

Agenda Item No. 12

CIVIL SERVICE DEPARTMENT REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.

Notes: Candidate's supervisor and the HR Business Partner will attend Civil Service Commission meeting

Please see attached document for notes and suggested action.

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NOTES: On January 3, 2018, the Civil Service Department received a Request for a Provisional Appointment and additional documentation from the Harbor Department, in accordance with the provisions of Article V, Section 43 of the Civil Service Rules and Regulations.

Requisition #HD 17-044 for the Provisional Appointment request was received on September 7, 2017 and is on file with the Civil Service Department.

The Provisional Appointment is for Jacqueline Moore and the Harbor Department is requesting to appoint her to the position of Environmental Specialist Associate in the Environmental Planning Division. Ms. Jacqueline Moore is currently a Project Manager for BNSF Railway, in which she manages environmental compliance for California operations.

The Harbor Department has an immediate need for the Environmental Specialist Associate position. The Environmental Planning Division currently has 4 (four) budgeted vacancies. The position contains heavy work load which is currently coinciding with multiple retirements and a resignation. With these current vacancies, the Harbor department is at risk of jeopardizing grants, delaying certification of the Pier B On-Dock rail project, and not meeting obligations under the CAAP and Community Grants Programs. There is currently 1 (one) employee in the current classification of Environmental Specialist Associate.

Ms. Moore would be assigned the following responsibilities and duties: assisting in developing programs and policies to support implementation of the Clean Air Action Plan; managing \$60+ million in grant funding for which there are statutory requirements for compliance; helping to secure an additional \$50+ million in grants over the next year; and helping to implement the \$65 million Community Grants Program.

Harbor Department completed the provisional recruitment from August 2017 through September 2017. Civil Service staff plans to begin the recruitment process early 2018 with a list available in March 2018.

SUGGESTED ACTION: Staff recommends approval of Ms. Moore's provisional appointment to Environmental Specialist Associate. Staff has reviewed Ms. Moore's provisional application and determined that she has met the minimum qualifications for Environmental Specialist Associate position as stated in the in the previous bulletin (2013). Ms. Moore has been notified by the department and Civil Service of the conditions of the provisional appointment and that this appointment will be an item on the Commission agenda for January 10, 2018. A representative from the Harbor Department will be present at the Commission meeting.



Port of
LONG BEACH
The Green Port

Memorandum

Date: January 2, 2018

To: Civil Service Commission

From: Stacey Lewis, Director, Human Resources *By Susan [Signature]*

Subject: **PROVISIONAL APPOINTMENT OF JACQUELINE MOORE TO THE POSITION OF ENVIRONMENTAL SPECIALIST ASSOCIATE**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Ms. Jacqueline Moore to the position of Environmental Specialist Associate.

The Harbor Department's Environmental Planning Division is responsible for the execution of multiple high priority-time critical programs and projects for the Port. Current projects include development of programs for implementation under the recently approved 2017 Clean Air Action Plan (CAAP) Update, implementation of the \$65+ million Community Grants Program, development of the Environmental Impact Reports for the Pier B On-Dock Rail Support Facility, implementation of several multimillion dollar CEC and ARB grants, and compliance activities associated with the Port's \$4+ billion Capital Improvement Program, including the Gerald Desmond Bridge and Middle Harbor projects. These projects are in addition to the other core responsibilities of the Division. This heavy work load coincides with a period of reduced staffing due to multiple retirements and a resignation.

There are currently four vacant Full-Time Equivalent positions (FTEs) in the Division. If these positions are not immediately filled, the Port could be at risk of jeopardizing over \$15 million in grants, delaying certification of the Pier B On-Dock Rail project, and/or not meeting obligations under the CAAP and Community Grants Programs. Filling this vacancy with a provisional appointment, pending the certification of the eligible list, is critical to interests of the City and the Port.

The Environmental Specialist Associate (Provisional) job was posted August 24, 2017 through September 15, 2017, on governmentjobs.com and received 110 applications. Six candidates were selected for interview; five accepted and one waived due to relocation. Interviews were held the week of October 23, 2017, and three offers were made. Two candidates (Jacqueline Moore and Kimberly Boyd) accepted, and the third candidate waived after accepting another job offer.

Ms. Moore would be assigned the duties and responsibilities of the Environmental Specialist Associate position, including:

- Assisting in developing programs and policies to support implementation of the Clean Air Action Plan, which includes strict goals set by the Mayor of Long Beach to transition to zero emissions;
- Managing \$60+ million in grant funding for which there are statutory requirements for compliance;
- Helping to secure an additional \$50+ million in grants over the next year; and
- Helping to implement the \$65 million Community Grants Program.

Ms. Moore has been identified as one of the top two candidates.

Ms. Moore is aware of, and in agreement with, the terms of the provisional assignment. She possesses the required minimum qualifications of an Environmental Specialist Associate. She understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 17-044 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. If you have any questions, please contact Stacey Lewis, Director of Human Resources, at (562) 283-7500.

