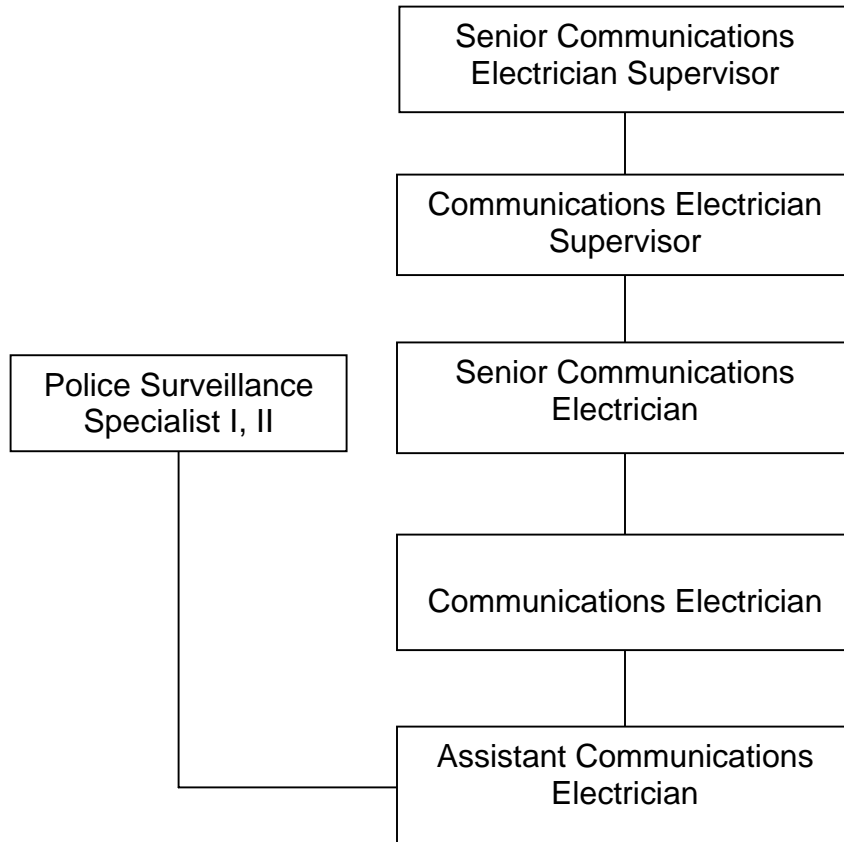


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR
ASSISTANT COMMUNICATIONS ELECTRICIAN**

This information is being given to you to describe potential opportunities as an Assistant Communications Electrician. The career ladders that Assistant Communications Electricians most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Communications Electrician

Duties: Performs skilled work in installation, maintenance and repair of communication systems and equipment such as microwave, fiber-optic systems, SCADA, data network systems, radio communications transmitters and receivers, telephone, microprocessors, telemetering, subcarrier and multiplexing.

Requirements:

1. Four years of full-time paid experience in the installation, maintenance and repair of any of a wide variety of electronics and communications equipment including video, radio, radar, teletype, microwave, telephone, telephone carrier, telemetering, control, monitoring, public address, or data network system; or
2. Two year of full-time paid experience of the type specified in Requirement #1, and
 - a. successful completion of a two-year program in electronics at a recognized college of trade school; or
 - b. successful completion of a military electronics technician course of 24 weeks or longer.

Note: The above information does not replace class specifications and examination bulletins.

Police Surveillance Specialist

Duties: A Police Surveillance Specialist performs skilled work in the installation, operation, maintenance, design, fabrication, testing and inspection of electronics surveillance and countermeasure equipment utilized in the investigation of criminal activity; supervises one or more groups of employees engaged in the above work and does related work.

Requirements:

1. Two years of full-time paid experience in installing, operating, maintaining, fabricating, testing, and inspecting electronic surveillance equipment used in the investigation of criminal activity; **or**
2. Four years of full-time paid experience in the construction, installation, maintenance or repair of any of a wide variety of electronics and communications equipment including television, high fidelity sound systems, radio, radar, microwave, telephone, telephone carrier, control, monitoring, public address, or audio/digital transmission equipment; **or**
3. Two years of full-time paid experience in the construction, installation, maintenance or repair of any of a wide variety of electronic communications equipment **and**
 - a. Successful completion of a two-year program in electronics at a recognized college or trade school; **or**

- b. Successful completion of a military electronics technician course of 24 weeks or longer.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain Career Counseling from the Personnel Department's Employee Development Section, Room 380, Personnel Building.