



County of Los Angeles
INTERNAL SERVICES DEPARTMENT
OPEN COMPETITIVE OPPORTUNITY



Bulletin No. 23418BR

Posting Date: August 19, 2013

JOB TITLE

ELECTRONICS COMMUNICATIONS TECHNICIAN

EXAM NUMBER

W65411

FILING DATES

August 20, 2013 – Until the needs of the department are met and is subject to closure at any time without notice.

SALARY

\$6,094.04 **MONTHLY**

BENEFITS INFORMATION

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

POSITION INFORMATION

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.

PHYSICAL CLASS

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.

LICENSE(S) REQUIRED

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).**

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.

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.

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.

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 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.

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.

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.

APPLICATION 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 Los Angeles County Employment Application depends on whether you have clearly shown that you meet all of the Minimum Requirements. **Completely and correctly fill out every**

Internal Services Department Address: 1100 N. Eastern Avenue, Los Angeles, CA 90063
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 897-0077

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 supplied by applicants is subject to verification. We may reject your application at any time during selection process. Falsification of any information may result in disqualification or rescission of appointment.

File using ONE of the methods below:

FILING ONLINE

We encourage you to apply online by going to the following link and selecting **Apply to Job** so you can track the status of your application and get notified of your progress by email.

https://sjobs.brassring.com/11033/asp/tg/cim_home.asp?PartnerId=25082&SiteId=5045

We must receive your application 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., Degree, General Radiotelephone Operator license, DMV driving record, etc.) uploaded as attachments **BEFORE** submitting your on-line application.

If you are unable to upload your attachments, please click on the help link for technical assistance, or go to: <http://dhrdcap.co.la.ca.us/eHR/HelpSubmit.aspx>

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application at the address below by 5:00 p.m., Pacific Standard Time, on the last day of filing.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

INTERNAL SERVICES DEPARTMENT
Human Resources Division
1100 N. Eastern Ave., Trailer Annex
Los Angeles, CA 90063
Mon - Thurs (This facility is closed on Fridays)
Tel. (323) 881-4687

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 at the number below. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below. The County will attempt to meet reasonable accommodation requests whenever possible.

ADA Coordinator Phone (323) 267-2432
Alternate Teletype Phone (800) 899-4099

Teletype Phone (800) 897-0077
California Relay Services Phone (800) 735-2922

**DISABILITY
ACCOMMODATIONS**

COUNTY OF LOS

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of

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**ANGELES
INFORMATION**

Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section. 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.

DOCUMENTATION REQUIREMENT - RECAP

Documentation required **at the time of filing** for this examination:

- Los Angeles County Employment Application
- Copy of valid General Radiotelephone Operator License
- Copy of Driving Record from California State Department of Motor Vehicles (DMV)