SL/bg

Provisional Bulletin



The Port of
LONG BEACH

PORT OF LONG BEACH
Human Resources Division
4801 Airport Plaza Drive
Long Beach, CA 90815-1263
humanresources@polb.com
(562) 283-7500

<http://agency.governmentjobs.com/polb/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Environmental Specialist Associate- PROVISIONAL**

An Equal Opportunity Employer

SALARY

\$33.77 - \$45.86 Hourly

OPENING DATE: 08/24/17

CLOSING DATE: 09/15/17

THE POSITION

The Port of Long Beach is the second busiest container seaport in the United States and is a leading gateway for international trade. Founded in 1911 and having just celebrated its centennial year, it has grown to more than 3,200 acres and moves more than \$150 billion in trade per year. East Asia trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China, Japan, South Korea, and Taiwan.

The Port is seeking qualified candidates to fill a Provisional* appointment for an Environmental Specialist Associate. The Environmental Planning Division provides consultation, regulatory and technical support, environmental documentation and remediation services to Port divisions and tenants.

Under direction, the Environmental Specialist Associate- Provisional conducts moderately difficult and complex studies and investigations pertaining to long term planning, monitoring and implementation of programs and projects in one or more of the Port's environmental resource areas (Environmental Documentation, Air Quality, Water Quality, Remediation, Energy and Sustainability) consistent with Port Policies (e.g. Clean Air Action Plan and Water Resources Action Plan) and/or ensures compliance with applicable federal, state and local environmental regulations at Port and tenant facilities. Represents the Port in public settings, and with regulatory agencies, port industry, and community partners. Performs other duties as required.

MINIMUM QUALIFICATIONS

Proof of graduation from an accredited college or university with a Bachelor's Degree in Biology, Marine Biology, Geology, Geography, Chemistry, Engineering, Environmental Planning, Environmental Policy, Environmental Science, or other closely related field (proof required)*.

AND

Three years (full-time equivalent) of paid, environmental analysis experience, in one or more of the following resource areas - Environmental Documentation, Air Quality, Water Quality, Remediation, Energy, and/or Sustainability.

Ability to communicate effectively both verbally and in writing.

Familiarity with personal computers and the use of computer software.

Some positions may require overtime, weekend and/or holiday hours.
Some positions may require a valid Class C motor vehicle operator's license.

ADDITIONAL INFORMATION *All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission.

To be considered for this rewarding opportunity, please click on the "Apply" link to submit your application. Applications must be submitted no later than 4:30 PM on Friday, September 15th, 2017. This information is available in an alternative format by request to the Human Resources Division at (562) 283-7500. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 283-7500.

The Port of Long Beach is an Equal Opportunity Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/polb/>

EXAM #00163
ENVIRONMENTAL SPECIALIST ASSOCIATE-
PROVISIONAL
SB

If you require this information in an alternate format, contact:
4801 Airport Plaza Drive
Long Beach, CA 90815-1263
(562) 283-7500

Environmental Specialist Associate- PROVISIONAL Supplemental Questionnaire

- * 1. Briefly describe why you are interested in working on Port environmental programs.

- * 2. Describe your experience performing research or implementing projects related to any of the following: a. The California Environmental Quality Act and/or National Environmental Policy Act b. Air quality c. Water quality d. Site investigations, remediation and/or hazardous materials management e. Energy efficiency and resilience

* Required Question



City of Long Beach Employment Opportunity

ENVIRONMENTAL SPECIALIST ASSOCIATE

Job Number: N26NN-13

SALARY: \$29.15 - \$39.59 Hourly
 \$2,340.32 - \$3,178.40 Biweekly
 \$5,070.69 - \$6,886.53 Monthly

OPENING DATE: 02/08/13

CLOSING DATE: 03/01/13 04:30 PM

DESCRIPTION:

Under direction, conducts moderately difficult and complex studies and investigations pertaining to ecological and environmental aspects;

EXAMPLES OF DUTIES:

Under direction, conducts moderately difficult and complex studies and investigations pertaining to ecological and environmental aspects of proposed programs and projects in order to eliminate or minimize pollution of air, land, and water from any source; collects and analyzes information and data, and prepares reports and recommendations on a wide variety of matters concerning the environment; prepares Environmental Impact Reports pursuant to the California Environmental Quality Act; analyzes proposed legislation and regulations to determine their effect on the Port and/or City; may represent the Port and/or City before hearings on environmental matters with other public agencies and private interests; and performs other related duties as required.

REQUIREMENTS TO FILE:

Proof of graduation from an accredited college or university with a Bachelor's Degree in Environmental Engineering, Marine Biology or Biological Science, Geography or Physical Science, Geology or Hydrogeology, Chemistry or closely related field (proof required)*.

AND

Three years (full-time equivalent) paid, environmental analysis experience, including the application of the California Environmental Quality Act.

Ability to communicate effectively both verbally and in writing. Familiarity with personal computers and the use of computer software.

Some positions may require overtime, weekend and/or holiday hours.

A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

Required documents must be uploaded to the online application or included with a paper application at time of filing.

SELECTION PROCEDURE:

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed.

If you have not received notification by March 15, 2013, please contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.

