

Agenda Item No. 3

FINAL

Job Title	ACCOUNTANT
Closing Date/Time	January 19, 2018, 4:30 pm
Salary	\$1,874.16 - \$3,271.20 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments

Accepting online applications only. Apply online 24 hours a day, January 5, 2018 through 4:30 p.m., January 19, 2018.

Current vacancies are with Financial Management and Harbor departments.

EXAMPLES OF DUTIES: Under general supervision, performs increasingly difficult and responsible accounting functions, statistical analyses, and interpretations of information in the preparation and evaluation of financial reports, records, transactions, accounting systems and procedures; categorizes, posts, analyzes, and reconciles revenues and expenditures to proper accounts; ensures proper accounting for capital assets and expense and revenue accruals; analyzes budget variances, projects estimated expenses, and prepares budget adjustments; prepares financial statements; prepares financial forecasts based on defined assumptions for revenue, expenditures, and cash flow; prepares financial and statistical reports for management, federal, state, and regional utility agencies, and the public; may perform accounting functions specific to grant funded programs; reads, interprets and assists in implementing federal, state and local accounting requirements and guidance; may assist in the preparation of the annual budget; may supervise, train, and evaluate subordinate personnel; may conduct internal and external audits; may interpret and implement leasing agreements for billing and collection; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet option A, B, C, or D:

A. Bachelor's Degree from an accredited college or university in Accounting (**proof required**)*.

OR

B. Bachelor's Degree from an accredited college or university in Business Administration, Finance or a closely related field and the completion of a minimum of 21 units in Accounting (**proof required**)*.

OR

C. Bachelor's Degree from an accredited college or university in an unrelated field of study and four years of (paid, full-time equivalent) experience as an Accountant in a federal, state or local public agency (**proof required**)*.

OR

D. A current Board of Accountancy Certified Public Accountant (CPA) certificate (**proof required**)*.

Agenda Item No. 3

FINAL

Additional Requirements to File:

- Proficiency in the operation of a personal computer including a working knowledge of spreadsheets.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and practices.
- Some positions may require overtime, weekend and/or holiday hours.
- A valid driver's license may be required by the hiring department.

***Required documents, such as transcripts or degree, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Knowledge of financial and managerial statement preparation and analysis, government grants and project accounting; experience in database programs; knowledge of Microsoft Office Suite.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Online Occupational Written TestQualifying
(Battery operated calculator permitted)

The online written test will be waived for candidates demonstrating proof of a current Board of Accountancy Certified Public Accountant certificate (CPA). Proof of CPA certificate must be uploaded to the application at the time of filing.

This is a continuous examination. A minimum rating of 70 must be attained in the examination in order to pass.

The written test will be administered online. The test is tentatively scheduled on February 2, 2018 and candidates will receive an email if they meet the minimum requirements to take the test. If you do not receive notification by February 2, 2018, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

Agenda Item No. 3

FINAL



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

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

J.O.B.

CO1AN-18

SV

1/10/2018

Agenda Item No. 3

FINAL

Job Title	PAYROLL/PERSONNEL ASSISTANT I-III
Closing Date/Time	Fri.1/19/18 4:30 PM Pacific Time
Salary	\$1,314.72 – \$2,133.60 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Various - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning on January 5, 2017 through 4:30 p.m. January 19, 2018.

EXAMPLES OF DUTIES: Under general supervision, prepares and processes personnel and payroll transactions and forms for a department, and/or provides technical assistance to other payroll/personnel positions; operates HRIS data management system; assists employees in the completion of various forms; coordinates interviews for employment, notifications of results, and appointments for physical examinations and fingerprinting; prepares and processes industrial injury reports, medical updates, and notification letters to employees; orients new employees and monitors documentation associated with personnel and safety related training; coordinates, researches, verifies and enters time and attendance records; ensures proper time record coding; coordinate leaves of absences in compliance with federal and state laws; interprets payroll checks; responds to, explains and assists with employees and/or department inquiries regarding the HRIS data management system, titles, salaries, various benefit programs, rules, regulations, policies, procedures and MOUs; organizes and maintains files relative to assigned duties; reconciles, tracks reviews and distributes various personnel reports; may assign temporary personnel to complete assignments as needed; may supervise and train subordinates; interprets departmental and City policies and procedures; and performs other related duties as required.

REQUIREMENTS TO FILE:

Knowledge of the forms and procedures associated with an automated system as demonstrated by either Options A, B, or C below:

- A. One year full-time automated payroll/personnel system experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting and revising data with such a system.

OR

- B. Experience with the City of Long Beach performing the tasks listed in "A" above for a period equivalent to four months full-time.

