



Workforce Development

LADWP-NC MOU Committee

December 4, 2021

Topics

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Types of Hiring

Civil Service

- Based on Principles of Merit, Fairness, and Equal Employment Opportunity
- Test is made up of one or more different parts
- Eligible List
- Certification
- If selected, Job Offer.
- Probation
- After probation, have property interest in their job, i.e. civil service employees, cannot be deprived of their employment(discharged or suspended) without due process.

Exempt

- Do not compete in a civil service examination
- No Eligible List
- No Probationary Period
- Do not have “property interest” in their job.
- At the will of the appointing authority and can be terminated at any time without cause.

Civil Service Hiring Step 1: Applying for a Job

- **Where?** Through Personnel Department
 - <https://www.governmentjobs.com/careers/lacity>
- **When?** New Job Bulletins open every Friday
 - Normally open for a brief period.
- **How?** Submit Job Application
- **Is Job Open for filing?** Submit Notification Card
 - <https://www.governmentjobs.com/careers/lacity/classspecs>
- **How do you improve your chances?** Apply for Multiple Jobs

Civil Service Hiring Step 2:

Understanding the Job Bulletin

- **Salary** – The salary for the job is listed on the job bulletin. Starting salaries are not negotiable. Refer to the Memorandum of Understanding (MOU), for more information about salaries and other benefits.
- **Duties** – A very brief description of the duties are listed here. You should note that this job description is purposely made general because several different positions will exist in the classification with slightly different functions.
- **Requirements/Minimum Qualifications** – Each classification will have its own requirements/minimum qualifications that must be met in order to apply. Read carefully as there may be more than one requirement.
- **Process Notes** – Check this section for any exceptions to the Requirements/Minimum Qualifications, such as the ability to apply when lacking some experience or education.



City of Los Angeles
A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

SECURITY OFFICER

Class Code: 3181

Open Date: 04-05-19

Revised: 11-12-21

(Exam Open to All including Current City Employees)

ANNUAL SALARY

\$43,680 to \$63,892

The salary in the Department of Water and Power is \$46,936 to \$72,432

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Security Officer patrols and safeguards City-owned buildings, parks, reservoirs, facilities, grounds, and equipment; answers questions and directs visitors/patrons; assures that only authorized persons enter buildings, yards, and other restricted areas; prepares reports and keeps records; may make preliminary investigations of accidents, traffic, and disturbances; may issue warnings or citations for illegal parking; may testify in court and may detain violators pending the arrival of a peace officer.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. One year of full-time paid experience as a security guard, security officer, security aide, law enforcement officer, correctional officer, traffic officer, park ranger, firefighter, or Police Student Worker (with the City of Los Angeles); or
2. One year of preparation as a police explorer or cadet with a law enforcement agency or fire explorer or cadet with a fire department; or
3. One year of full-time service, with satisfactory performance, or two years as a reservist, with satisfactory performance, in the United States Armed Forces; or
4. Completion of 12 semester units or 18 quarter units from an accredited college or university, half of which (6 semester or 9 quarter units) must have been in criminal justice or a behavioral science.
5. Current employment as a Police Officer I with the City of Los Angeles, not having completed the Los Angeles Police Academy.

PROCESS NOTES

1. In addition to the regular City application, you **MUST** complete an on-line Security Officer Supplemental Training and Experience Questionnaire (T&E) at the time you submit your on-line application. The T&E is part of the City job application. Candidates who fail to submit the City application and T&E at the time of filing will not be considered candidates in this examination and their application will not be processed.
2. Some positions may require a valid California driver's license. 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 a DUI).
3. A High School Diploma or equivalent is highly desired.
4. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf. Applicants completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying coursework.
5. Candidates will be asked to complete and submit a Personal History Statement (PHS) on-line at a later date. Certification by a Department is subject to a candidate's completion of the PHS. Any candidate who does not submit this information by the specified date will be ineligible for certification at that time. The information provided in your PHS will be used during the Background Investigation.
6. Prior to appointment, a thorough and comprehensive Background Investigation will be conducted. You must not have a history of criminal or improper conduct including any felony convictions. You must not have poor employment, military, or driving records, which would affect your suitability for security work. You must have a responsible financial history. You must have displayed a pattern of respect and honesty in your dealings with individuals and organizations. You must be fingerprinted and have no disqualifying record of law violations or other improper conduct. Potentially disqualifying violations or conduct includes convictions for more than one minor offense within the past year.
7. Candidates may be required to undergo a DRUG and ALCOHOL screening test based on City policy.
8. Candidates that qualify for this examination under Requirement #6 will undergo a selection process based on Application Review.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/3232/employment/testing-process.html>

