



EMERGENCY APPOINTMENT OPPORTUNITY

CONTROL SYSTEMS ENGINEERING ASSOCIATE I (Class Code 7230-1) Information and Control Systems Division

DATE: March 13, 2020

APPLICATION DEADLINE: Friday, March 20, 2020, 4:00 p.m.

POSITION AVAILABLE: One (1) Control Systems Engineering Associate I (7230-1), Emergency Appointment position in the Information and Control Systems Division (ICSD) of [LA Sanitation & Environment](#). This position is located at the [Terminal Island Treatment Plant](#), 445 Ferry St., San Pedro, CA 90731.

REQUIREMENTS:

1. A Bachelor's or Master's degree in engineering from an accredited college or university, which includes 18 semester units or 27 quarter units of Electrical Engineering courses or 12 semester units or 18 quarter units of Chemical or Environmental Engineering course work; and completion of 6 semester units or 9 quarter units of control systems courses; **or**
2. Certification as an Engineer-In-Training recognized by the State of California Board for Professional Engineers, Land Surveyors, and Geologists; **or**
3. Registration as a Professional Engineer with the State of California Board for Professional Engineers, Land Surveyors, and Geologists; **and**
4. A valid California driver's license is required for this position. Candidates may not be eligible for appointment to the position if their record within the last 36 months reflect three (3) or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

NOTE REGARDING EMERGENCY APPOINTMENT:

When a civil service eligible list does not exist for a class, a Department can fill the vacancy by "Emergency Appointment." A candidate selected for emergency appointment will not gain civil service status rights to the class or position. An emergency appointment is not a regular appointment. It is a temporary appointment, which does not require that you successfully compete in the Civil Service examination process. Emergency appointments are subject to the approval of the Personnel Department. The length of an emergency appointment is a maximum of one year, or until the establishment of an eligible list, whichever comes first, and shall be terminated immediately when a regular appointment can be made (City Charter Section 1013). Once the civil service announcement is made, all employees interested in the position, including the individual selected for the emergency appointment, must compete for the position. An emergency appointment does not guarantee selection to fill a permanent/regular position.

DUTIES AND RESPONSIBILITIES:

The duties of this position include, but are not limited to:

- Dealing with DCS software configuration and plant cost saving oriented projects;

- Coordination of operation and maintenance, start-up, construction and design activities with plant operation, maintenance, engineering personnel, vendor and contractors;
- Reviewing submittals;
- Designing Instrumentation and Control System;
- Performing field investigation;
- Writing reports and presentations;
- Maintaining the integrity of control networks such as updating the antivirus application periodically, checking the communication between network devices and applications;
- Troubleshooting and correcting any issues that upset the process or cause instability;
- Troubleshooting and correcting any issues involving historical archive;
- Modifying the control logic in PLC and HMI to accommodate any process changes requested by the plant or due to process construction;
- Establishing and maintain control system databases; and
- Developing and help manage Request for Proposals, Contracts, and other documentation related to control system administration.

SKILLS, KNOWLEDGE AND ABILITIES & PERSONAL QUALIFICATIONS:

The division is looking for candidates who possess the following skills, knowledge, abilities, and personal qualifications which include, but are not limited to the following:

- Excellent organizational skills;
- Excellent oral and written skills;
- Working knowledge of Bureau Wastewater programs, regulations, policies and procedures, including all applicable environmental, health, and safety requirements; and
- Working knowledge of Honeywell DCS Experion Programming.

METHOD OF EVALUATING CANDIDATES:

Depending on the number of candidates who apply, applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position duties and responsibilities.

In addition to an application review, final selection *may* be based on an oral interview, in which candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications in relation to this position. The interviewers may also contact present and former supervisors and may review candidates' personnel folders as part of the selection process.

HOW TO APPLY:

Candidates interested in applying for this position must submit a completed City Job Application, which can be found at <https://per.lacity.org/Application.pdf>. The application must be scanned and emailed by the application deadline to:

EMAIL: san.personnel@lacity.org

The subject line should read:

"Control Systems Eng Assoc I EMG - ICSD, ATTN: Gerri"

All application materials must be received by 4:00 p.m. on March 20, 2020.