JOB N26NN-13 DWM

2/6/13

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #N26NN-13
 ENVIRONMENTAL SPECIALIST ASSOCIATE
 DM

Civil Service Department
 333 W. Ocean Blvd., 7th FL
 Long Beach, CA 90802
 (562) 570-6202

civilservice@longbeach.gov

ENVIRONMENTAL SPECIALIST ASSOCIATE Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates for admittance into the next phase of the examination. Please print or type. Attach additional sheets if necessary. Required documents must be uploaded to the online application or included with a paper application at time of filing. Résumés will be accepted, but they may NOT be submitted in lieu of the required completed application packet. Do you understand the information stated in the "instructions" section above?
 Yes No
- * 2. Describe any experience you have managing complex environmental projects. Include a description of any specific experience you have writing environmental documentation (e.g. EIR, Negative Declaration), performing research related to the California Environmental Quality Act, and/or experience you have with programs for characterizing, minimizing or eliminating pollution of air, land, or water.
- * 3. Describe any experience you have working on port related environmental issues or projects.
- * 4. Describe any experience you have working as a project team leader, responsible for

Class Spec



ENVIRONMENTAL SPECIALIST ASSOCIATE

Class Code:
N26NN

Bargaining Unit: None Assigned

CITY OF LONG BEACH
Revision Date: Jul 13, 2012**SALARY RANGE**\$0.00 Hourly
\$0.00 Biweekly
\$0.00 Monthly
\$0.00 Annually**DESCRIPTION:****EXAMPLES OF DUTIES:**

Under direction, conducts moderately difficult and complex studies and investigations pertaining to ecological and environmental aspects of proposed programs and projects in order to eliminate or minimize pollution of air, land, and water from any source; collects and analyzes information and data, and prepares reports and recommendations on a wide variety of matters concerning the environment; prepares Environmental Impact Reports pursuant to the California Environmental Quality Act; analyzes proposed legislation and regulations to determine their effect on the Port and/or City; may represent the Port and/or City before hearings on environmental matters with other public agencies and private interests; and performs other related duties as required.

REQUIREMENTS TO FILE:

Proof of graduation from an accredited college or university with a Bachelor's Degree in Environmental Engineering, Marine Biology or Biological Science, Geography or Physical Science, Geology or Hydrogeology, Chemistry or closely related field (proof required)*.

AND

Three years (full-time equivalent) of paid, environmental analysis experience, including the application of the California Environmental Quality Act.

Ability to communicate effectively both verbally and in writing.

Familiarity with personal computers and the use of computer software.

Some positions may require overtime, weekend and/or holiday hours.

Some positions may require a valid Class C motor vehicle operator's license. A current DMV driving record must be submitted to the hiring department at time of selection interview.

SELECTION PROCEDURE:

This examination will be conducted using the continuous non-competitive procedure of placing qualified individuals on an eligible list. Eligible lists will be established periodically. It is to the candidate's advantage to clearly document all job related education, training and experience. Qualified applicants will be placed on the eligible list with those receiving Veteran's Credit first, and then in the order in which applications were filed.

LAST ADMINISTERED:

Last Administered March 2013

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CITY OF LONG BEACH
 333 WEST OCEAN BLVD. 7TH FLOOR
 LONG BEACH, CALIFORNIA 90802

CIVIL SERVICE DEPARTMENT
 Telephone (562) 570-6202
 TDD (562) 570-6638
 WWW.LONGBEACH.GOV/CIVILSERVICE



APPLICATION FOR EMPLOYMENT PROVISIONAL

Fill out this application completely and accurately by reading and responding to items 1-20.
 An incorrect or untrue statement may disqualify or remove you from employment.

PRINT CLEARLY OR USE A TYPEWRITER

2. LAST NAME Moore
 FIRST NAME Jacqueline
 INITIAL M

1. PRINT TITLE OF JOB YOU ARE APPLYING FOR HERE →

Environmental Specialist Associate

PRINT YOUR NAME HERE →

3. LAST NAME (PRINT) Moore	FIRST NAME Jacqueline	INITIAL M	4. SOCIAL SECURITY NO. [REDACTED]	5. PHONE NO. (HOME) [REDACTED]
6. ADDRESS (PRINT) [REDACTED]			CITY [REDACTED]	STATE [REDACTED]
8. E-MAIL ADDRESS [REDACTED]			ZIP CODE [REDACTED]	7. PHONE NO. (WORK) same
9. HAVE YOU EVER WORKED FOR THE CITY OF LONG BEACH? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IF "YES" TITLE NA	10. DEPT. NA	11. DATES (FROM-TO) NA
		12. NAME IF DIFFERENT NA		

13. DRIVER'S LICENSE NO. [REDACTED]	CLASS [REDACTED]	STATE OF [REDACTED]	EXP. DATE [REDACTED]	14. EDUCATION: CHECK (✓) MOST APPROPRIATE BOX (Check only one box.) <input type="checkbox"/> HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/> COLLEGE, BUSINESS OR TRADE SCHOOL	
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14A. COLLEGE OR UNIVERSITY	MAJOR/MINOR	COMPLETED		TYPE OF DEGREE EARNED
		SEMESTER UNITS	QUARTER UNITS	
University College London	Climate Change		4	MSc
CSU Sacramento	Geography	8		BA

14B. BUSINESS OR TRADE SCHOOLS	COURSE STUDIED	NUMBER OF MONTHS OF TRAINING	COMPLETED YES	COMPLETED NO

15. CERTIFICATE OF PROFESSIONAL OR VOCATIONAL COMPETENCE, LICENSES, MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

