Contra Costa County’s Public Works Department is seeking qualified and motivated individuals to fill two (2) full-time Electrician positions. Under the direction of the Facilities Maintenance Manager this classification performs electrical construction, repair, servicing, and maintenance, which may include traffic signals, and provides various types of electrical work in buildings and facilities throughout Contra Costa County. Assignments may include working in detention and/or medical facilities, where you may be in close proximity to inmates and patients. Scheduled and emergency overtime is required for the position. The ideal candidate will have experience performing electrical maintenance work, including laying out of various electrical installations, providing estimates of labor and material costs, cleaning, repairing, and maintaining electrical equipment associated with HVAC systems, motors and generators. Please visit our website, www.cccounty.us/hr to view the detailed job description.

The eligible list established from this recruitment will remain in effect for a period of twelve (12) months.

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Motor Vehicle Operator’s License. Out of state valid Motor Vehicle Operator’s License will be accepted during the application process.

Experience: Either (1) Completion of an apprenticeship as Electrician in the building trades construction field and at least one (1) year of full-time or its equivalent journey-level experience in commercial or industrial electrical maintenance work; or (2) Five (5) years of full-time or its equivalent experience in commercial or industrial electrical maintenance work, one (1) year of which must have been at the journey level.

Applicants must be able to obtain the Detention Facility Clearance to work in the detention facilities.

ALL CANDIDATES SHOULD CAREFULLY REVIEW THE DETAILED JOB DESCRIPTION FOR THIS POSITION AND APPLY ONLY IF THEY CLEARLY MEET THE MINIMUM QUALIFICATIONS STATED ABOVE.

SELECTION PROCESS

1. Application Filing: All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications WILL NOT be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description. Please see additional locations to apply on the reverse side of this announcement.

2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

3. Written Examination: A written test, consisting of multiple-choice questions, will be administered to all accepted applicants. Test items will consist of job-related dimensions. Candidates must obtain a rating of at least 70, which may be an adjusted score in accordance with the Personnel Management Regulations. (Please note: Study materials are not available through Contra Costa County Human Resources Department) (Weighted 50%)

4. Performance Examination: A performance examination will be conducted to determine candidate’s ability to install, repair, maintain and service a variety of electrical installation systems and equipment in compliance with all applicable codes and regulations. Candidates must receive a minimum of 70% to continue in the selection process. (Weighted 50%)

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History Form should only be submitted when requested.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: January 18, 2016 FP/ob Exam Number: GFWA- 2016A

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.
CONTRA COSTA COUNTY

CONTRA COSTA COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area and covers approximately 733 square miles. The County has one of the State’s most heterogeneous populations, rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of 1,000,000, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat of Contra Costa County and the location of the County’s administrative offices.

Contra Costa County includes varied urban, suburban, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART) which has helped to enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses, are within driving distance from the County seat of Martinez.

Contra Costa County employs more than 9,000 individuals and provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities. Our employees are what make Contra Costa County a great place to work and we invite your interest in joining our team!

EMPLOYMENT INFORMATION

WHO MAY APPLY: Applicants must clearly demonstrate that they meet the minimum requirements provided on the front of the job announcement by submitting a complete employment application by the final filing date. The job announcement may require that a supplemental questionnaire be filed along with the employment application. The job announcement may also require the presentation of an official college transcript or copy of a license. United States citizenship is not required unless specifically listed under the minimum qualifications. Individuals offered employment by Contra Costa County will be required to show documentation as proof of identity and eligibility to work in the United States as a condition of employment.

HOW TO APPLY: All applicants, including County employees, are to apply on-line at www.cccounty.us/hr and submit the required information as indicated on the job announcement. Resumes are encouraged but may not be substituted for the official application. It is the applicant’s responsibility to meet final filing deadlines noted on the job announcement and late applications will be disqualified. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, or to reserve a computer with a library card, please contact the Contra Costa County Library at (800) 984-4036 or http://libonline.coitlib.org/mainpageNew.htm, or the Richmond Public Library at (510) 620-6561.