WHERE TO APPLY

City job applications and the Security Officer Supplemental Training and Experience Questionnaires (T&E) 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 available at <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

City applications and Security Officer Supplemental Training and Experience Questionnaires (T&E) WILL ONLY BE ACCEPTED ON-LINE during the dates listed below:

FROM 8:00 AM FRIDAY, NOVEMBER 19, 2021 TO 11:59 PM MONDAY, NOVEMBER 22, 2021

FROM 8:00 AM FRIDAY, MAY 20, 2022 TO 11:59 PM MONDAY, MAY 23, 2022

This examination may close without prior notice at any time after a sufficient number of applications have been received. Filing periods may change without prior notice or additional dates may be added, as needed, at a later date. For administration purposes, filing will close periodically and reopen on the dates noted in the "Application Deadline" section of this bulletin.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the selection process in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applicants not selected to be tested may re-apply in a subsequent filing period in order to be considered for that period's selection process.

SELECTION PROCESS

Examination Weights: Multiple-Choice Test Qualifying
Training and Experience Questionnaire 100%

Multiple-Choice Test

The qualifying multiple-choice test will be administered and proctored on-line, and the following competencies may be evaluated: written communication, reading comprehension, interpersonal skills, and other knowledge, skills, and abilities.

Candidates invited to participate in the qualifying on-line multiple-choice test will be able to take the test from a remote location using a computer with a webcam and a reliable internet connection. Candidates will receive an e-mail from the City of Los Angeles outlining the dates and specific steps on how to take the qualifying multiple-choice test on-line. It is anticipated that the remote proctored qualifying multiple-choice test will be administered during the dates listed below:

TUESDAY, JANUARY 18, 2022 TO TUESDAY, JANUARY 25, 2022

MONDAY, JULY 18, 2022 TO MONDAY, JULY 25, 2022

The above dates are tentative and subject to change depending on department need and additional test dates may be added as needed.

Passing Score for the Qualifying Multiple-Choice Test

The passing score for the multiple-choice test will be determined by Personnel Department staff after the qualifying multiple-choice test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice test may be set either above or below 70%.**

Training and Experience Questionnaire

Candidates **must pass** the qualifying Multiple-Choice Test to have their Security Officer Supplemental Training and Experience Questionnaire evaluated. The candidates' responses to the Security Officer Supplemental Training and Experience Questionnaire and job application information will be submitted to an expert review panel for evaluation. The expert review panel will assign a numerical score to each candidate based on an assessment of each candidate's qualifications as described on the candidates' Training and Experience Questionnaire. The Training and Experience Questionnaire may assess the following competencies: ability to handle stressful situations, ability to organize and manage assignments, interpersonal skills, writing ability, and other knowledge, skills, and abilities. Unsolicited supplemental information will not be submitted to the review panel.

Civil Service Hiring Step 2: Understanding the Job Bulletin

- **Where to Apply** – Applications will only be accepted online. When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. If you do not have access to a computer, there are computers available at the Personnel Department and City libraries.
- **Application Deadline** – You must apply for the position of interest before the deadline noted on the job bulletin.
- **Selection Process** – The selection process for each position will vary. For more information about the examination process, please visit the Civil Service Examinations resource page.

Civil Service Hiring Step 2:

Understanding the Job Bulletin

- **Notes** – This section may include information on how to request a disability accommodation for testing, filing restrictions, and other valuable information.

If you receive and accept a conditional job offer, appointment is subject to completing a **MEDICAL EXAMINATION**. Candidates must be determined to be medically qualified to perform the essential duties of a Security Officer. Candidates must undergo a comprehensive medical examination given by a City physician.

Some positions may also require a psychological evaluation by a psychologist. For positions requiring a psychological evaluation, candidates must pass the psychological exam prior to appointment.