16. • MINIMUM AGE LIMIT IS 18. (16 WITH EITHER A WORK PERMIT OR A HIGH SCHOOL DIPLOMA OR EQUIVALENT.)
 • APPLICANTS DESIRING CREDIT FOR EDUCATION OBTAINED IN A FOREIGN COUNTRY MUST SUBMIT, BY CLOSE OF FILING, A WRITTEN EVALUATION BY A CERTIFIED EDUCATION EVALUATION SERVICE, ALONG WITH A COPY OF THE DIPLOMA, PROOF OF EDUCATION, OR CERTIFICATE.
 • THE IMMIGRATION REFORM ACT OF 1988 REQUIRES ALL NEW EMPLOYEES TO SUBMIT VERIFICATION OF IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES AT TIME OF HIRE.
 • EACH APPLICANT SELECTED FOR EMPLOYMENT WILL BE MEDICALLY EXAMINED AND FINGERPRINTED AT CITY EXPENSE.
 • CONVICTION RECORDS WILL BE CHECKED AND SUCH RECORDS WILL BE EVALUATED ON AN INDIVIDUAL BASIS.

17. IN ORDER TO CLAIM VETERAN'S PREFERENCE YOU MUST QUALIFY UNDER ONE OF THE FOLLOWING AND SUBMIT PROPER DOCUMENTATION:
- VETERAN - ANY PERSON RELEASED OR DISCHARGED UNDER HONORABLE CONDITIONS FROM ACTIVE SERVICE IN THE US ARMED FORCES OR US COAST GUARD, OR A MEMBER OF AN ACTIVE MILITARY RESERVE OR NATIONAL GUARD. YOU MUST SUBMIT A LEGIBLE COPY OF FORM DD-214 OR COPY OF MILITARY ID.
 - SPOUSE OF A DISABLED VETERAN POSSESSING AT LEAST 30% SERVICE CONNECTED DISABILITY. DOCUMENTATION REQUIRED.
 - UN-REMARIED SPOUSE OF A DECEASED VETERAN KILLED IN ACTION, OR AS A RESULT OF WOUNDS, OR A SERVICE CONNECTED ILLNESS. DOCUMENTATION REQUIRED.

IF YOU HAVE A DISABILITY, WHICH MAY REQUIRE SPECIAL TESTING ARRANGEMENTS, YOU MUST CONTACT THE CIVIL SERVICE DEPARTMENT AT (562) 570-6202, AT LEAST 48 HOURS PRIOR TO YOUR SCHEDULED EXAMINATION.

FOR CIVIL SERVICE DEPARTMENT USE ONLY

<input type="checkbox"/> QUALIFIED _____	<input type="checkbox"/> OPEN <input type="checkbox"/> PROMOTIONAL	APPL NO. _____ FILE NO. _____
<input type="checkbox"/> NOT AMONG BEST QUALIFIED _____	DATE & TIME OF EXAM PROCESS _____	BY _____
<input type="checkbox"/> NOT ACCEPTED _____	WRITTEN _____	DATE _____
EDU. _____	ORAL _____	VETERANS PREFERENCE
EXP. _____	PERFORM _____	<input type="checkbox"/> YES (PROOF ATTACHED)
OTHER _____	OTHER _____	<input type="checkbox"/> NO
		ELIGIBLE CODE/NO. _____

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18. EXPERIENCE Read the experience requirements in the employment bulletin before completing this section. BEGIN WITH YOUR MOST RECENT JOB. List ALL jobs for the last ten years or more. List separately each position held even with the same employer. Include ALL experience which may help you to qualify you for the job you are seeking including volunteer and/or non-paid work. Resumes WILL NOT be accepted in place of a completed application. DO NOT state, "see resume" to replace explanation of duties for each position. If you need more space, attach a separate sheet and duplicate the same format used on this application.

FROM (MO. & YR.) 6/2015	TITLE OF YOUR PRESENT OR MOST RECENT POSITION Project Manager Environmental Compliance	ORGANIZATION NAME BNSF
TO (MO. & YR.) employed	DUTIES PERFORMED Manage environmental compliance for California operations including air quality, waste management and storm water among others. Includes over 200 permits and plans.	NUMBER AND STREET CITY STATE 3076 E 26th Street Vernon Ca 90058
TOTAL TIME		EMPLOYER'S BUSINESS Railway
YRS. MO. HOURS EACH WEEK full time		SUPERVISOR'S NAME, TITLE, & PHONE NUMBER Edward Phillips Manager
SALARY [REDACTED]		REASON FOR LEAVING Other opportunities
PER		DID YOU SUPERVISE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO HOW MANY?
FROM (MO. & YR.) 07/2011	TITLE OF POSITION YOU HELD BEFORE THE ONE ABOVE Air Resources Technician II	ORGANIZATION NAME CA Air Resources Board
TO (MO. & YR.) 10/2013	DUTIES PERFORMED Served as liaison for enquiries concerning California's Global Warming Solutions Act (AB32), climate change mitigation and effects on the economy, alternative fuels and vehicles, emissions reporting and carbon markets.	NUMBER AND STREET CITY STATE 1001 I Street Sacramento CA 95814
TOTAL TIME		EMPLOYER'S BUSINESS Environmental Regulatory Agency
YRS. MO. 2 3 HOURS EACH WEEK 30		SUPERVISOR'S NAME, TITLE, & PHONE NUMBER La Ronda Bowen Ombudsman
SALARY [REDACTED]		REASON FOR LEAVING Graduate school
PER		DID YOU SUPERVISE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO HOW MANY?
FROM (MO. & YR.)	TITLE OF POSITION YOU HELD BEFORE THE ONE ABOVE	ORGANIZATION NAME
TO (MO. & YR.)	DUTIES PERFORMED	NUMBER AND STREET CITY STATE
TOTAL TIME		EMPLOYER'S BUSINESS
YRS. MO. HOURS EACH WEEK		SUPERVISOR'S NAME, TITLE, & PHONE NUMBER
SALARY		REASON FOR LEAVING
PER		DID YOU SUPERVISE? <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY?
FROM (MO. & YR.)	TITLE OF POSITION YOU HELD BEFORE THE ONE ABOVE	ORGANIZATION NAME
TO (MO. & YR.)	DUTIES PERFORMED	NUMBER AND STREET CITY STATE
TOTAL TIME		EMPLOYER'S BUSINESS
YRS. MO. HOURS EACH WEEK		SUPERVISOR'S NAME, TITLE, & PHONE NUMBER
SALARY		REASON FOR LEAVING
PER		DID YOU SUPERVISE? <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY?