REASONABLE ACCOMMODATIONS: Contra Costa County is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Contra Costa County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA or other applicable statute. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Department prior to the final filing date. The California Relay Service (CRS) is available for individuals with hearing and/or speech impairments. To relay a message from a Text Telephone (TTY) or Telecommunications Device for the Deaf (TDD), please call 711 or 1(800)735-3292.

CONTRA COSTA COUNTY
HUMAN RESOURCES DEPARTMENT
651 Pine Street, 2nd Floor
Martinez, CA 94553-1292

VETERANS’ PREFERENCE CREDITS: Veterans participating in open examinations who have received an honorable discharge and/or are disabled may be allowed an additional 5% of their total earned score (provided the exam is otherwise successfully completed). To obtain this credit, veterans must provide a DD214, VA Form 21-534, DMV indicates honorable discharge, and if applicable, proof of disability, with each employment application before the final filing date.

SENIORITY CREDITS: Employees participating in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES: Appointment to positions in the Merit System shall be by competitive examination. The Human Resources Department is responsible for administering and coordinating recruitment, developing examinations, administering and scoring examinations, and generating eligible lists for use by hiring departments throughout the County.

PRE-EMPLOYMENT PROCESS: Candidates under final consideration for employment with the County may be required to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver’s license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, may require a criminal background investigation, including fingerprinting, a credit check, and a pre-employment physical exam, including a drug/alcohol test.

EMPLOYEE BENEFITS

BENEFITS: Contra Costa County offers a wide range of competitive benefit options to meet the needs of our diverse workforce and their families. These benefits include but are not limited to:

For your Health & Welfare Benefits:
- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Basic Life Insurance
- Supplemental Life Insurance
  (with optional dependent coverage)

For your Financial Future:
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Deferred Benefit Pension Plan and Social Security)

For your Work/Life Balance:
- Paid Holidays
- Vacation Accrual
- Sick Leave Accrual
- Management Paid Leave
- Employee Assistance Program
- Drug/Smoke Free Workplace

This information is intended to provide a general summary of benefits available to employees, is subject to change, and is not legally binding. Eligibility is determined by Contra Costa County and offerings may vary by Memoranda of Understanding (MOU) between the County and the employee organization/Union representing the employee’s job classification or Management Resolutions.
CONTRA COSTA COUNTY
ELECTRICIAN (GFWA – 2016A)
SUPPLEMENTAL QUESTIONNAIRE

A completed supplemental questionnaire is required for this position.

The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications for the position of Electrician. Responses to this questionnaire may be used by an Application Evaluation Board to determine which applicants will be invited to continue in the recruitment process.

Although you may submit a resume or additional information, such items may not be substituted in lieu of the supplemental questionnaire. Please be concise and limit your response to the information that is relevant to each question. Please use no more than one sheet of paper per question and indicate the question number for each of your responses. Do not answer any question by indicating "see attached resume." It is not necessary to repeat the question as part of your response.

If applicable, a copy of your International Brotherhood of Electrical Workers (IBEW) must be scanned and attached to your electronic "online" application by the final filing date.

I have read and understand the above information.

☐ Yes
☐ No

1. **Experience:**
   Have you successfully completed a five (5) year accredited electrical apprentice program and have one year of full time journey level experience in commercial or industrial electrical maintenance work? You must scan and attach the document to your electronic "online" application by the final filing date.

   ☐ Yes
   ☐ No
   ☐ I qualify through another path.

2. Do you have five (5) years of full time, or its equivalent, experience performing commercial or industrial electrical maintenance work which included a minimum of one (1) year of journey level experience?

   ☐ Yes
   ☐ No
   ☐ I qualify through another path.

3. What nature of work have you performed as a Journeyman Electrician? (Select all that apply)

   ☐ Experience performing commercial electrical maintenance work
   ☐ Experience performing industrial (i.e. factory) electrical maintenance work
   ☐ Experience performing residential maintenance work

4. For the response(s) selected above, please specify in detail the following:
   - Employer’s name
   - Employment dates; years of experience
   - Specific examples of journey level work completed

5. I understand that, if applicable, I am required to submit a copy of my International Brotherhood of Electrical Workers (IBEW) apprenticeship completion certificate at the time of application.

   ☐ Yes
   ☐ No