

Job Title	OFFICE SERVICE ASSISTANT I-III
Closing Date/Time	Friday, June 10, 2022, 4:30 PM PST
Salary	\$1,292.72–\$2,074.56 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Accepting online applications beginning Friday, May 27, 2022, through 4:30 PM, Friday, June 10, 2022.

SALARY INFORMATION:

Grade I	-	\$1,292.72-\$1,744.64 biweekly
Grade II	-	\$1,410.16-\$1,906.88 biweekly
Grade III	-	\$1,518.08-\$2,074.56 biweekly

SPECIAL NOTICE: The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate.

VACANCY INFORMATION: The current vacancies are in the Library and Technology & Innovation Departments.

EXAMPLES OF DUTIES: Under general supervision, distributes and processes mail, books, and a variety of other materials, and either directly operates or assists in the operation of printing, reprographic, binding and other equipment; collects, sorts, and distributes interdepartmental mail, books, and other items between City locations by automobile, truck and foot; carries registered mail from the City mailroom to the United States Post Office; assists with overnight and ground delivery services; operates mailroom equipment including folding, metering, and envelope stuffing ~~insertion~~ machines; weighs and posts United States mail; maintains records and prepares reports; operates cleans, maintains, and adjusts quality on high volume copiers; trims, folds, pads, drills, and collates printed and copied finished stock; binds books and manuals by stitching, taping, stapling, or with spiral bindings; operates power paper cutter and paper folder; may supervise the mailroom operations and staff; may load and operate a delivery truck or van; may ensure truck or van is properly maintained; and, performs other related duties as required.

This is not an inclusive list. A complete list of examples of duties is detailed in the Civil Service Commission approved OFFICE SERVICES ASSISTANT I-III ([link to class spec.](#))

REQUIREMENTS TO FILE:

Knowledge, Skills, and Abilities

- Ability to effectively operate a variety of machinery and equipment involved in collecting, collating, weighing, and stamping mail;
- Ability to effectively identify, sort, and deliver mail, books, materials, and equipment according to destination;
- Ability and willingness to work occasional overtime and split shifts;
- Ability to effectively operate high volume copying and binding equipment is required for some positions;
- Ability to safely lift and move objects weighing up to 50 pounds in weight.

A valid driver's license must be submitted to the hiring department at the time of the selection.

DESIRABLE QUALIFICATIONS: Previous mailroom, delivery, or reproduction experience is highly desirable. Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Written Exam.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification within two weeks after close filing, 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 the public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



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 the hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.

Job Title: **LICENSED VOCATIONAL NURSE**

Closing Date/Time: Friday, June 24, 2022, 4:30 pm PDT
Salary: \$2,066.48 - \$2,797.60 Biweekly
Job Type: Classified - Full-Time, Permanent
Location: Long Beach, California
Department: Health & Human Services – (CL)

Applications are available online beginning Friday, May 27, 2022 through 4:30 pm, Friday, June 24, 2022.

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EXAMPLES OF DUTIES: Under supervision of a public health physician, nurse practitioner, or registered nurse, performs nursing duties in a variety of clinical settings; prepares examining rooms, equipment, supplies and medications for use in a variety of clinical settings; cleans and sterilizes equipment; interviews patients and obtains medical histories; prepares patients for examination, assists with examinations, takes vital signs and assists with collection of specimens, which may include blood draw or treatments by physicians, nurse practitioners, registered nurses; prepares and administers injections or oral medications by order of a public health physician or nurse practitioner; renders first aid in a variety of clinical settings; conducts public health education to promote healthy habits and risk reduction strategies, including preparation and distribution of health education materials; orders, stocks, and conducts inventory of supplies; schedules clinic appointments, registers patients, locates and files medical records; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must possess all the following:

- A valid State of California Vocational Nurse's license (proof required); *
- A valid Phlebotomy certification (proof required); *
- A current Cardiopulmonary Resuscitation (CPR) certificate (proof required) *.

Knowledge Skills, and Abilities

- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

A current DMV driving record must be submitted to the hiring department at the time of the selection.

***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. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. 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:

Bilingual skill in (Khmer, Spanish and/or Tagalog) are desired for some positions.

SELECTION PROCEDURE:

Application and Supplemental Application.....Qualifying

Screening of applicants will be conducted on the basis of application and required supplemental application submitted. This selection procedure will be conducted using a continuous non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting the minimum qualifications will be placed on an eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a four-month period. **Applications received by June 10, 2022, will be placed on Test #01 established eligible list.** Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification two weeks after close of filing, 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 position interacting with the public.

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Job Title **REGISTERED NURSE I-II**
Closing Date/Time: Friday, June 24, 2022, 4:30 pm PDT
Salary \$2,856.24 - \$4,081.68 Bi-Weekly
Job Type Classified - Full-Time, Permanent
Location Long Beach, California
Department Multiple Departments - (CL)

Applications are available online beginning Friday, May 27, 2022, through 4:30 pm, Friday, June 24, 2022.

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Vacancy Information: Current vacancies exist in the Health and Human Services Department.

