

LOAD DISPATCHER

Class Code: 5233

Open Date: 10-09-20

Revised: 05-13-21

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

For trainee positions: \$112,397 to \$139,645

For permanent Load Dispatcher positions: \$128,829 to \$173,199

NOTES:

1. For information regarding reciprocity between 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.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
4. There are three phases of training. A one-time bonus of up to \$7,500 will be paid to trainees in 3 payments as each phase is completed.
5. Employees regularly assigned to positions for shifts beginning at or after 2:00 p.m. but before 9:00 p.m. are paid up to an additional 4 percent for each hour worked during any such normal shift.
6. Employees regularly assigned to positions for shifts beginning at or after 9:00 p.m. but before 4:00 a.m. are paid up to an additional 7 percent for each hour worked during any such normal shift.
7. Employees who are appointed off this eligible list may receive salary bonuses for attainment of dispatcher certification(s) such as the North American Electric Reliability Corporation (NERC).

DUTIES

A Load Dispatcher exercises, or participates in, centralized control over electric transmission and distribution lines and generating and other electrical equipment of an electrical system, directs switching to remove lines and equipment from service for routine or emergency work, coordinates restoration of service, coordinates and executes the purchase, sale and scheduling of electrical energy and associated services in accordance with contracts and prearranged and real-time schedules, and other related duties.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Two years of full-time paid experience as an electric station operator, steam plant operator, electric distribution mechanic, electrical mechanic hydroelectric station operator, senior electrical repairer, lineman, senior electrical tester, electric trouble dispatcher or in a position which is at least at that level and provides experience in operating a switchboard controlling the function or maintenance of electric equipment and lines in an electric power generating plant, substation, or in a receiving, switching, or distribution station; or maintaining an electrical distribution system at 4-kV or higher; or
2. Two years of full-time paid experience as a load dispatcher, systems operator, or in a position which is at least at that level and provides experience in centralized control over electric transmission lines, distribution lines, generating equipment, and/or other electrical equipment of an electric utility system at 4-kV or higher; or
3. Three years of full-time paid experience in a position at least at the level of electrical engineering associate, which provides experience in power system field operations in maintenance of power system control equipment, or the functioning or maintenance of electric equipment and lines in an electric power generating plant, in a substation, receiving, switching or distribution station, or maintaining an electrical distribution system at 4-kV or higher voltage and possessing either an Engineer-in-Training certification or a Professional Engineers license; or
4. Five years of full-time paid experience, including time spent in training, in the operation or maintenance of a nuclear power plant and/or its associated auxiliaries on a naval ship.

PROCESS NOTES

1. Under Requirements #1, #2, or #3, time spent as an assistant, apprentice, or trainee will not be included as qualifying experience.
2. Candidates qualifying under Requirement #3 may submit a copy of either an Engineer-in-Training certification or a Professional Engineers license by attaching it to their on-line application at the time of filing or will have seven (7) calendar days from the on-line submission date to e-mail their document to per.appdocs@lacity.org. The subject line of your e-mail must include the exam title, your name, and indicate it is a certificate or license. In the body of your e-mail, you must also include your first and last name, last four digits of your Social Security

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to:

<http://per.lacity.org/index.cfm?content=employmenttestingprocess>

Number, and contact phone number. Candidates who fail to submit either document within the time required will not be considered further in this examination and their applications will not be processed.

WHERE TO APPLY

Applications 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 also 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

Applications will only be accepted on-line on the following dates listed below:

- Filing Period 1: From 8:00 am Friday, October 9, 2020 to 11:59 pm, Thursday, October 22, 2020
- Filing Period 2: From 8:00 am Friday, January 29, 2021 to 11:59 pm, Thursday, February 11, 2021
- Filing Period 3: From 8:00 am Friday, May 28, 2021 to 11:59 pm, Thursday, June 10, 2021

The 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 administrative 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 written test in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs based on a random sampling of those qualified candidates. 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 Weight: Multiple-Choice Test
..... 100%

The examination will consist entirely of a multiple-choice test administered and proctored on-line. In the on-line multiple-choice test, the following competencies may be evaluated; Judgment and Decision Making, Learning Ability, Mathematics, Fact Finding, Attention to Detail, Analytical Ability, Safety Focus, and Job Knowledge including knowledge of: electrical theory and concepts; use of nomograms; and other necessary knowledge, skills, and abilities.

The multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the on-line multiple-choice test will be able to take the test from a remote location (i.e., their home) using a computer with a webcam and a reliable internet connection. Candidates will receive an email from the City of Los Angeles outlining the dates and specific steps on how to take the multiple-choice test on-line. Candidates who do not complete and submit the remote proctored multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination. Additional test dates may be added as needed.

For applicants who applied during Filing Period 1, it is anticipated that the remote proctored multiple-choice test will be administered **between DECEMBER 7, 2020 AND DECEMBER 14, 2020.**

For applicants who applied during Filing Period 2, it is anticipated that the remote proctored multiple-choice test will be administered **between MARCH 22, 2021 AND MARCH 29, 2021.**

For applicants who applied during Filing Period 3, it is anticipated that the remote proctored multiple-choice test will be administered **between JULY 19, 2021 AND JULY 26, 2021.**

FAQs for on-line testing are available at <http://per.lacity.org/index.cfm?content=employmenttestingprocess>. Due to COVID-19 and social distancing requirements, only candidates who demonstrate a hardship may be offered the option to take the multiple-choice test onsite at a City facility.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalysis> and clicking on Competencies under Load Dispatcher.

NOTICE:

Test dates may be postponed in order to help protect the safety of our candidates and prevent the spread of COVID-19. Candidates will receive an e-mail from the City of Los Angeles Personnel Department if the multiple-choice test is postponed.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the multiple-choice test will not be subject to candidate inspection.
2. Candidates may take this test only once every 365 days during the administration of this examination. Names may be removed from the open competitive eligible list after 6 months.
3. All entry-level positions are temporary training positions as defined in Civil Service Commission Rule 5.30. All trainees must complete an intensive three-week evaluation period, a five-week classroom training period, and the first phase of on-the-job training within nine months. All trainees must complete the remaining phase of the on-the-job training and be assigned to a permanent position within **twenty-one** months. A Load Dispatcher may regularly work various shifts including weekends, holidays and overtime.
4. 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.
5. 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 accommodations 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.
6. A final average score of 70% is required to be placed on the eligible list.
7. Your rank on the employment list may change throughout the year as the scores of candidates from other administrations of this examination are merged onto one list.
8. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

Notice:

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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), or Acquired Immune Deficiency Syndrome.