



COUNTY OF LOS ANGELES
invites applications for the position of:

ELECTRONICS COMMUNICATIONS TECHNICIAN

SALARY: \$6,467.04 - \$6,467.04 Monthly
\$77,604.48 - \$77,604.48 Annually

OPENING DATE: 08/11/15

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

DEPARTMENT: Internal Services

FILING START DATE: 08/11/15 - until the needs of the department are met and may close without prior notice.

EXAM NUMBER: W65411

BENEFITS:

Represented Employees

• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

DEFINITION:

Maintains, repairs, tests, configures, and installs fixed, mobile, and portable radio communications and related equipment.

CLASSIFICATION STANDARDS:

Positions allocable to this journey-level class typically report to a lead technician or supervisor of communications, facilities, craft, or other maintenance or support operations in a line County department. Electronics Communications Technician positions are responsible for providing a full-range of technical services for complex electronic communications equipment such as mobile radios and video display terminals used in emergency and other radio dispatched vehicles, or repair of a variety of stationary communications equipment. Individual positions within the class may have specialized assignments with responsibility for such functions as closed circuit television, recording systems, public address systems, or other communications related systems. Positions allocated to this class are required to bend, stoop, squat, and lift equipment of moderate weight on a routine and frequent basis.

ESSENTIAL JOB FUNCTIONS:

Maintains, repairs, and installs fixed and mobile radio communications and related 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 install 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 and from work sites.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Four years of experience in the installation, maintenance and repair of FM radio communications transmitting and receiving equipment, one year of which must have been at the journey level. *

VISION:

Vision and color perception must be adequate to effectively and safely perform essential job-related functions.

LICENSE:

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

A valid General Radiotelephone Operator License issued by the Federal Communications Commission (FCC). **

PHYSICAL CLASS: 3 - 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.

SPECIAL REQUIREMENT INFORMATION:

*Journey-level experience is defined as possessing the required knowledge, skills, and training to perform a full-range and diversity of work independently and reliably. Positions at this level operate with fairly significant freedom from day-to-day supervision and need little or no guidance on such matters as selecting appropriate problem solving methods and techniques, locating appropriate regulations, or applying proper procedures to carry out work.

Applicants *MUST*** attach a copy of a General Radiotelephone Operator License to their application ***at the time of filing***. Applications submitted without the required documentation will be rejected as incomplete.

Applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles. **A copy of your driving record must be presented at the time of filing.** License must not be suspended, restricted or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

Vision and color perception must be adequate to effectively and safely perform essential job-related functions.

DESIRABLE QUALIFICATIONS:

Experience working with Personal Computers/Laptops 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 or closed circuit television.

Knowledge of industry standard testing procedures and principles related to programming and testing related radio or closed circuit television 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 or closed circuit television communications equipment.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of an Interview covering training, experience, personal fitness and general ability to perform the duties of this position weighted 100%.

Candidates must achieve a passing score of 70% or higher on this examination in order to be placed on the eligible register.

ELIGIBILITY 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.

RETAKE: No person may compete for this examination more than once every twelve (12) months.

SPECIAL INFORMATION:

A thorough background investigation (including fingerprint search and reference verification) will be required of candidates. Candidates who are found to be unsuitable for employment as a **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.

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies in the Radio Systems Division of the Internal Services Department.

SHIFT: Any

APPLICATION AND FILING INFORMATION:

All applicants for this exam are required to submit a standard Los Angeles County employment application. **ALTHOUGH A RESUME MAY BE ATTACHED, IT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR THE LOS ANGELES COUNTY EMPLOYMENT APPLICATION.**

The acceptance of your standard County of Los Angeles Employment Application depends on whether you have clearly shown that you meet all the Minimum Requirements. **Completely and correctly fill out every portion of your application to receive credit for all relevant experience, education or training according to the Minimum Requirements and Desirable Qualifications.** Fully address any desirable qualifications that you meet, if applicable. For those applying in person or by mail, if additional space is needed to list job experience on the employment application, 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 WILL BE REJECTED.**

ALL INFORMATION IS SUBJECT TO VERIFICATION. We may reject your application at any time during the selection process. Falsification of any information may result in disqualification or rescission of appointment.

We may close this examination without prior notice.

File using ONE of the method below:

FILING ONLINE

We encourage you to apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this website.

We must receive your application and Job Specific Questionnaire (if any) by 5:00 p.m., Pacific Standard Time, on the last day of filing.

NOTE: NO ATTACHMENTS MAY BE APPENDED TO YOUR ON-LINE APPLICATION ONCE YOU PRESS "SUBMIT." To avoid your application rejected as incomplete, have **ALL** required documents (i.e. Degrees, General Radiotelephone Operator license, DMV driving record, etc.) uploaded as attachments **BEFORE** submitting your on-line application.

If you are unable to attach the required documents, you may fax or email the exam analyst within fifteen (15) calendar days of filing. Please include the exam number and the exam title.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application and supplemental questionnaire (if any) at the address below by 5:00p.m., Pacific Standard Time, on the last day of filing.

INTERNAL SERVICES DEPARTMENT
Human Resources Division
1100 N. Eastern Ave., Trailer Annex
Los Angeles, CA 90063

ADA Coordinator Phone: (323) 267-2432
Teletype Phone: (800) 899-4099
Alternate Teletype Phone: (800) 897-0077
California Relay Services Phone: (800) 735-2922

Department Contact Name: Socorro Ley
Department Contact Phone: (323) 881-4664
Department Fax: (323) 780-9006
Department Contact Email: sley@isd.lacounty.gov

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations

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.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. 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.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- 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- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces

if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

6. **Equal Employment Opportunity/Non-Discrimination Policy:**

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

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) identity and 2) U.S. employment eligibility.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., 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.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info/> and clicking on Job Information Center, then clicking on Employment Test Preparation. Additional test preparation resources may be listed on the job posting.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Accreditation Information: 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 the Association of International Credential Evaluators, Inc. (AICE).

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov/>

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Los Angeles, CA 90010