



Owens Valley Virtual Job Fair

March 16, 2023

Meeting Overview

Introductions & Department Overview

Jessie Johnson, Communications & Corporate Strategy

Navigating the Civil Service Process

LADWP Recruitment Services Team

Owens Valley Recruitment Contact

Wendy McGhie, Assistant Aqueduct Administrative Services Manager

Owens Valley Experience: Working & Living in the Owens Valley

Julianne Burg, Senior Administrative Clerk

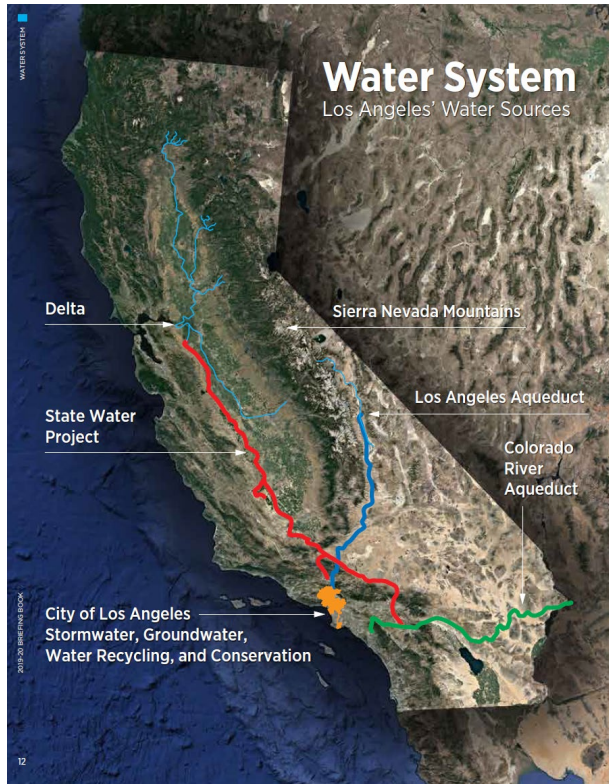
Gerardo Castillo, Senior Storekeeper

Questions?

About LADWP: Who we are



About LADWP: Water System



- Second largest municipal water utility in the nation
- Supplies approximately 166 billion gallons per year
- Three focus areas: safe drinking water, reliable water infrastructure, and sustainable local water supplies
- Water supply sources (5-yr Average FY 2017-2021) include: L.A. Aqueduct (50%), purchased water (40%), groundwater (8%) and recycled water (2%)

Source: DWP 2021-2022 Briefing Book, pages 12 & 15

About LADWP: Power System



- Largest municipal electric utility in the nation
- In 2020-21, supplied more than 20,936 gigawatt hours to over 1.55M customers as well as ~6,000 customers in the Owens Valley.
- Power resources include: renewable energy (37%), natural gas (24%), nuclear (14%), large hydro (4%), coal (21%)
- Responsible for inspection, maintenance or replacement, and operation of the following: energy generation, energy storage, transmission, and distribution

Source: DWP 2021-2022 Briefing Book, pages 30, 32, & 33

LADWP in Owens Valley



- LADWP maintains and operates a number of key facilities involved in delivering water and power safely to the City of LA.
- Aqueduct System spans from Sylmar, CA to Lee Vining, CA.
- Nearly 350 Owens Valley residents work with us
- 6,000 electric customers in the Owens Valley



Navigating the Civil Service Process

Recruitment Services

Objectives

- Benefits of Working at LADWP
- Civil Service Process and Hiring Timeline
- Navigating the LADWP Eastern Sierra Website
- How to Sign Up for Jobs/Notifications
- Upcoming Jobs in the Owens Valley
- Helpful Links