19. ADDITIONAL REMARKS: (Use additional sheets of plain paper if more room is needed.)

APPLICATIONS MUST BE RECEIVED IN THE CIVIL SERVICE DEPARTMENT ON OR BEFORE THE FINAL FILING DATE.

20. CERTIFICATION: I hereby certify that all statements made in this application are true and complete, and that any misstatement of material fact may subject me to disqualification or dismissal. I further authorize investigation of all statements contained in this application form if I am considered for employment. Previous employers, named personal references, and any other persons to whom the City refers, are authorized to provide any and all information, regarding my employment, scholastic history, and any other information, personal or otherwise, that may or may not be included in their records.

SIGNATURE jacqueline Moore

DATE November 12, 2017



Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: Environmental Specialist Associate

You are being considered for employment under the provisions of Section 43 of the Civil Service Rules and Regulations, which read in part:

"All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission."

If appointed to this position, you will not accrue seniority in this classification for any Civil Service promotional examination. Your pay will be the same as that of a permanent City employee in this classification, however, you should check with the hiring department as to your eligibility for other (fringe) benefits. If you are currently a permanent, full-time City employee, your benefits will not change.

If you receive authorization from the Civil Service Commission to be appointed to the provisional position, you must file a new application during the open filing period in order to compete in the examination process. You must file a new application before the announced closing date of filing.

If the provisional application will be filled on permanent basis, a competitive examination to fill the position will be administered by the Civil Service Department prior to the expiration of the provisional appointment. In order to be eligible for selection for permanent appointment to the position, your examination must be among the top scores achieved.

If after you are appointed to fill a provisional position, you do not satisfactorily perform or if you are not selected from the eligible list to fill the position on a permanent basis, your appointment will be terminated. If you are a present classified City employee who holds permanent status in another classification, you will be reinstated to the position you held prior to provisional appointment without loss to status or seniority (Section 44, Civil Service Rules and Regulations).

Should you have any questions regarding your provisional appointment, you may call the Civil Service Department office at (562) 570-6058.

If appointed, I hereby certify that I understand and agree with the above conditions of employment as a "provisional" employee for the City of Long Beach.

Jacqueline moore

Signature

November 12 2017

Date

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Jacqueline Moore

SSN: N/A

Received: 9/14/17 1:13 PM

EMPLOYMENT APPLICATION		
 <p style="text-align: center;">The Port of LONG BEACH</p>	<p>PORT OF LONG BEACH 4801 Airport Plaza Drive Long Beach, California 90815-1263 (562) 283-7500 http://agency.governmentjobs.com/polb/</p> <p>Moore, Jacqueline Michelle 00163 ENVIRONMENTAL SPECIALIST ASSOCIATE- PROVISIONAL</p>	<p>Received: 9/14/17 1:13 PM</p> <p>For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>

PERSONAL INFORMATION		
POSITION TITLE: ENVIRONMENTAL SPECIALIST ASSOCIATE- PROVISIONAL	EXAM ID#: 00163	
NAME: (Last, First, Middle) Moore, Jacqueline Michelle	SOCIAL SECURITY NUMBER: N/A	
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	EMAIL ADDRESS: [REDACTED]
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: CA Number:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES	
PREFERRED SALARY: [REDACTED]	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day	
OBJECTIVE: I aspire to expand my career in the transportation industry and the environmental policy field, and as a native Californian with a clear passion for global environmental change this would be the ideal position.	

EDUCATION		
DATES: From: 9/2013 To: 9/2014	SCHOOL NAME: University of London	
LOCATION:(City, State) London, International	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Climate Change		UNITS COMPLETED:
DATES: From: 8/2010 To: 12/2012	SCHOOL NAME: California State University, Sacramento	
LOCATION:(City, State) Sacramento, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Physical Geography		UNITS COMPLETED:
DATES: From: 8/2008 To: 6/2010	SCHOOL NAME: American River College	
LOCATION:(City, State) Sacramento, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Social Science		UNITS COMPLETED:

WORK EXPERIENCE		
DATES: From: 6/2015 To: Present	EMPLOYER: BNSF Railway	POSITION TITLE: Manager Environmental Projects
ADDRESS: (Street, City, State, Zip Code) 3770 E 26th Street, Vernon, California 90058		COMPANY URL:
PHONE NUMBER: 909 289-9585	SUPERVISOR: Edward Phillips	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: [REDACTED]	# OF EMPLOYEES SUPERVISED:

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Jacqueline Moore

SSN: N/A

Received: 9/14/17 1:13 PM

DUTIES:
 Manager of environmental compliance for California operations including air quality, waste management, storm water, SPCC among others. Includes over 250 permits and plans and drafting associated data and reports as required. Engaged in state regulatory affairs, participate in numerous industry committees and work groups and also agency interaction as company representative. Lead in research, interpreting regulations and developing polices at the corporate level. Special projects include air emission analyses, ISO 14001 strategy and implementation and GIS roll-out. Also executed an international EHS software system including root cause analysis and corrective action plans.