Some Security Officers will be required to be available to work night or morning assignments, weekends, holidays, rotating shifts, and in various locations throughout the City of Los Angeles.

Some positions may require carrying a firearm and/or a baton and/or chemical agent, and successful completion of an appropriate training for the use of such equipment. For positions requiring a firearm, candidates must be at least 18 years of age at the time of hire, and they must pass a thorough screening of their personal history and conviction record. Some positions may also require a polygraph, administered by a polygraph examiner. For positions requiring a polygraph, candidates must pass the polygraph prior to appointment.

Some positions may require a Physical Assessment Test (PAT). For positions requiring a PAT, candidates must pass the PAT prior to appointment.

Additional job analysis information can be obtained by going to <https://per.lacity.org/jobs/job-analysis.cfm> and clicking on Competencies under Security Officer.

NOTE:

Federal law prohibits anyone who has been convicted of a misdemeanor involving domestic violence from carrying a firearm. In addition, all candidates being assigned to work at any airport or seaport will be required to comply with federal background standards, including but not limited to, fingerprint based on Criminal History Records checks.

NOTES:

1. This examination is based on a content 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 accommodation 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.
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. Beginning with this bulletin, you may take the Security Officer multiple-choice test only once every 24 months. If you have taken this bulletin's Security Officer multiple-choice test within the last 24 months, you may not file for this examination at this time.
5. Your name may be removed from the open competitive list after 6 months.
6. A final average score of 70% in the Training and Experience Questionnaire portion of the examination is required to be placed on the eligible list.
7. Your rank on the employment list may change as scores of candidates from other administrations of the examination are merged onto one list.
8. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: https://lckrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position. All City employees are required to be Disaster Service Workers.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE 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), and Acquired Immune Deficiency Syndrome.

Civil Service Hiring Step 3: Taking Civil Service Exams

- Review Job/Examination Bulletin
- Test can be one/or more parts
- Eligibility List
- Certification: Eligible for Employment Based on Examination Results.
- Highest Scoring Candidates Notified by Email to Advise, if Interested.
- Candidates Participate in the Department's Internal Selection Process.
- Top Candidates Receive Job Offers
- If Job Offer and additional steps followed, candidate is hired.

Other Hiring

- Engineering Associates
- Student Engineer Program
- Utility Pre-Craft Trainee Program
- Utility Worker
- Youth Services Academy/Summer Youth Program

Engineering Associates

- Types
 - Civil Engineering Associate
 - Electrical Engineering Associate
 - Mechanical Engineering Associate
- On-Campus Recruitment at various universities and at Diversity Conferences
- Career Fairs and On-Campus Interviews
- Schedule interviews through Career Center
- For Additional information contact:
 - Mario Morales (Mario.Morales@ladwp.com) 213-367-0080

LADWP Recruitment Event Calendar

School	Event Date	Event
Cal State Northridge	9/14/2021	Virtual STEM Career Day
North Carolina A&T	9/15/2021	Virtual Career Awareness Fair
San Diego State	9/15/2021	Virtual Fall STEM Fair
UC Davis (1)	9/15/2021	Virtual Fall STEM + Biz Fair
Arizona State	9/16/2021	Virtual Engineering Career Fair
Georgia Tech (1)	9/17/2021	Virtual CEE Career Expo
Cal State Long Beach	9/22/2021	Virtual Engineering & Tech Fair
FSU - FAMU	9/21/2021	Virtual Fall STEM Fair
Southern	9/22/2021	Virtual Fall Career Exploration Day
Georgia Tech (2)	9/23/2021	Virtual ECE Career Fair
Loyola Marymount	9/23/2021	Virtual Biz+STEM Career Fair
Howard	9/28/2021	Virtual All Majors Career Fair
Alabama A&M	9/29/2021	Virtual Fall Career Fair (Day 1)
UC Berkeley (1)	9/29/2021	Virtual Engineering & Physical Science Fair
Cal Poly Pomona	9/30/2021	Virtual Engineering & Tech Fair
Cal State LA	9/30/2021	Virtual Fall Career Fair
USC	9/30/2021	Virtual Viterbi Career Fair (Day 1)
UC San Diego	10/7/2021	Virtual Science & Tech Fair
Cal Poly SLO	10/13/2021	Virtual Fall Career Fair (Day 1)
UC Riverside	10/13/2021	Virtual STEM Fair
UCLA	10/13/2021	Virtual Engineering & Tech Fair
UC Irvine	10/14/2021	Virtual Fall STEM Fair
UC Davis (2)	10/15/2021	Virtual ASCE/XE Career Fair
SWE-UCR	10/15/2021	Virtual Evening With Industry (EWI)
Cal State Fullerton	10/21/2021	Virtual STEM Career Expo
Sacramento State	10/22/2021	Virtual ECS Career Fair
UC Berkeley (2)	10/27/2021	Virtual Fall CEE Career Fair