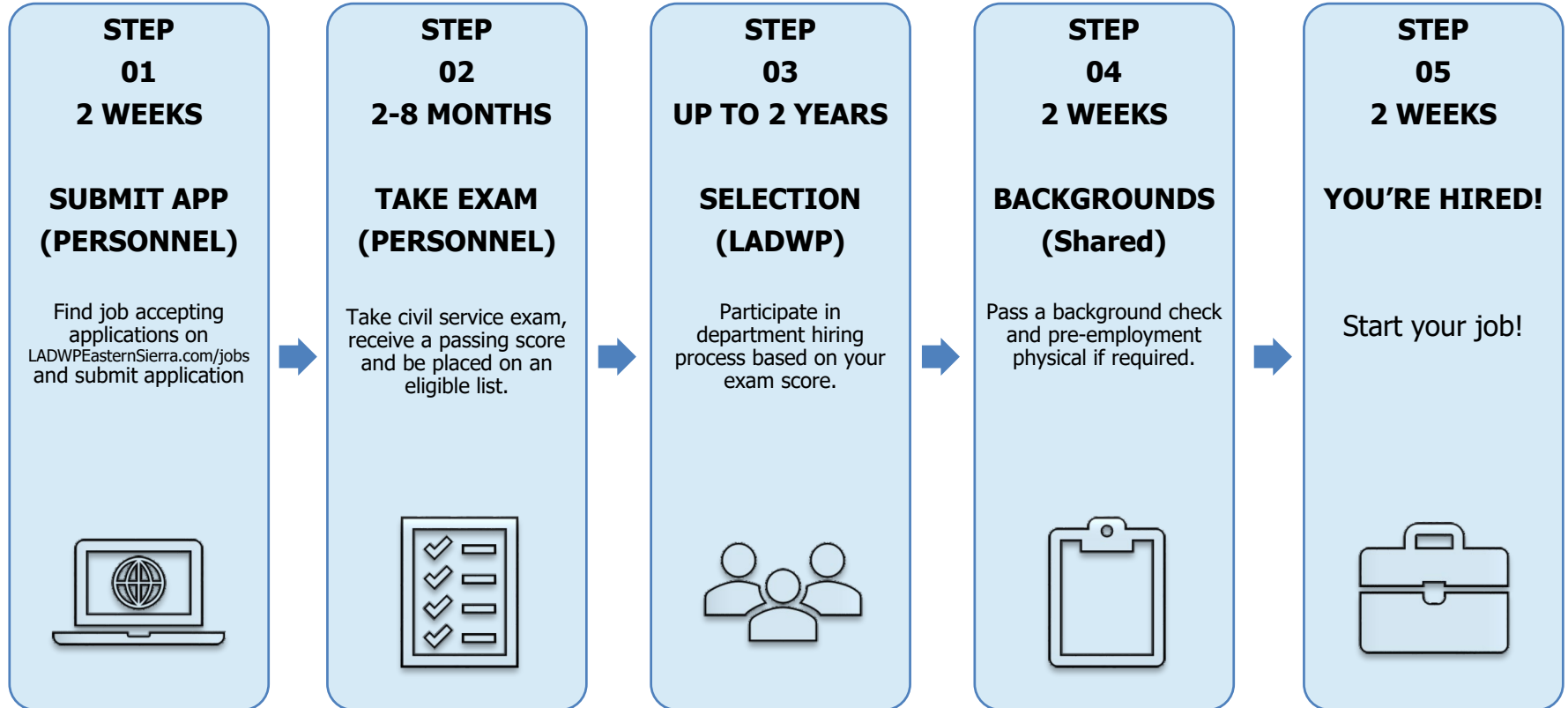
Benefits of Working at LADWP

LADWP offers a comprehensive benefits package including:

- Comprehensive Health and Dental Plans
- Credit Union
- Deferred Compensation
- Employees Association
- Fitness Centers
- Flexible Spending Accounts
- Work Schedule Options
- Paid Time Off
- Pension Plan
- Ride Share Incentives
- Tuition Reimbursement and Training
- Work and Family Life Program



Civil Service Process and Hiring Timeline



Civil Service On-Line Application Process

How to Apply for a Current Job Opening

1. Visit www.LADWPEasternSierra.com/jobs
2. Scroll down to jobs under “Open Now”
3. Click on a job to review the bulletin and apply

Notification for Upcoming Jobs & Creating an Account

1. To view all jobs, Click “Owens Valley Jobs” at the bottom of the jobs page. A PDF will open with the full list.
2. Click on any job to view the job bulletin
3. Click the “Subscribe” button in the upper right to receive an email when the job opens
4. Click the “Sign in” button in the top right corner to create a profile

RSVP Owens Valley Spring Job Fair

March 16, 2023

Virtual WebEx _____ 12 - 1 p.m.