REASON FOR LEAVING:
 Still Employed.

DATES: From: 7/2011 To: 8/2013	EMPLOYER: California Air Resources Board	POSITION TITLE: Air Resources Technician II
ADDRESS: (Street, City, State, Zip Code) Sacramento, California		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: La Ronda Bowen - Executive Officer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY:	# OF EMPLOYEES SUPERVISED:

DUTIES:
 Served as liaison in enquiries concerning California's Global Warming Solutions Act (AB32), emission reporting, climate change mitigation and effects on the economy.

- Researched and analyzed regulations and interpreted them in specific situations for industries, stakeholders and the public.
- Developed communication strategies and provided scientific advice for the office and senior board and staff members.
- Investigated, prepared and published case studies on www.coolcalifornia.org , fact sheets and presentations.
- Communicated and collaborated with other governmental agencies in relaying important policy information.
- Played key role in preparing a successful improvement to the science standards and promoting environmental education with CEEIN. Worked independently and as a team leader along with scientists to partner with divisions and initiate projects.
- Investigated, developed, and held staff presentations on topics concerning cap and trade and particulate matter mapping.
- Prepared business and regional government contacts for communication opportunities to relay environmental legislation information.

REASON FOR LEAVING:
 To attend graduate school.

CERTIFICATES AND LICENSES
 Nothing Entered For This Section

Skills
 Nothing Entered For This Section

ADDITIONAL INFORMATION

Professional Associations
 Association of American Geographers and California Geographical Society and Gamma Theta Upsilon Honor Society.

Honors & Awards
 Dean's list and Magna Cum Laude honor

REFERENCES

REFERENCE TYPE: Professional	NAME: La Ronda Bowen	POSITION: Executive officer of the CA Air Resources Board
ADDRESS: (Street, City, State, Zip Code)		PHONE NUMBER: (916) 323-6791
EMAIL ADDRESS:		

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Jacqueline Moore

SSN: N/A

Received: 9/14/17 1:13 PM

Agency-Wide Questions

1. **Have you ever worked for the City of Long Beach?**
No
2. **If yes, what Department and classification?**
N/A
3. **Do you have a relative employed with the Long Beach Harbor Department?**
No
4. **If yes, what is his/her name and relationship to you?**
N/A

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Job Specific Supplemental Questions

1. **Briefly describe why you are interested in working on Port environmental programs.**

I am interested in working at the Port environmental department for its commitment in leading the global goods movement industry in air quality. My passion for international climate policy and prior employment experience at CARB and the transportation industry allows me a unique perspective I can bring to the team. The Port is impressive; the recent remarkable emission reductions demonstrate the commitment and feasibility of such policies and technologies. I wish to be involved in the making of a zero-emission Port and the implementation of the 2017 Clean Air Action Plan is an advantageous time. My experience with BNSF Railway gave me insight of freight infrastructure and the complexities that comes along with that when complying with environmental obligations. I am confident I would be an asset to the team and the creation of the Port of the future.

2. **Describe your experience performing research or implementing projects related to any of the following: a. The California Environmental Quality Act and/or National Environmental Policy Act b. Air quality c. Water quality d. Site investigations, remediation and/or hazardous materials management e. Energy efficiency and resilience**

I have a multitude of experience in air quality including managing registrations and permitting of mobile and stationary equipment, submitting reports, performing air assessments and emission inventories, air regulation research and interpretation at international and state levels, seeking grant and funding opportunities among other duties. I also have presented air emission GIS maps at numerous conferences and conducted scientific research relating to methane at the British Antarctic Survey. I also have managed storm water plans (SWPPP) related to California's IGP and oversee wastewater permits and activities at over twenty facilities. Extensive experience with waste management at over fifty facilities including CUPA permits and hazardous material business plans (HMBP's).

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. **I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work.** I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Port of Long Beach and will not be returned. I understand the Port of Long Beach may contact my current and prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

This application was submitted by Jacqueline Michelle Moore on 9/14/17 1:13 PM



**Port of Long Beach
Employment Application**

Position Information			
Job Title Environmental Associate		Date October 23, 2017	
Preferred Salary Negotiable	Shifts Available Full time	Date available to start To be discussed	
Applicant Profile			
Last Name Moore	First Name Jacqueline	Middle Name Michelle	
Home Address [REDACTED]	City [REDACTED]	State [REDACTED]	Zip [REDACTED]
Mailing Address (if different)	City	State	Zip
Home Phone [REDACTED]	Business Phone [REDACTED]	Cell Phone Same as cell	
Email Address [REDACTED]	Alternate Email Address	If under 18, please list age	
Do you have a driver's license? Yes	Driver's License Number [REDACTED]	DL Expiration Date [REDACTED]	DL Class C
General Background Information			
Emergency Contact Name Wava Pandolf		Relationship (optional) mother	
Address [REDACTED]	City [REDACTED]	State [REDACTED]	Zip [REDACTED]
Home Phone [REDACTED]	Business Phone	Cell Phone	
1. If hired, can you provide proof of eligibility to work in the United States?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. Have you ever been discharged or asked to resign from a position? If YES, how many? _____		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3. Can you perform the essential functions of the position as described in the job bulletin, with or without a reasonable accommodation? What kind of accommodation will you require to participate in the selection process or to perform the essential functions of the job? _____ _____		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