Diversity Conferences

School	Event Date	Event
SWE	10/26/2021	Virtual SWE National Conference
SHPE	11/5/2021	Virtual SHPE National Conference
NSBE	11/6/2021	Virtual NSBE Regional Conference

Student Engineer Program (SEP)

- Students who do not qualify for the full-time Engineering Associate positions, may be interested in the SEP.
- Students must have at least sophomore standing in the declared engineering major curriculum as a full-time student at the time of application.
- Students must have at least junior standing at the time of employment.
- Students must have the legal right to work.
- Accepting applications during Fall semester **ONLY**.
- Please refer to flyer and more information at ladwp.com/sep.



Los Angeles
Department of
Water & Power

STUDENT ENGINEER PROGRAM

Fall Semester

The LADWP Student Experience

The Student Engineer Program (SEP) provides you with the opportunity to apply your engineering education to the work of the largest municipal utility in the United States. You will get practical on-the-job training and experience in one of the many facets of the water or power systems, or one of the crucial support functions of the utility.

What to Expect at LADWP

As part of the Student Engineer Program, you'll be provided with:

- Meaningful engineering work experience and training
- Varied assigned tasks to expand learning opportunities
- Progressively more challenging work assignments
- A link between theory, training, and work
- An understanding of the relationship between assignments and the function of the total organization.

"I feel being involved with SEP was a great experience. I got to meet and learn from many knowledgeable engineers. I was able to gain valuable real world experience and get a glimpse into what it is like to be an engineer at LADWP."

- Cristian Arrazaga



Benefits

- Applied Engineering Experience
- Tours of Key Facilities
- Career Building
- Great Pay
- New Friends

2019 Student Engineers



You Are the Right Engineer...

Q: Am I eligible to apply?

A: If you are currently enrolled full-time as an engineering major in an accredited college or university and, at a minimum, be in junior standing during time of employment, you are eligible to apply. In addition, you need to be a United States citizen, permanent resident, or have the legal right to work permanently in the United States.

Q: What type of work assignments will I receive?

A: You will perform work of significant complexity in the engineering field of study, under the close supervision of full-time engineering staff. Areas of interest may include: Design, Construction Management and Inspection; Operations and Maintenance, Computer Applications/Database; Project Management; and IT/Telecommunications.

Be Part of the Future

Our utility is transforming the way we deliver water, and how we generate and distribute electricity. We want you to be part of these engineering changes.



Summer Doesn't Have to End

While student engineers begin working full time during their summer breaks, they may be eligible to continue working on a part-time basis while taking a full course load during the school year. Many of the student engineers move to part-time work during the school year, to continue their experience as a productive and contributing member of LADWP.

What It Takes To Apply

When the online process opens, the following is all that's required:

- Unofficial transcript with completed engineering curriculum courses and grades earned.
- Resumé which shows engineering, computer, math, and science classes completed, and any other relevant work experience.
- One page cover letter describing your student engineer objective and what interests you about engineering and LADWP.

Additional documents such as a letters of recommendation are optional.

Apply

For the past few years, applications have been open from mid-September to mid-December.

Go To:

www.ladwp.com/sep

STUDENT
ENGINEER
PROGRAM



Los Angeles
Department of
Water & Power



For more information visit www.ladwp.com/sep



For more information visit www.ladwp.com/sep



What is a Utility Pre-Craft Trainee (UPCT)?