[REGISTER](#)

Be Part of the Team

More than 300 Eastern Sierra residents work with us as civil engineers, administrative clerks, aqueduct and reservoir keepers, electrical engineers, construction helpers, and many other positions.

[JOIN LADWP](#)



Job Opportunities

OPEN NOW

Please note that these positions are filled through a competitive Civil Service examination process, which is administered through the City of Los Angeles Personnel Department. Not all listed positions above and below have current vacancies.



Management Assistant

Applications due 03/23/23



Systems Programmer

Applications due 03/23/23



Electrical Craft Helper

Applications due 03/23/23



Electric Distribution Mechanic Trainee

Applications due 05/02/23



Electric Distribution Mechanic Journey Level

Applications due 05/02/23

UPCOMING



Administrative Clerk

Opens 03/16/23



Systems Analyst

Opens 04/21/23



Load Dispatcher

Opens 05/12/23

All Owens Valley Job Opportunities

Review the complete list of classifications offered in the Owens Valley area.

[OWENS VALLEY JOBS](#)



Owens Valley List of Jobs Open to All

Join the Team

Live, work and play in the Owens Valley

LADWPEasternSierra.com/jobs

Click on one or more of the jobs below to review the job bulletin and subscribe to be notified when applications are being accepted for the position!

- [ADMINISTRATIVE CLERK 1358](#)
- [AQUEDUCT AND RESERVOIR KEEPER 5813](#)
- [BUILDING REPAIRER 3333](#)
- [CIVIL ENGINEERING ASSOCIATE 7246](#)
- [CIVIL ENGINEERING DRAFTING TECHNICIAN 7232](#)
- [COMMUNICATIONS ELECTRICIAN 3686](#)
- [CONSTRUCTION EQUIPMENT SERVICE WORKER 3541](#)
- [CUSTODIAN 3156](#)
- [CUSTOMER SERVICE REPRESENTATIVE 1230](#)
- [ELECTRIC DISTRIBUTION MECHANIC 3879](#)
- [ELECTRIC STATION OPERATOR 5224](#)
- [ELECTRICAL CRAFT HELPER 3799](#)
- [ELECTRICAL ENGINEERING ASSOCIATE 7525](#)
- [ELECTRICAL ENGINEERING DRAFTING TECHNICIAN 7532](#)
- [ELECTRICAL MECHANIC 3841](#)
- [ENVIRONMENTAL ENGINEERING ASSOCIATE 7871](#)
- [ENVIRONMENTAL SPECIALIST 7310](#)
- [ENVIRONMENTAL SUPERVISOR 7304](#)
- [EQUIPMENT MECHANIC 3711](#)
- [EQUIPMENT OPERATOR 3525](#)
- [FIELD ENGINEERING AIDE 7228](#)
- [HEAVY DUTY EQUIPMENT MECHANIC 3743](#)
- [HEAVY DUTY TRUCK OPERATOR 3584](#)
- [HYDROGRAPHER 7263](#)
- [LABORATORY TECHNICIAN 7854](#)
- [LAND SURVEYING ASSISTANT 7283](#)

Owens Valley List of Jobs Open to All

Join the Team

Live, work and play in the Owens Valley

LADWPEasternSierra.com/jobs

RECRUITMENT

- [MACHINIST 3763](#)
- [MAINTENANCE AND CONSTRUCTION HELPER 3115](#)
- [MAINTENANCE LABORER 3112](#)
- [MANAGEMENT ASSISTANT 1539](#)
- [MATERIALS TESTING TECHNICIAN 7968](#)
- [MECHANICAL ENGINEERING ASSOCIATE 7554](#)
- [MECHANICAL HELPER 3771](#)
- [PAINTER 3423](#)
- [POWER SHOVEL OPERATOR 3558](#)
- [PROPERTY MANAGER 1964](#)
- [PUBLIC RELATIONS SPECIALIST 1785](#)
- [REAL ESTATE ASSOCIATE 1941](#)
- [REAL ESTATE OFFICER 1960](#)
- [REINFORCING STEEL WORKER 3483](#)
- [SAFETY ENGINEERING ASSOCIATE 1726](#)
- [SENIOR REAL ESTATE OFFICER 1961](#)
- [STOREKEEPER 1835](#)
- [SYSTEMS ANALYST 1596](#)
- [SYSTEMS PROGRAMMER 1455](#)
- [WAREHOUSE AND TOOLROOM WORKER 1832](#)
- [WATER UTILITY WORKER 3912](#)
- [WATERSHED RESOURCES SPECIALIST 7862](#)
- [WATERWORKS MECHANIC 3984](#)
- [WELDER 3796](#)

