

FINAL

Job Title	ANIMAL HEALTH TECHNICIAN
Closing Date/Time	Friday, August 19, 2022 AT 4:30 PM PST
Salary	\$1,695.76–\$2314.96 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Parks, Recreation, and Marine

Applications are available online beginning Friday, August 5, 2022 through 4:30 pm, Friday, August 19, 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.

EXAMPLES OF DUTIES: Under supervision of a consulting licensed veterinarian, examines animals and injects drugs for immunization, tranquilization or euthanasia; provides basic medical care and treatment to all animals; ensures the health and welfare of the animal population; prevents the spread of disease and infection through daily health examinations and observations; administers emergency treatment, first aid and follow-up care to those animals in need; examines animals to determine age and general physical condition; reviews for accuracy those lists of animals to be examined by a veterinarian, made available to the general public, or to be euthanized; maintains records related to animal impoundment, medical care and euthanasia; provides control and inventory reports of drugs and related medical supplies and usage; assists in the investigations of cruelty to animals and prepares documentation for presentation at court; prepares and presents educational programs on animal care, including spay and neuter information; assists in the development of policies, procedures and protocols for animal care; and performs other related duties as required.

REQUIREMENTS TO FILE:

- A valid Registered Veterinary Technician Certificate or higher, issued by the State of California Veterinary Medical Board. **(proof required)***

***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.**

Knowledge, Skills, and Abilities:

- Ability to frequently lift, carry, restrain and/or handle animals weighing 50-75 pounds.

Willingness to work weekends, holidays and/or on call for consultation by shelter staff is required.

A valid driver's license may be required at time of appointment. If required, proof of a valid California Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of the selection interview.

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EXAMINATION WEIGHTS:

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 August 19, 2022, will be placed on Test #01 established eligible list.**

If you have not received notification within 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, and/or Tagalog) are desirable for some positions interacting with the public.

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FINAL
(Revised)

Job Title	AQUATICS SUPERVISOR I-II
Closing Date/Time	Tuesday, 08/16/2022, 4:30 PM
Salary	\$2,083.36–\$3,376.08 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Parks, Recreation and Marine - (CL)

Applications are available online beginning Friday, March 04, 2022 through 4:30 PM, Tuesday, August 16, 2022.

SALARY INFORMATION:

Grade I - \$2,083.36-\$2,832.72 biweekly
Grade II - \$2,483.76-\$3,376.08 biweekly

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.

EXAMPLES OF DUTIES: Under direction, manages the operations of a major aquatics facility and/or comprehensive aquatics programs and within the Department of Parks, Recreation and Marine; prepares and manages a designated portion of the aquatics budget; selects, trains, evaluates, and supervises subordinate personnel; supervises the collection and accounting of daily cash receipts; monitors pool and equipment maintenance; maintains a current Lifeguard/Instructor Procedural Manual; develops, implements and administers policies, procedures, fees and schedules for aquatic activities, services and facilities; prepares and presents oral and written reports; organizes and serves on aquatic supervisory councils or committees; maintains the inventory of materials and supplies; coordinates activities and facilities with other City Departments, outside organizations and other Divisions within the Department of Parks, Recreation and Marine; ensures that assigned facilities are in compliance with government, health, safety, and occupational standards; may oversee computerized aquatic reservation and class registration; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must possess **all** the following (A, B, and C):

- A) Bachelor's degree from an accredited four-year college or university with major course work in recreation, physical education or related field (**proof required**) *;
- B) Two years of equivalent full-time experience working with aquatic programs, and/or aquatic facilities of which one year of experience must have been in a lead or supervisory capacity.
- C.) Current American Red Cross:
 - 1. Water Safety Instructor
 - 2. Lifeguarding with CPR/AED for the Professional Rescuer
 - 3. Lifeguarding Instructor

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

***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.**

Knowledge, Skills, and Abilities:

Candidates must possess all of the following:

- Knowledge of principles and practices of employee, supervision, including selection, training, performance evaluation, discipline and labor laws;
- Knowledge of principles, practices, methods, and techniques of planning, developing, implementing, and evaluating aquatic programming, and facility management;
- Knowledge of Federal, State, and Local Laws and regulations related to the provisions of aquatics services;
- Knowledge of Occupational hazards and related safety precautions;
- Knowledge of principles and practices of administrative procedures, recordkeeping, budgeting and accounting;
- Knowledge of computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and class/registration systems;
- Ability to establish and maintain working relationships with employees, contractors, vendors, and members of the public;
- Ability to plan, organize, schedule, and monitor work;
- Ability to effectively communicate orally and in writing;
- Ability and willingness to work an irregular schedule, including nights, weekends and holidays.

Title 22 First Aid certification prior to the completion of probation.

Completion of Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification prior to the completion of probation.

A valid motor vehicle operator's license, or the ability to arrange necessary and timely transportation for field travel.

EXAMINATION WEIGHTS

Application and Supplemental Application.....	Qualifying
Appraisal Interview.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. This is a continuous eligible list, which mean 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 August 16, 2022, will be placed on Test #02 established eligible list for this recruitment.** 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.

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

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ASI-II: SH

CSC 08/03/2022

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Job Title	BUYER I-II
Closing Date/Time	Friday, July 22, 2022 at 4:30 PM PST
Salary	\$2,304.32–\$3,736.80 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Financial Management

Applications are available online beginning Friday, July 22, 2022 through 4:30 pm, Friday, August 5, 2022.