- The Utility Pre-Craft Trainee (UPCT) serves as a feeder class to skilled craft classes within LA DWP.
- It is an entry level position established to assist journey-level or skilled workers while receiving training in a wide range of craft skills to gain proficiency and aid in their ability to qualify, pass and promote to a regular full time skilled craft job.
- The work may involve exposure to the following: operations, maintenance, installation, and /or repair of equipment and systems in the electric distribution, transmission, and generating systems or in water quality operations and maintenance, repair or distribution, and related work.

Utility Pre-Craft Trainee (UPCT)

Minimum Qualifications

- Candidates must be a Los Angeles County resident.
- Candidates must be 18 years of age.
- A valid California Driver's License is required.

Salary and Benefits

- The UPCT current salary is \$20.17 per hour.
- Health and Welfare Benefit
- Pension Benefit

UPCT Recruitment

- Partnership with Community Organizations
- Job Fairs
- Speaking Engagements
- Churches
- Neighborhood groups

UPCT Sign up/Re-sign Process

- Sign- up at the IBEW web page (www.ibewlocal18.org)
- Hover over resources (at the top of the page) and select “sign our books”
- Select drop down menu for UPCT (Utility Pre-Craft Trainee)
- Click on “sign this book”
- Complete form and submit
- Re-signs are required every 3 months from the 1st-20th of the month in January, April, July, October.
- To re-sign there is a form that is filled out and currently is submitted via email to ibew18@ibewlocal18.org or fax at 213-739-6937.

UPCT Promotions

*Total of 207 UPCT Promotions. Here are the Top 10.

Critical Classifications

- Electric Distribution Mechanic
- Electric Station Operator
- Electrical Craft Helper
- Electrical Mechanic
- Steam Plant Assistant

Other Classifications

- Administrative Clerk
- Customer Service Representative
- Gardener Caretaker
- Meter Reader
- Warehouse & Toolroom Worker

Utility Worker (UW) - Objective

- Serves as an entry into a process that could result in permanent employment with LADWP.
- Works as a trainee for LADWP assisting and performing a variety of unskilled manual work.
- Receives classroom training, on the-job training, and practical work experience for 6 months.
- Prepares trainees to perform safely and effectively in the parallel classes they will be placed into after the 6-month training.

Permanent Civil Service Target Classes

Utility Worker

- Custodian
- Maintenance Laborer
- Gardener Caretaker
- Warehouse & Toolroom Worker
- Garage Attendant

Office Trainee

- Administrative Clerk
- Delivery Driver

Youth Services Academy (YSA) & Summer Youth Program (SYP)

- LAUSD and LADWP have partnered in this program for over 30 years
- Youth Services Academy Program (clerical/office work)
- Summer Youth Program (exposure operations and crafts)
- Over 3,000 underserved 16 to 20-year-old Students have participated in program
- YSA & SYP Students receive paid, on-the-job training experience, classroom instruction, and mentoring.
- Career information and an educational program are presented to the YSA participants about the City and LADWP

Careers

Applying for Jobs

Benefits of Working at
LADWP

Engineer Recruitment

Internships

Applying for Jobs

The Los Angeles Department of Water and Power (LADWP), as a department of the City of Los Angeles (City), uses the City's civil service system to fill most entry-level and promotional job vacancies. As openings occur, City departments interview candidates who have completed the civil service application and testing process.