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4. Have you previously been employed by/worked for the City of Long Beach or the Port of Long Beach? YES NO

5. Are you currently a member of CalPERS, or have you been in the past? YES NO
 If YES, please list dates and the name of the agency
2012-2014 California Air Resources Board

6. Are you currently receiving a CalPERS pension? YES NO

7. Have you worked under any other names? YES NO
 If YES, please list name(s) used: _____

8. Do you have reliable transportation to and from work? YES NO

9. Do you have any relatives currently working for the City of Long Beach as an employee or an official? YES NO
 If YES, their name and relationship to you: _____

Education and Training *(begin with most recent)*

Institution Name	City/State	Major	Degree (Diploma, GED, AA, BS, etc.)	Dates Attended (Do not include for high school)
High School: Del Campo	Sacramento CA	General	diploma	
College/Other: University College London	London U.K.	Climate Policy	MSc	2013-2014
College/Other: C.S.U. Sacramento	Sacramento CA	Geography	BS	2010-2012
College/Other:				

Language skills *(include fluency levels for speaking, reading and writing – High, Medium, or Low):*

Language: English Speak: High Read: High Write: High
 Language: French Speak: Low Read: Medium Write: Low

Other credentials/licenses/professional affiliations relevant to the position:
Member of the American Association of Geographers and the California Geographical Society.

List any technical, clerical or trade skills relevant to the position. Include computer systems and software packages and note your level of proficiency (basic, intermediate, or expert):
Excel in research and publishing reports as well as networking. Intermediate GIS professional with various presentations at conferences.

List any additional education, vocational, professional, military or other information that may be helpful in assessing your qualifications:
Dean's list and Magna Cum Laude honors in school as well as the Jack Mrowka Scholarship.

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Work Experience <i>Include the last 10 years, beginning with most recent. Attach additional sheets if necessary.</i>	
Company Name and Address <u>BNSF Railway</u> <u>3770 E 27th Street</u> <u>Vernon CA 90058</u>	Dates Worked From (Mo/Yr): <u>06/15</u> To (Mo/Yr): <u>current</u> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <hr/> Job Title <u>Manager Environmental Projects</u>
Supervisor's Name, Title and Phone Number <u>Edward Phillips</u> <u>Manager Environmental Operations</u>	Reason for leaving (be specific): <u>currently employed.</u> May we contact this employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Primary Duties <u>Manage environmental compliance for California operations including air, water. Also, policy and leg. affairs.</u>	Starting Salary: ██████████ Ending Salary: ██████████
Company Name and Address <u>California Air Resources Board</u> <u>1001 I Street</u> <u>Sacramento CA 95814</u>	Dates Worked From (Mo/Yr): <u>06/2011</u> To (Mo/Yr): <u>10/2013</u> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <hr/> Job Title <u>Air resources Tech II</u>
Supervisor's Name, Title and Phone Number <u>La Ronda Bowen</u> <u>Ombudsman</u>	Reason for leaving (be specific) <u>Graduate school</u> May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Primary Duties <u>liasion for stakeholders in complying with air regulations. Research and analyze policies and grant opportunities.</u>	Starting Salary: ██████████ Ending Salary: ██████████
Company Name and Address _____ _____ _____	Dates Worked From (Mo/Yr): _____ To (Mo/Yr): _____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <hr/> Job Title _____
Supervisor's Name, Title and Phone Number _____ _____ _____	Reason for leaving (be specific) _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Duties _____ _____ _____	Starting Salary: _____ Ending Salary: _____

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Business References - Please list at least one current or former manager

Name	Edward Phillips	Name	
Position	Manager Environmental Ops	Position	
Company	BNSF	Company	
Address	3770 E 26th Street Vernon CA 90058	Address	
Email	edward.phillips@bnsf.com	Email	
Telephone	909 386-4082	Telephone	

How did you learn about this employment opportunity?

<input type="checkbox"/> Ad in newspaper	<input type="checkbox"/> Twitter	<input type="checkbox"/> Facebook
<input type="checkbox"/> City website	<input type="checkbox"/> Port of Long Beach website	<input type="checkbox"/> Indeed
<input type="checkbox"/> Job bulletin / posting / walk-in	<input type="checkbox"/> Ad in magazine	<input type="checkbox"/> Instagram
<input checked="" type="checkbox"/> Employee referral: <u>Kevin Maggay</u>		
<input type="checkbox"/> Other: _____		

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information is grounds for ending the hiring process or dismissal from employment. I authorize verification of information provided on this application; and authorize all references to give you pertinent information concerning my previous employment; and release all parties from all liability for any damage that may result. In consideration of my employment, I agree to conform to and abide by the rules and regulations of the Port of Long Beach (Harbor Department) and the City of Long Beach.

