the top of this bulletin. Applications received after the close of filing date will not be accepted.

The acceptance of your County application depends on whether you clearly show that you meet all of the Selection Requirements. **Completely and correctly fill out every portion of your application to receive credit for all relevant experience, education or training.** Fully address any desirable qualifications that you meet, if applicable. If additional space is needed to list job experience, attach additional sheets to your application. These sheets must be in the same format as shown on the job application, in the "Work Experience" section (include job payroll title, salary, employer information, employment dates, etc.). **INCOMPLETE OR INACCURATE APPLICATIONS, OR THOSE LACKING REQUIRED DOCUMENTATION, MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS.** All requested, and/or required documentation (college degrees, licenses or certifications, transcripts, etc.) will be required at the time of filing, unless otherwise specified.

ALL INFORMATION IS SUBJECT TO VERIFICATION.

If you have questions, please contact the exam coordinator Janet Reyes at (323) 881-4685 or at our TOLL FREE NUMBER (888) 283-6555, extension 3030.

EQUAL EMPLOYMENT OPPORTUNITY: 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

VALID IDENTIFICATION REQUIRED: Before being admitted to any interview, written or performance test, candidates must present valid identification with a photograph and signature (i.e. Driver License, passport, etc.).

EMPLOYMENT ELIGIBILITY INFORMATION: Final appointment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides 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) identify and 2) U.S. employment eligibility.

AMERICANS WITH DISABILITIES ACT OF 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, if you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMODATIONS 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 AT (323) 267-2432. HEARING-IMPAIRED APPLICANTS WITH TDD EQUIPMENT may leave typewritten messages at (213) 974-0911.

BACKGROUND INVESTIGATION: All ISD employees are fingerprinted and subject to a criminal background check by the Federal and State Departments of Justice. Employment is contingent upon passing this background check. Job-related convictions, as defined by County Policy, or the requirements of a "sensitive position" may result in discharge or disqualification from ISD employment. Examples of disqualifying factors include any felony convictions; job-related misdemeanor convictions; serious traffic convictions or patterns of traffic violations; poor credit history; poor employment history; and substance abuse.

LOS ANGELES COUNTY CHILD SUPPORT COMPLIANCE PROGRAM: In an effort to improve compliance with court-ordered child, family and spousal 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.

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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.

VETERANS 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. The DD214, Certificate of Discharge for 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 as it is provided.

JOB INFORMATION: A listing of County positions open to the general public can be reviewed 24-hours a day at the Department of Human Resources Homepage at <http://dhr.lacounty.info/> or by calling the Job Information Hotline at (800) 970-LIST (5478). A current listing of interdepartmental promotional and transfer opportunities open to County employees ONLY can be reviewed at <http://dhr.mylacounty.info/> .