Applying for a Job

Understanding a Job Bulletin

Taking Civil Service Exams

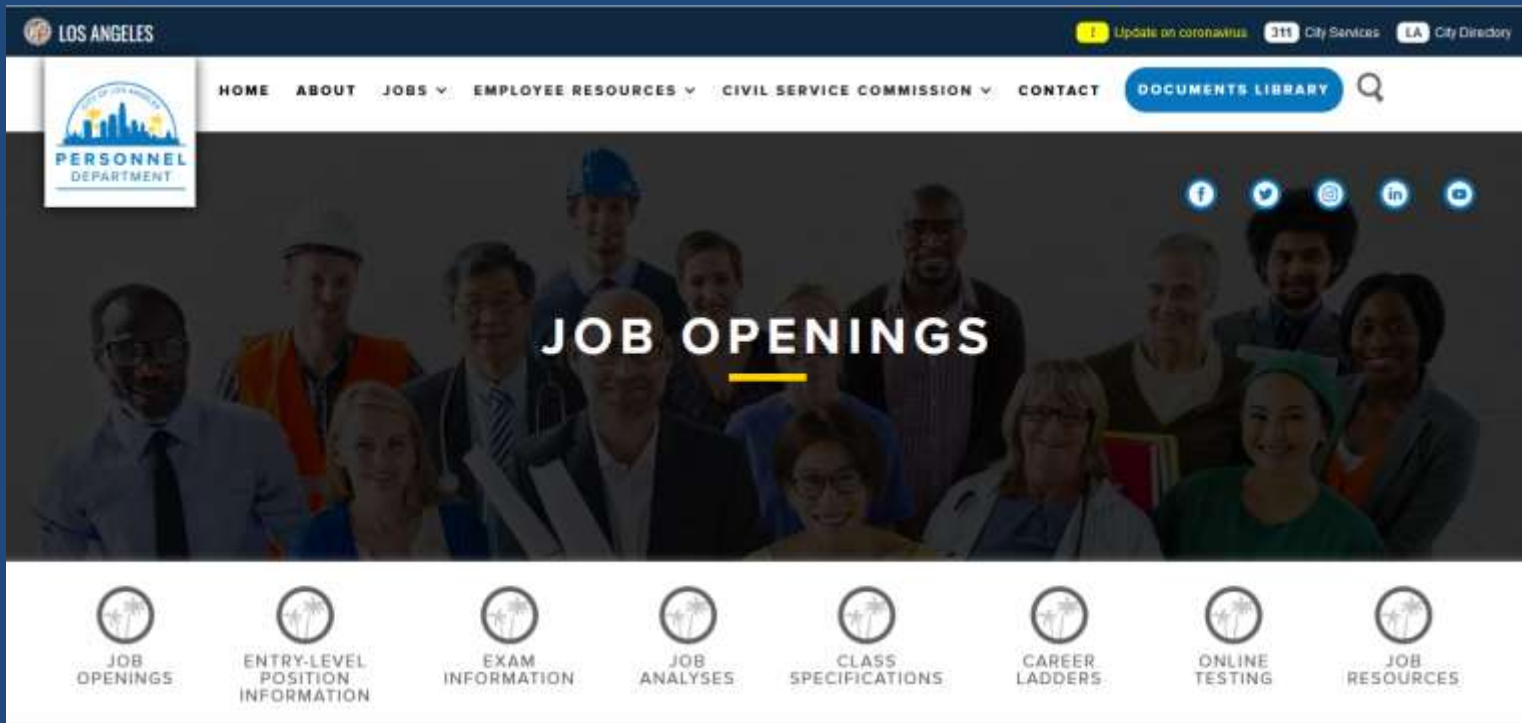
The City and the LADWP use a civil service system of employment and promotion. This means that you will be requested to take an examination to be considered for employment. The civil service system is based on the principles of merit, fairness, and equal employment opportunities. If you are interested in a particular job, you must:

1. Determine whether the job/position is currently open for filing an application. You will find a listing of all open jobs on the [City of Los Angeles Personnel Department website](#), by calling the City's job hotline at (213) 473-9310, or by visiting the Personnel Department's main building or satellite offices.
2. If a job is open for filing, you need to fill out a City of Los Angeles Application Form, along with any supplemental forms required, on or before the closing date listed on the bulletin. Application Forms can be filled out and submitted on the [City of Los Angeles Personnel Department website](#). Paper applications are accepted only when advertised on the job bulletin.
3. Once you have submitted your application, you will be notified by mail of the date, time, and location of the examination for the job you applied for.

Resources

- LADWP Employment Link

https://www.ladwp.com/ladwp/faces/ladwp/aboutus/a-careers/a-c-applyingforjobs?_adf.ctrl-state=ooifjy54n_21&_afLoop=219032884207987



Resources

Personnel Department Links:

- Current civil service openings: <https://www.governmentjobs.com/careers/lacity>
- Current exempt openings: <https://per.lacity.org/jobs/index.cfm?sort=datez&amt=10&type=Exempt>
- Notification Card: <https://www.governmentjobs.com/careers/lacity/classspecs>
- Entry Level Classes: <https://per.lacity.org/jobs/position-information.cfm?sort=class&amt=20>

Questions?

Thank You!