EXAMPLES OF DUTIES: Under general supervision, provide direct and indirect nursing services in a jail setting, public health clinic or occupation health clinic; interview clients, take medical histories, and maintain patient charts and records; administer tests, treatments, and medications as prescribed; observe and document patient's reactions, conditions, and symptoms in response to treatments; clinically assess and triage patients for medical/nursing services; educate patients and public about various health conditions; develop, implement, and evaluate patient care plans; acquire and maintain updated knowledge of federal, state, and local health laws, regulations, policies, procedures, and protocols as they relate to area of assignment and responsibilities; and perform other related duties as required.

REQUIREMENTS TO FILE:

Candidates must possess all of the following:

- A current California license to practice as a Registered Nurse **(proof required) ***.
- A current Cardiopulmonary Resuscitation (CPR) certificate **(proof required) ***.

Knowledge, Skills, and Abilities

- Strong verbal and written communication skills
- Computer literacy skills

Willingness to work overtime, weekends and evenings as required.

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

***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 characteristics on the form. Degrees must indicate the field of study and transcripts must indicate a field of study and degree conferred date. Candidates who possess degrees from colleges or universities outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS:

Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

SELECTION PROCEDURE:

Application and Supplemental Application..... Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting minimum qualifications will be placed on a list. This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. **Applicants may apply only once during a four-month period. Applications received by June 10, 2022, will be placed on Test #01 established eligible list for this recruitment.**

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

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Job Title: PUBLIC HEALTH NURSE I-III

Closing Date/Time: Friday, June 24, 2022, 4:30 PM PDT
Salary: \$2,856.24 - \$4,297.36 Biweekly
Job Type: Classified - Full-Time, Permanent
Location: Long Beach, California
Department: Health & Human Services (CL)

Applications are available online beginning Friday, May 27, 2022, through 4:30 pm, Friday, June 24, 2022.

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate.

Salary Information:

Grade I- \$2,856.24 - \$3,882.56 biweekly
Grade II- \$3,006.00 - \$4,081.68 biweekly
Grade III- \$3,158.16 - \$4,297.36 biweekly

EXAMPLES OF DUTIES:

Under supervision, promotes health and wellness through education, referral, advocacy, case management, coordination of services, and case-findings; provides public health nursing services in a variety of settings (i.e., homes, clinics, programs and the community); recognizes multicultural practices and beliefs, and their impacts on health behaviors and tailors approaches accordingly; identifies/evaluates medical, psychosocial, and socio-economic barriers; may coordinate Nursing Division grant funded programs including development of budgets and scopes of work, and oversee the activities of other professional and para-professional staff; identifies, collects, and analyzes health data about communities and at-risk population groups; develops and participates on community advisory boards, task forces, and committees; develops and conducts educational and outreach programs for community and professional groups based on assessed need; functions as case manager/case coordinator utilizing a multi-disciplinary approach to ensure improved health status; establish and evaluate nursing plans of care based on identified client need, strengths and availability of resources; makes appropriate linkages to community resources to meet the identified needs of clients; provides individual, family, and community level crisis intervention/management and appropriate reporting as mandated by law; conducts epidemiological investigations of communicable diseases; obtains medical histories, conducts physical assessments, administers prescribed treatment and dispenses medication; performs diagnostic tests and specimen collection, reviews and interprets laboratory findings, and follows up in accordance with procedures and protocols; acquires and maintains updated knowledge of federal, state and local health laws, regulations, policies, procedures, and protocols as they relate to area of assignment and responsibility; performs required nursing documentation in accordance with the California Nursing Practice Act, and ensures documentation is clear, complete, and accurate; responds and researches inquiries from clients, social service and health care providers; may assume supervisory roles; performs other duties as required.

REQUIREMENTS TO FILE:

Candidates must possess all of the following:

- A valid California license to practice as a Registered Nurse **(proof required) ***
- A valid certificate as a Public Health Nurse in California **(proof required) ***
- A valid Cardiopulmonary Resuscitation (CPR) certificate **(proof required) ***

KNOWLEDGE SKILLS AND ABILITIES:

- Proficient in the use of computer and software computer applications

Willingness to work an irregular schedule, including weekends, evenings, and emergency call backs.

A valid driver's license must be submitted to the hiring department at the time of the selection.

***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 characteristics on the form. Degrees must indicate the field of study and transcripts must indicate a field of study and degree conferred date. Candidates who possess degrees from colleges or universities outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Experience in maternal/child health and/or older adult health is desirable for some positions.

SELECTION PROCEDURE:

Application and Supplemental Application..... Qualifying

Screening of applicants will be conducted on the basis of application and required supplemental application submitted. This selection procedure will be conducted using a continuous non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting the minimum qualifications will be placed on an eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. **This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a four-month period. Applications received by June 10, 2022, will be placed on Test #01 established eligible list.** Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification of the status of your application within two (2) weeks of the application filing period closing, please contact the Civil Service Department at (562) 570-6202.

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FINAL



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J.O.B. G19NN-22

CM:PHN

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CSC5/25/2022