OR

- C. Experience with the City of Long Beach preparing and processing forms, inputting and revising data associated with an automated system for a period equivalent to one year full-time.

Additional Requirements to File:

- Knowledge of federal and state laws pertaining to: Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).

- Ability to:
 - Effectively communicate both orally and in writing.
 - Type accurately.
 - Operate a personal computer including Internet, database and word processing software.
 - Perform mathematical computations utilizing Microsoft Excel, a ten-key adding machine, or equivalent.

- Overtime, weekend and/or holiday hours may be required for some positions

- A valid driver’s license will be required at time of appointment.

- Positions in the Police Department require the ability to pass a thorough background investigation.

SELECTION PROCEDURE:

Application Packet..... Qualifying
 Written Examination 100%

This is continuous exam. A minimum rating of 70 must be attained in order to pass. Certification by score bands will be considered based on an analysis of test scores.

If you have not received notification of the status of your application by January 26, 2017, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.



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

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

Agenda Item No. 3

FINAL

Job Title	PERSONNEL ANALYST
Closing Date/Time	Fri. 2/2/18 4:30 PM Pacific Time
Salary	\$2,289.12 to \$3,624.96 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Accepting online applications only 24 hours a day on January 19, 2018 through 4:30 p.m., February 2, 2018.

EXAMPLES OF DUTIES:

Under direction, performs professional personnel staff assignments by researching, analyzing and interpreting information and preparing correspondence and reports with recommendations to management on diverse personnel administration activities, issues, and problems; Interprets the Civil Service Rules and Regulations, Salary Resolution, Personnel Ordinance, Personnel Policy and Procedures, MOU's, Equal Employment Opportunity Plan, and relevant sections of the Administrative Rules and Regulations, City Charter, Municipal Code, Meyers-Miliias-Brown Act (MMBA) and Public Employment Relations Board PERB rulings; develops and implements new or revised programs and procedures; conducts special studies, audits, and projects, such as classification and compensation studies; develops recommendations for resolution of inquiries, appeals, and/or complaints regarding personnel matters develops employment selection examinations, performs analysis for validation studies, and modifies tests based on analysis; coordinates, schedules and administers a variety of written, performance and oral employment examinations, including those in the public safety promotional series; prepares classification specifications; performs classification audits, studies and analyses and makes recommendations; develops and coordinates talent acquisition and workforce diversity strategies; employee training and development programs and employee benefit programs; makes oral presentations; and performs other related duties as required.

REQUIREMENTS TO FILE:

- A Bachelor's degree from an accredited college or university (**proof required**)*

AND

- Two or more years of paid, full-time equivalent professional personnel or administrative experience at the level of a Personnel Assistant or Assistant Administrative Analyst in the following areas: classification and compensation, employee selection and recruitment, job analysis, civil service test development, investigation of employee complaints or employee misconduct, employee training and development, labor relations, benefit administration, and/or general human resources administration.

Agenda Item No. 3

FINAL

A Master's Degree in Public Administration, Business Administration, Industrial Relations, or a closely related field may be substituted for one year of the required experience (**proof required**)*

Current City of Long Beach employees may substitute a combination of education, and paid full-time equivalent professional experience at the level of a Personnel Assistant or Assistant Administrative Analyst offering specific and substantial preparation for the duties of the position for the required education on a year-for-year basis.

A valid driver's license may be required by the hiring department.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Experience in public sector personnel administration, employee benefit administration, public sector labor relations, and public safety promotional examinations. Professional in Human Resources (PHR) certificate, International Public Management Association for Human Resources (IPMA-HR) Senior Certified Professional, Certified Professional certificate, or similar Human Resources professional certificate.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Writing Exercise.....100%

This is a continuous examination. A minimum rating of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on analysis of test scores.

The Writing Exercise is tentatively scheduled for week of February 19, 2018. If you do not receive notification by February 9, 2018, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

Agenda Item No. 3

FINAL



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

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

E48AN-17 SG PA 1/10/18

Agenda Item No. 3

FINAL

Job Title	POLICE RECRUIT
Closing Date/Time	Fri. 03/09/2018 4:30 PM Pacific Time
Salary	\$32.41 Hourly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Police - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning January 8, 2018 through 4:30 p.m. March 9, 2018.

EXAMPLES OF DUTIES: Under immediate supervision in a non-sworn training capacity, develops minimum qualifications required for a career in police service; receives Police Academy instruction in Police Department policies and procedures, weaponless defense, criminal and civil law, physical fitness techniques, use of firearms, arrest procedures, community relations, operation of emergency vehicles and other mandated courses; observes sworn police personnel in the processing of arrestees, including booking, fingerprinting, custody and control; and may perform non-sworn police support functions, such as traffic and crowd control, as directed during the training process.