Rev. 04/22/2022

Click on any job to view the bulletin and subscribe

To exit full screen, move mouse to top of screen or press F11



Career Pages

powered by
NEOGOV®

MAINTENANCE AND CONSTRUCTION HELPER



SUBSCRIBE



Class Title
MAINTENANCE AND CONSTRUCTION HELPER

Class Code
3115

Salary ⓘ
\$40,277.00 - \$50,070.00 Annually

DEFINITION

BENEFITS

DUTIES

ANNUAL SALARY

\$41,968 to \$61,345
The salary in the Department of Water and Power is \$64,038 to \$79,573 and \$71,597 to \$88,948.

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
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. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://www.cityoflosangeles.org/Reciprocity_City_Depts_and_LADWP.pdf



Career Pages



MAINTENANCE AND CONSTRUCTION HELPER



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3. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to <http://per.lacity.org>

Job Interest Cards



Fields marked with an asterisk (*) are required

First Name *

Last Name *

Email Address *



Career Pages

MAINTENANCE AND CONSTRUCTION HELPER



Class Title
 MAINTENANCE AND CONSTRUCTION HELPER

Class Code
 3115

Salary ⓘ
 \$40,277.00 - \$50,070.00 Annually

Create a profile here →

Sign In

All fields are required

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with

Facebook

Don't have an account? [Create one.](#)

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For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to <http://www.cityoflosangeles.org/Reciprocity-City-Departments-and-LADWP.pdf>



Join LADWP.com Upcoming Career Pages

powered by NEOGOV®

MANAGEMENT ASSISTANT 1539 C (REVISED 02-10-2023)



Click this button to apply

Salary ⓘ	\$54,956.00 - \$96,590.00 Annually	Location ⓘ	CITY OF LOS ANGELES, CA
Job Type	FULL-TIME	Department	ALL DEPARTMENTS
Job Number	1539 O 2020/02/07 C		

Closing 3/23/2023 11:59 PM Pacific

Application closing date

<u>DESCRIPTION</u>	<u>BENEFITS</u>	<u>QUESTIONS</u>
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DUTIES

ANNUAL SALARY

Current salaries will be listed

The salary in the Department of Water and Power is \$60,322 to \$74,959; \$70,950 to \$88,134; and \$77,757 to \$96,590.

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
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 applying.



accepting a job offer.

- 3. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf (Download PDF reader).

Duties

Management Assistant is an entry-level professional position that can lead to a career in budget and finance, personnel administration, or special program administration. Typical duties relate to the resolution of departmental and Citywide administrative problems, data collection, report writing, program coordination and development of public policy.

REQUIREMENT(S)/MINIMUM QUALIFICATION(S)

A bachelor's degree from an accredited four-year college or university.

PROCESS NOTES:

1. All applicants must list their school name, location, type of degree earned, major, and completion dates in the Education section of the on-line application. Applicants who fail to provide this information on their application will not be considered further in this examination.
2. Applicants must submit proof of a bachelor's degree from an accredited four-year college or university by attaching transcripts or qualifying degree to their on-line application at the time of filing in the Attachments section. Applicants must attach transcripts or qualifying degree BEFORE finalizing and submitting the application. Applicants WILL NOT be able to attach transcripts or qualifying degree AFTER submitting the application. Applicants who fail to attach transcripts or qualifying degree at the time of filing WILL NOT be considered further in this examination and their applications WILL NOT be processed.
3. 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> (Download PDF reader).
4. 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 3 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
5. Candidates completing the examination process may be contacted by the Personnel Department to provide further verification of qualifying degree.

WHERE TO APPLY & APPLICATION DEADLINE

Applications will only be accepted on-line on the dates listed in the "Application Deadline" section of this bulletin. **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/career/lacity>

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 dates listed below:

From 8:00 a.m. Friday, March 10, 2023 to 11:59 p.m., Thursday, March 23, 2023

Requirements

Application Deadline



Additional filing periods may be added based on the City's hiring needs.