Signature <i>gmm</i>	Date October 23, 2017
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For Human Resources Use Only:	Req #:

Jacqueline M. Moore

Linkedin • www.linkedin.com/in/JacquelineMMoore3949

Profile

- Environmental policy professional with experience in the state government sector as well as the private transportation industry in managing environmental legislation and compliance.
- Graduate with expertise in scientific research, quantitative data analysis and writing with a passion in climate change and international policy.
- Creative leadership qualities and a track-record of collaboration and presentations in a government, stakeholder and business environment.
- Enthusiastic and experienced in overseas travel and like relations.

Education

MSc Climatology • University College London U.K.

2014

- Thesis: *Antarctic Peninsula sea-ice decline since the 20th century from an ice-core MSA concentration.*
- Laboratory and field work experience with research in conjunction with BAS at Cambridge University.
- Classes included international environmental and energy policy, natural hazards and social vulnerability, GIS and climate modeling.

BA Physical Geography • California State University

2012

- Thesis: *California State University's Greenhouse Gas Emissions for 2010* with presentation at the Natural Science College research colloquium.
- Dean's list and Magna Cum Laude honor.
- Classes included international relations, GIS, environmental ethics and social vulnerability.

AA Social Science • American River College

2010

- Dean's list and Magna Cum Laude honor.

Experience

Manager Environmental Projects • BNSF Railway

2015

Supervisor: Edward Phillips (909) 289-9585

- Manage environmental compliance for California operations including air quality, waste management and storm water among others. Includes over 200 permits and plans.
- Oversaw national and state regulatory affairs and agency engagement and participated in industry committees and work groups.
- Lead in research, producing reports, interpreting regulations and developing policies at the corporate level.
- Special projects include air emission analyses, ISO 14001 strategy and implementation and GIS roll-out.
- Executed an international EHS software system including root cause analysis and corrective action plans.

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Continued.

Air Resources Technician II • California Air Resources Board

2012-2013

Supervisor: La Ronda Bowen (916) 323-6791

- Served as liaison for enquiries concerning California's Global Warming Solutions Act (AB32), climate change mitigation and effects on the economy, alternative fuels and vehicles, emissions reporting and carbon markets,
- Monitor and evaluate policy effectiveness and initiate projects and aid in grant funding to assist the public and local governments in implementing the clean air legislation.
- Researched and analyzed environmental policies and regulations and interpreted them in specific situations for executive officers, stakeholders and the public. Aided stakeholders in complying with emissions reporting and carbon market programs.
- Investigated, prepared and published sustainable businesses case studies on www.coolcalifornia.org. Held staff presentations on upcoming legislation including cap and trade and particulate matter mapping.
- Networked and collaborated with local governments and international delegates and advised about California's environmental legislation and associated policy.
- Issued an annotated summary and analysis of data on small business and climate resiliency.
- Act as representative for the EO at legislative and board hearings and at out of office events.
- Assisted the California Environmental Education Interagency Network CEEIN in promoting environmental education in K-18 schools and the legal science standards for the state.

Lead Assistant to the Executive Office • California Air Resources Board

2011-2012

Supervisor: La Ronda Bowen (916) 323-6791

- Aided the executive Ombudsman office in administrative and project support as well as assisting small businesses to interpret and comply with federal and state environmental regulations.
- Prepared business and regional government contacts for communication opportunities to relay environmental legislation information.
- Networked and communicated with other officers and governmental agencies in relaying policy information.
- Conduct literature searches for communication opportunities, update databases and prepare reports.

Accomplishments & Professional Affiliations

- Presentation at various conferences and conventions on utilizing GIS to demonstrate compliance.
- Presentation at California Geographical Society's meeting with a map entitled *California Particulate Matter Emissions: Natural vs. Anthropogenic*.
- Presentation at Natural Science College's research colloquium with BA senior thesis.
- Received the Geography Department's Jack Mrowka Scholarship.
- Member of the Association of American Geographers.
- Member of the California Geographical Society.
- Geography Club President.

The Trustees of

The California State University

on recommendation of the faculty of the
College of Natural Sciences and Mathematics

California State University, Sacramento

have conferred upon

Jacqueline Michelle Moore

in recognition of the fulfillment of the requirements, the degree of

Bachelor of Arts

Geography
(Physical Geography)

with all the rights, privileges, and honors thereto pertaining.
Given at Sacramento this second day of January, two thousand thirteen.

Magua Ann Hauke

Edmund R. Brown, Jr.
GOVERNOR OF CALIFORNIA AND PRESIDENT OF THE TRUSTEES

Richard L. ...
CHAIR OF THE BOARD OF TRUSTEES

Timothy P. White
CHANCELLOR OF THE CALIFORNIA STATE UNIVERSITY

Alexander ...
PRESIDENT OF THE UNIVERSITY



UCL

JACQUELINE MICHELLE MOORE

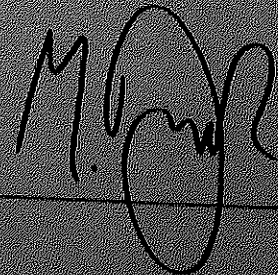
having satisfactorily completed the approved course of study and the prescribed assessment has this day been awarded the degree of

Master of Science

in

Climate Change

Date of award: 1 November 2014



Professor Michael Arthur
President and Provost
University College London