SALARY INFORMATION:

Grade I - \$2,304.32-\$3,129.20 biweekly
 Grade II - \$2,746.24-3,736.80 biweekly

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.

EXAMPLES OF DUTIES: Under direction, purchases a variety of materials, services, supplies and equipment for use by operating departments; adds value to the overall procurement process by providing value added service to departmental clients; receives and analyzes requisitions, consolidates annual requirements for assigned commodities used by multiple departments; solicits bids, compares costs and evaluates the quality and suitability of products or services, makes or recommends purchases; sources potential vendors and, when necessary, coordinates local and small business outreach efforts; confers with vendors and requisitioning officers concerning purchases; analyzes material requirements and commodity specifications; prepares specifications for contracts and for purchases requiring written bids; analyzes and awards bids; interviews vendors, sets up evaluation committee and arranges for tests and demonstrations of products; determines the best sources of supply and the reliability of vendors; issues purchase orders; maintains detailed records and prepares reports of purchasing activities; prepares letters to the City Council to recommend contract awards; uses computer in performing buying functions; may supervise subordinates; may serve as assistant to the Purchasing Agent and act in that capacity during his/her absence; and performs other related duties as required.

REQUIREMENTS TO FILE:

A Bachelor's degree from an accredited college or university with major work in business or public administration or a closely related field (**proof required**).

AND

Two or more years (full-time equivalent of paid experience) purchasing a wide variety of industrial and governmental equipment, supplies and materials for use rather than for resale.

Additional Purchasing related technical and professional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

***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.**

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Knowledge, Skills, and Abilities

- Knowledge of governmental purchasing, capital construction, enterprise financial or accounting systems, and bidder management systems;
- Ability to operate personal computers including the use of the Internet, spreadsheet, database and word processing software.

Willingness to work overtime, weekend and/or holiday hours.

A valid motor vehicle operator's license, or the ability to arrange necessary and timely transportation.

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

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Occupational Written Exam.....	30%
Appraisal Interview.....	70%
(may include a writing exercise)	

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on 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. If you have not received notification within two weeks after close filing, please contact the Civil Service Department at (562) 570-6202.

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

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Job Title: **ENVIRONMENTAL HEALTH SPECIALIST I-IV**
 Closing Date/Time: Friday, August 19, 2022, 4:30 PM PST
 Salary: \$1,984.32 - \$3,549.28 Biweekly
 Job Type: Classified - Full-Time, Permanent
 Location: Long Beach, California
 Department: Health & Human Services (CL)

Applications are available online beginning Friday, August 5, 2022, through 4:30 pm, Friday, August 19, 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- \$1,984.32 - \$2,692.40 biweekly
 Grade II- \$2,304.32 - \$3,129.20 biweekly
 Grade III- \$2,423.44 - \$3,293.20 biweekly
 Grade IV- \$2,613.84 - \$3,549.28 biweekly

VACANY INFORMATION:

This classification is currently used in the Health Department. The Health Department is seeking to fill vacancies at grades I-IV. Of the current vacancies, there is five (5) Grade I-II, one (1) Grade Level III, and one (1) Grade Level IV vacancies in the Health Department.

EXAMPLES OF DUTIES:

Under general supervision, performs and/or assists in regular and special inspections of establishments, institutions, dwellings and facilities subject to state and local health laws; inspects establishments and special events engaged in the manufacturing, processing, handling or dispensing of food; inspects public swimming pools; inspects dwellings, institutions and other establishments subject to public health licensing; investigates citizen complaints regarding community sanitation; collects samples of food, water, beverages and other matter for laboratory analysis; issues notices of violation; performs analyses, studies and surveys; prepares reports; may inspect food facilities for disposal of fats, oils and greases; may inspect food street vendors and other mobile food operations; may appear as a witness in legal proceedings relating to enforcement of local and state sanitation laws; may advise representatives of business concerns, institutions or government on the prevention and/or correction of nuisances and unsanitary conditions; may perform educational outreach to commercial food workers and members of the public on food protection and safe food handling; performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet one of the following options A, B, or C:

A. A valid California State Certification as a Registered Environmental Health Specialist (**proof required**) *.

B. Evidence of acceptance to take the State of California Examination for Registered Environmental Health Specialist (**proof required**) *.

C. A Bachelor's degree from an accredited college or university with major coursework in Environmental Health, Sanitation, Sanitary Engineering, Public Health, or a closely related field and documentation of California State Department of Health review of college transcripts, as required for

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eligibility to participate in the Environmental Health Specialist examination. The ability to complete and intensified study and training program in order to qualify by examination as an Environmental Health Specialist within two (2) years of appointment date. **A current evaluation letter from the State of California, Department of Public Health, stating that the education qualifications specified in the State of California, Health and Safety Code Section 106625 have been met to be employed as an Environmental Health Specialist Trainee (proof required) *.**

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge and experience with computer software and personnel computers.
- Ability to deal effectively and tactfully with the public; effectively communicate orally and in writing.
- Willingness to work an irregular schedule, including nights, weekends, and holidays.
- A valid driver's license is required by the hiring department.

As specified in the State of California, Health and Safety Code Section 106625, candidates who qualify under Option B or C must obtain their State certification within three years of working as an Environmental Health Specialist trainee. Employment will be subject to termination if certification is not received within three years.

***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.**

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 August 19, 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 close of application filing period, please contact the Civil Service Department at (562) 570-6202.

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J.O.B. G43AN-22

LS:EHS

CSC08/03/2022

Approved: c. mcdonald 7/28/2022