

FINAL

Job Title: **PUBLIC HEALTH NUTRITIONIST I-III**
 Closing Date/Time: Friday, October 14, 2022, 4:30 PM
 Salary: \$2,083.36 - \$3,642.00 Biweekly
 Job Type: Classified - Full-Time, Permanent
 Location: Long Beach, California
 Department: Health & Human Services (CL)

Applications are available online beginning Friday, September 16, 2022, through 4:30 pm, Friday, October 14, 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- \$2,083.36 - \$2,832.72 biweekly
 Grade II- \$2,362.64 - \$3,212.16 biweekly
 Grade III- \$2,679.36 - \$3,642.00 biweekly

EXAMPLES OF DUTIES:

Under general supervision, develops, implements, and coordinates nutrition services provided to participants in public health nutrition programs; develops and implements programs designed to improve nutrition of patients through changed dietary practices in the Women, Infants and Children's Program; provides nutrition assessments, food and diet information, and breastfeeding education and support to the public by means of class sessions and individual counseling; consults with Health Department staff on specific food and nutrition problems; visits neighborhood facility centers to provide training and counseling on a decentralized basis; develops educational materials and protocols for nutrition program participants; conducts training for department staff, and community organizations; develops high risk nutrition intervention plans and documents in the Management Information System (MIS); prepares or assembles written and/or audiovisual material as aids in training and counseling sessions; determines individual and group nutrition practices by determining cultural preferences and dietary patterns; conducts studies and surveys of nutrient consumption, nutrition assessment and education, and other factors affecting nutrition practice; may conduct scheduled participant file audits as part of the Continuous Quality Improvement (CQI) program; may coordinate programs with community organizations and others in the Health Department to provide nutrition expertise; may act in lead/supervisory capacity; performs other related duties as assigned.

REQUIREMENTS TO FILE:

Graduation with a bachelor's degree from an accredited four-year college or university with a major in Public Health Nutrition, Dietetics, or related field **(proof required) ***.

AND

All applicants must meet one of the following options A or B:

- A) Current status as a Registered Dietitian Nutritionist (proof required) * or;
- B) Registered Dietician eligibility (proof required) *

Candidates applying under Option B must pass the Registered Dietitian Nutritionist prior to completion of probation.

FINAL

Knowledge, Skills, and Abilities:

- Ability to communicate effectively and deal tactfully with clients of diverse ethnic, cultural, and economic backgrounds;
- Ability to operate a personal computer and/or other information systems.

Willingness to work evenings or weekends as required.

A valid driver's license and DMV driving record must be submitted to the hiring department at the time of 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.**

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 September 30, 2022, will be placed on Test #01 established eligible list.**

If you have not received notification within two weeks 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.

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.

Revised

Job Title	SENIOR SURVEY TECHNICIAN
Closing Date/Time	Friday, April 1, 2022, at 4:30 PM PST
Salary	\$2,583.20–\$3,510.96 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, March 18, 2022, through 4:30 pm, Friday, April 1, 2022

Current vacancy is in the Harbor Department. The Department of Public Works also utilizes this classification.

PROMOTIONAL OPPORTUNITY:

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations Article I, Section 4(19)(b) and Article II, Section 7. This job opportunity is limited to current, permanent, City of Long Beach employees. Non-career employees are not eligible for this job opportunity. Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

EXAMPLES OF DUTIES: Under general supervision, operates, adjusts and maintains survey instruments including total stations, levels, theodolites, electronic hydrographic and distance measuring equipment, GPS/RTK receivers, High Definition Laser Scanner, and other precision equipment used in conducting large varieties of survey work; performs varied field and office survey calculations including traverse, triangulation and level adjustments using a computer or programmable calculator; computes areas, volumes and grades; prepares grade sheets; reduces survey notes; plots profiles; provides project research; prepares maps, drawings and plats; may be assigned to furnish field technical experience to assist office engineering personnel; assists in operation of boat and special equipment on hydrographic surveys; operates a City vehicle; collects, downloads, processes, adjusts, plots and creates necessary digital and hard-copy records of data; uploads, checks and lays out data in the field; creates spread sheets and reports, and accesses databases; and performs other related duties as required.

REQUIREMENTS TO FILE:

Open to current, permanent full-time or part-time City employees with six (6) months of paid full-time equivalent, City service who meet one of the following:

OPTION A: One year (paid, full-time equivalent) experience on a survey party engaged in land surveying AND either 15 units of land surveying courses from an accredited college or 30 units of pre-engineering, Geography, or related courses from an accredited college (**proof required**)*.

OPTION B: One year (paid, full time equivalent) experience on a survey party engaged in land surveying AND a valid State of California Land Surveyor-in-Training, Fundamentals of Surveying or Engineer-in-Training Certification (**proof required**)*.

-OR-

OPTION C: Three years (paid, full time equivalent) experience on a survey party engaged in land surveying.

Candidates must meet these requirements by May 31, 2022.

***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.**

REVISED

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of the care and use of modern electronic surveying instruments;
- Ability to perform physical labor involved in surveying; and
- Proficiency with personal computers, including knowledge of computer applications such as Microsoft Office or other related software.

Willingness to work overtime, nights, weekends, holidays, split shifts and possible shift work.

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

EXAMINATION WEIGHTS:

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

A minimum rating of 70 must be attained in order to pass the examination. Names will be placed on the promotional eligible list in the rank order of total score achieved. The resulting list will be in effect for two (2) years. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. 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 weeks of close of filing, please contact the Civil Service Department at (562) 570-6202.

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Memorandum

Date: September 14, 2022

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: **REQUEST FOR COMMISSION ACTION-SENIOR SURVEY TECHNICIAN BULLETIN REVISION**

Staff is recommending the Civil Service Commission authorize an update to the previously approved Senior Survey Technician bulletin. The previous bulletin did not include language specifying the date when the requirements to file must be met.

Facts for Consideration

On March 16, 2022, the Commission approved the job opportunity bulletin for Senior Survey Technician, a promotional opportunity for a classification used in the Harbor and Public Works Department, but the current vacancy is in the Harbor Department. The job opportunity bulletin was open from March 18, 2022, through 4:30 pm on April 1, 2022. The bulletin did not include language specifying the date when a candidate should have met the requirements to file.

The Civil Service staff has identified May 31, 2022, as the date by which an applicant should have met the requirements to file. This date will allow for the maximum number of qualified applicants from the feeder classifications to qualify for the exam while avoiding further delays in providing the user departments with quality service.

The following language has been added under Requirements to File: "Candidates must meet these requirements by May 31, 2022."

The hiring departments, Human Resources, and the City Employees Associates (bargaining unit) have been apprised of the proposed change in the bulletin.