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 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 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 the period's selection process.

Type of exam

SELECTION PROCESS

Examination Weights:

Essay: Advisory

Multiple-Choice Test: Qualifying

Interview: 100%

The examination will consist of a qualifying multiple-choice test, an advisory essay, and a weighted interview. The qualifying multiple-choice test will be administered and proctored on-line, and the following competencies may be evaluated: Reading Comprehension; Mathematics; Analytical Ability; Attention to Detail; Interpersonal Skills; Teamwork; Written Communication; and other necessary knowledge, skills, and abilities.

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

Prior to the multiple-choice test, candidates will be required to prepare some written material related to the duties and responsibilities of a Management Assistant. This essay material will not be separately scored, but will be presented to the interview board for review and consideration, which may include discussion, in the overall evaluation of the candidate. Candidates who do not complete the advisory essay will be considered to have failed the entire examination. To be considered complete, the advisory essay must include a substantive response for each question or problem included in the advisory essay for which a candidate is required to provide an answer.

The advisory essay will be administered on-line. Candidates invited to participate in the examination will receive an e-mail from the City of Los Angeles outlining the specific steps needed to complete the on-line advisory essay. Candidates who fail to complete the advisory essay as instructed may be disqualified.

Anticipated exam dates

For candidates who apply between **Friday, March 10, 2023 and Thursday, March 23, 2023**, it is anticipated that the on-line advisory essay will be administered between **Monday, May 1, 2023 and Monday, May 8, 2023**.

The qualifying 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 a



The qualifying 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 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. 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.

For candidates who apply between **Friday, March 10, 2023 and Thursday, March 23, 2023**, it is anticipated that the on-line multiple-choice test will be administered between **Wednesday, May 31, 2023 and Tuesday, June 6, 2023**.

You may click on the following link in order to view a sample of the type of questions that may be included in the Management Assistant multiple-choice test. To access the sample test, you will be required to enter your first and last name and email address (NOTE: You may leave the Neogov ID field blank). Please note that this is only a sample test.

<https://neogov.testgenius.com/application/user-registration.html?lacity-Sample%20Test%20Management%20Assistant>

FAQs for on-line testing are available at <https://per.lacity.org/faqs/employment-testing-process.html>. Due to COVID-19 and social distancing requirements, on candidates who demonstrate a hardship may be offered the option to take the multiple-choice test onsite at a City facility.

Passing Score for the Qualifying Multiple-Choice Test

The passing score for the qualifying 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 above or below 70%.**

Candidates must complete the advisory essay, achieve a passing score on the qualifying multiple-choice test, and meet the minimum qualification in order to be invited to the interview.

The examination score will be based entirely on the interview. In the interview, the following competencies may be evaluated: Analytical Ability; Attention to Detail; Self-Management; Interpersonal Skills; Teamwork; Oral Communication; Written Communication; and other necessary knowledge, skills, and abilities.

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

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles or on-line.

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 anticipated test dates are postponed.

Job Analysis
information



NOTES:

1. This examination is based on a 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 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 (Download PDF reader).
3. Applications are accepted subject to review to ensure that the minimum qualification is met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualification stated on this bulletin.
4. A final average score of 70% or higher in the interview portion of the examination is required to be placed on the eligible list.
5. You may take the Management Assistant qualifying multiple-choice test only once every 24 months under this bulletin. If you have taken the Management Assistant qualifying multiple-choice test during an open filing period in the Personnel Department within the last 24 months under this bulletin, you may not file for this examination at this time.
6. Your rank on the employment list may change as scores of candidates from other administrations of the examination are merged onto one list.
7. Your name may be removed from the open competitive list after twelve (12) months.
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://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf (Download PDF reader).

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 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.