REQUIREMENTS TO FILE: Applicants must meet the following requirements:

- Twenty years of age or older at time of filing.
- U.S. high school graduate or G.E.D. equivalency*.
- Valid driver's license*.
- U.S. citizenship or have applied for citizenship. Citizenship must be granted within three years of appointment.
- No felony convictions.

Additional Requirement to File Include:

- Ability to:
 - Read and make sound decisions;
 - Comprehend and retain technical training materials;
 - Endure periods of strenuous physical activity requiring good balance, coordination, flexibility, endurance and strength;
 - Be compassionate, culturally sensitive, and non-discriminatory to a diverse population;
 - Exercise tact using excellent interpersonal skills, solve problems, and demonstrate good mediation skills during highly confrontational situations.
- Possess good:
 - Observation, writing, communication and human relation skills;
 - Leadership and public service qualities.

***Do not attach proof of the requirements to file with your application. Proof will be required at the time of conditional offer of employment.**

DESIRABLE QUALIFICATIONS: Recent college coursework in related fields. Bilingual language ability (Spanish, Khmer, or Tagalog) is desirable for some positions.

Agenda Item No. 3

FINAL

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
NTN or PELLETB Examination.....100%

Applicants need only take one exam, NTN Frontline or POST PELLETB Examination. For additional information on testing, waiving the exam with previous scores within one year, compensation and benefits, and the Long Beach Police Department's Policies, click on – [Police Recruit Information Sheet](#).

This is a continuous examination. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

If you have not received notification within two weeks of filing your application, contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.

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

F63NN-18 DE:PR

1/10/18

Agenda Item No. 3

FINAL

Job Title	SENIOR EQUIPMENT OPERATOR – BACKHOE & BULLDOZER
Closing Date/Time	Fri. 01/19/18 4:30 PM Pacific Time
Salary	\$1,969.68 - \$2,677.12 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

THIS IS A PRE-POST. Accepting online applications only. Apply online 24 hours a day, beginning 7:30 a.m. January 15, 2018 through 4:30 p.m. January 19, 2018.

EXAMPLES OF DUTIES: Under supervision, operates and maintains a bulldozer, backhoe or other equipment of similar complexity in accordance with safety regulations; services equipment; performs preventive maintenance; makes operating adjustments and minor repairs; keeps records and makes reports; performs incidental construction work; may participate in, or assist in supervising the work of a crew; may operate less complex equipment when necessary; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Valid Class A motor vehicle operator's license or permit **(proof required)***
- **Backhoe:** Recent experience and skill, within three (3) years, in the safe and efficient operation of a backhoe; a good knowledge of maintenance, adjustment and minor repair of a backhoe; ability to interpret associated construction markings and descriptions.
- **Bulldozer:** Recent experience and skill, within three (3) years, in the safe and efficient operation of a bulldozer; a good knowledge of maintenance, adjustment and minor repair of a bulldozer; and ability to interpret associated construction markings and descriptions.

Additional Requirement to File Include:

- Knowledge of maintenance, adjustment and minor repair of a backhoe or bulldozer.
- Ability to interpret associated construction markings and descriptions.
- Willingness to:
 - Work an irregular schedule including evenings, weekends and holidays;
 - Respond to emergency call-outs on a 24-hour basis;
 - Report to the department's facility for emergency calls within a 30-minute timeframe.
- Comply with the Anti-Drug and Alcohol Program as required by the Federal Department of Transportation regulations on an ongoing basis.
- Successful candidates selected for the Long Beach Gas & Oil and Water Department must obtain crane certification (NCCCO) for small (fixed cab) telescopic boom crane (TSS), prior to passing the probationary period. In addition, successful candidates selected for the Long Beach Gas & Oil Department must comply with the LBGO Operator Qualification Program based on department standards and maintained on an ongoing basis.

Agenda Item No. 3

FINAL

***A valid Class A motor vehicle operator's license will be required at the time of the selection interview. Required documents must be uploaded to the online application at time of filing. Any proofs submitted must contain the applicant's name or other identifying characteristic on the form.**

DESIRABLE QUALIFICATIONS: Work experience in a beach environment, adverse conditions and/or night time operations.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Performance Examination.....	100%

A minimum rating of 70 must be attained in the Performance Examination in order to be placed on the eligible list.

NOTE: Due to safety considerations in this examination, candidates will be stopped, immediately removed from equipment and disqualified if they do not demonstrate the level of skill and knowledge required to operate the bulldozer/backhoe safely, efficiently and in accordance with instructions. Testing on a specific model of equipment is contingent upon availability.

If you have not received notification by February 2, 2018, contact the Civil Service Department at (562) 570-6202.

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

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.