CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: October 10, 2017

To: All City of Los Angeles Employees

From: Tammy Watson, Personnel Director II
Liaison Services for the Los Angeles Department of Transportation

Subject: EMERGENCY APPOINTMENT OPPORTUNITY – ONE EQUIPMENT SPECIALIST I

The Los Angeles Department of Transportation (LADOT) is offering one emergency appointment opportunity in the classification of Equipment Specialist I in the Mechanical Development Support Division.

**SALARY:** $62,744 to $91,747 (MOU 21)

**DUTIES AND RESPONSIBILITIES**

The individual selected for this position will be responsible for the following:

- Prepare, develop, and revise equipment specifications and perform assembly line quality control inspections; work with manufacturers and subcomponent suppliers to correct design deficiencies, improve vehicle or subsystem performance and to develop/implement product training programs for LADOT and contractor staff; perform final acceptance inspections on new vehicles before the City authorizes payment.
- Develop inspection forms, policies, procedures and programs for equipment monitoring, and perform technical audits/inspections of City transit vehicles.
- Anticipate equipment needs and assist non-technical Departmental staff to determine applicable requirements and maintenance/operational issues of City-owned fleet of transit vehicles; provide technical expertise, trouble-shooting and direction to Department managers and management.
- Study RFF’s proposals and contracts to determine specific requirements relative to vehicle construction, maintenance and repair; ensure that contractors utilize OEM or approved equivalent parts and methods in the on-going maintenance and repair of City owned fleet of transit vehicles.
- Investigate technical equipment related problems, determine necessary corrective procedures and equipment modifications; develop and oversee plans to bring contractors into compliance relative to maintenance program requirements; prepare progress and outcome reports.
- Participate in regular bi-weekly meetings between City staff and contractors to assess on-going program performance.
- Keep abreast of new and improved products, as well as technological and regulatory developments affecting the transit industry by attending trade shows, task force meetings, and training seminars.
MINIMUM REQUIREMENTS

Candidates who meet the examination bulletin requirements for Equipment Specialist I (Class Code 3734) are eligible to apply for these emergency appointment opportunities. The requirements for the Equipment Specialist examination include:

1. Four years of full-time paid experience with the City of Los Angeles in a class at the level of Equipment Mechanic which provides experience in the maintenance and repair of transportation, construction, fire, or park maintenance equipment; or

2. Four years of full-time paid experience with the City of Los Angeles in a class at the level of Management Analyst which provides experience in the analysis of equipment repair activities or in the analysis of either the operation or maintenance and repair of transportation, construction, fire, or park maintenance equipment; or

3. Eight years of full-time paid experience in the maintenance and repair of transportation, construction, fire, or park maintenance equipment; or

4. Graduation from an accredited four-year college or university and five years of full-time paid professional experience in the analysis of equipment repair activities or in the analysis of either the operation or maintenance and repair of transportation, construction, fire, or park maintenance equipment.

Successful completion of sixty semester units or ninety quarter units from an accredited college or university which includes at least 12 semester or 18 quarter units of courses in administration, engineering, mathematics, or physics may be substituted for a maximum of two years of the required experience.

Notes:

For qualifying work experience in Requirement #4, the term “professional experience” applies to positions that require possession of a degree from an accredited four-year college or university in order to obtain that position. Therefore, to be considered “professional,” experience must be gained in positions after obtaining a four-year degree.

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/Accredited%20Institutions%2008-21-08.pdf.

METHOD OF EVALUATING CANDIDATES

Depending on the number of candidates who apply, all applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the positions’ duties and requirements. Final selection will be based on a written exercise, an oral interview, and a simulation exercise where candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications for the position. In addition, the interviewers may contact present and former supervisors as part of the selection process.
HOW TO APPLY

All interested candidates must submit a resume and a City Application, which can be downloaded at http://per.lacity.org/application.pdf. These documents must be scanned as a single .pdf file and e-mailed to HRSelectionGroup2@lacity.org. The subject line of the e-mail should read: “LADOT Emergency Appt – Equipment Specialist.” Deadline to apply: October 16, 2017 by 5:00 PM.

Only electronic submittals received during the filing period will be accepted. Incomplete applications and applications received after the filing period will not be considered. Submittals will not be considered if received by mail, fax or in-person.

If you have any questions, please contact HR Consolidated Records at (213) 972-5980.

EMERGENCY APPOINTMENT

Prior to accepting an emergency appointment, you should be aware of the following information:

An emergency appointment is not a regular appointment. It is a temporary appointment which requires that you successfully compete in the Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. No emergency appointment can exceed one year. (City Charter Section 1013).

In order to receive an emergency appointment, you must submit a completed, signed City application form which will be provided to the Personnel Department along with the Emergency Nomination Form completed by the employing department. If you meet the minimum qualifications for the examination for the class to which you have been nominated for an emergency appointment, you will need to submit an application for the next administration of that examination. You will be required to complete and submit a new application to the Personnel Department when the examination is open for filing.

If you are a City employee (received a regular appointment) and you accept an emergency appointment, you will automatically be on “protective” leave. This means you may automatically return to your former position at the end of the emergency appointment.

If you are not currently a regular employee of the City of Los Angeles when you accept the emergency appointment and you cannot be appointed from an eligible list at the termination of your emergency appointment (one year or establishment of an eligible list, whichever comes first), you will be terminated from City employment.