Agency
City of Los Angeles

Address
700 East Temple Street, Room 100

Phone
213-473-9311

Website
<http://per.lacity.org>

Los Angeles, California, 90012

Notes including
how often you may
take exam

Upcoming Filing Periods for OV Jobs

Job	Filing Date	Starting Pay
Civil Engineering Associate	On-Campus/ Recruitment Conference	\$96,924
Electrical Engineering Associate	On-Campus/ Recruitment Conference	\$96,924
Mechanical Engineering Associate	On-Campus/ Recruitment Conference	\$96,924
Electric Distribution Mechanic Journey-Level	01/24/23 - 05/02/23	\$156,808
Electric Distribution Mechanic Trainee	01/24/23 - 05/02/23	\$109,766
Management Assistant	03/10/23 - 03/23/23	\$60,322
Systems Programmer	03/10/23 - 03/23/23	\$120,247
Administrative Clerk	03/16/23 - 03/29/23	\$51,427
Systems Analyst	04/21/23 - 05/04/23	\$84,501
Maintenance and Construction Helper	06/09/23 - 06/22/23	\$67,588
Electrical Mechanic	06/30/23 - 07/13/23	\$91,266



Application – Location of Work

Info ✓

Work (11)

Education (3)

Additional

Attachments

Questions

Review

Certify

Answer

*20 Indicate the types of appointment(s) you will accept:

<input checked="" type="checkbox"/> ANY JOB TYPE	<input checked="" type="checkbox"/> Full-Time
<input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Intermittent
<input checked="" type="checkbox"/> Limited (jobs that last for 8 months or less)	<input checked="" type="checkbox"/> Trainee

*21 Indicate the geographic areas where you are willing to work.

<input type="checkbox"/> ANY LOCATION	<input type="checkbox"/> Civic Center
<input type="checkbox"/> West San Fernando Valley	<input type="checkbox"/> East San Fernando Valley
<input type="checkbox"/> South Central Los Angeles	<input type="checkbox"/> West Los Angeles
<input type="checkbox"/> North Central / Hollywood (Griffith Park)	<input type="checkbox"/> Westchester/Venice (LAX-Hyperion)
<input type="checkbox"/> Harbor	<input checked="" type="checkbox"/> Antelope Valley / Mojave
<input type="checkbox"/> Boulder Dam	<input checked="" type="checkbox"/> Owens Valley
<input type="checkbox"/> Ely Nevada	<input type="checkbox"/> Intermountain Power (Project Utah)

Helpful Links

- [LADWP in the Eastern Sierra](https://ladwpeasternsierra.com/): <https://ladwpeasternsierra.com/>
- [LADWP Recruitment Website](http://www.joinladwp.com): www.joinladwp.com
- [Personnel Department](http://per.lacity.org/): <http://per.lacity.org/>
- [Full-time Civil Service Job Opportunities](https://www.governmentjobs.com/careers/lacity):
<https://www.governmentjobs.com/careers/lacity>
- [Exam Information Database](https://per.lacity.org/jobs/exam-information.cfm): <https://per.lacity.org/jobs/exam-information.cfm>
- [Briefing Book](https://www.ladwpnews.com/2021-22-briefing-book/): <https://www.ladwpnews.com/2021-22-briefing-book/>
- [Introduction to Electricity Volumes 1-3](https://bit.ly/2Ntnlgc): <https://bit.ly/2Ntnlgc>



Julianne Burg
Senior Administrative Clerk



Gerardo Castillo
Senior Storekeeper



Interested in Learning More Before Applying?

Email OwensValleyCommunity@ladwp.com

- Let us know if you would like to connect with a Recruiter or an LADWP employee.
- Include dates/times you are available.
- We will aim to setup a phone call within the next two weeks.

Contact Information

Christopher LeMarr

Recruitment, Supervisor

Christopher.LeMarr@ladwp.com

(213) 367-1928

Sandra Davenport

Recruitment

Sandra.Davenport@ladwp.com

(213) 367-3849

General Information

HR/Recruitment

JoinTheTeam@ladwp.com

Job Central (Personnel Department)

per.appdocs@lacity.org

(213) 473-9311

Jessica Johnson

Sr. Public Relations Specialist

Jessica.Johnson@ladwp.com

(213) 271-3369

Darin Willey

Owens Valley, Administrative Services

Darin.Willey@ladwp.com

(760) 873-0328

Wendy McGhie

Owens Valley, Administrative Services

Wendy.McGhie@ladwp.com

(760) 873-0394

Owens Valley Community

owensvalleycommunity@ladwp.com



Questions?