

Agenda Item No. 3 FINAL

Job Title	PERSONNEL ASSISTANT
Closing Date/Time	Mon. 12/26/17 4:30 PM Pacific Time
Salary	\$1,604.96 to \$2,360.16 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning December 11, 2017 through December 26, 2017.

EXAMPLES OF DUTIES:

Under general supervision, performs a variety of increasingly responsible paraprofessional and technically complex duties in various human resources functional areas; provides technical assistance to City departments; interprets City-wide policies, procedures, rules and regulations relating to a variety of human resources activities; assists managers and staff in the collection, analysis and evaluation of data related to human resources programs and functions; may assist employees and/or beneficiaries with inquiries regarding employee benefit program; deferred compensation plan, disability and death benefits, and other retirement or benefit related provisions; researches, resolves, and processes benefit claims; may review, verify, edit and input personnel/benefit transactions; may perform lead supervision and training of subordinate personnel; may handle or assist with a variety of human resources issues and complaints; may assist with staff support to commissions or committees; may develop and maintain internet/intranet web pages/sites; may organize, conduct, and participate in personnel-related training; may perform and lead subordinate personnel in budget and other related financial functions, and performs other related duties as required.

REQUIREMENTS TO FILE: Candidates must meet the following requirements.

- Associates degree or education equivalent to two years of full-time college from an accredited college or university **(proof required)***

AND

- Two years of full-time paid experience performing human resource administrative support such as employee benefits administration, assisting employees with compensation, benefit or retirement related information, performing personnel or benefit related transactions, using computers to obtain human resource data and/or assisting with training or selection processes.
- Bachelor's degree (proof required)* may substitute for **one year** of full-time paid human resources related experience.

***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.**

ADDITIONAL REQUIREMENTS:

Ability to:

- Provide excellent customer service and assist others to resolve problems or concerns.
- Defuse and resolve working situations that may be confrontational or involve sensitive personnel matters
- Gather and organize data;
- Explain ordinances, policies and procedures, salary resolutions, payroll/personnel procedures, rules and regulations, employment benefit provisions to employees and/or beneficiaries;
- Effectively operate personal computers including the use of Human Resource Information System (HRIS), spreadsheets, database and word processing software;
- Exercise initiative to complete assigned tasks;
- Effectively communicate both orally and in writing;

Willingness to:

- Work occasional nights, holidays, weekends, and overtime as required;
- Proof of a valid driver license is required at time of selection interview.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Appraisal Interview (Montage).....	100%

A minimum rating of 70 must be attained on the Appraisal Interview in order to pass. Certification by score bands will be considered based on an analysis of test results.

The Appraisal Montage Interview is tentatively schedule for the week of January 8, 2017 and January 15, 2017. If you have not received notification by January 5, 2017, 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.



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.

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12/20/17

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Job Title	RECYCLING SPECIALIST I-II
Closing Date/Time	Fri.1/12/18 4:30 PM Pacific Time
Salary	\$1,781.76 – \$2, 812.16 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Public Works - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning on December 18, 2017 through 4:30 p.m. January 12, 2018.

EXAMPLES OF DUTIES: Under general supervision, performs increasingly responsible administrative and technical duties in the development, implementation and monitoring of the City's recycling programs, waste reduction activities, and assist in the development and implementation of the city-wide zero waste plan; develops, implements and monitors the City's recycling and waste reduction activities for compliance with state-mandated recycling laws and city code; collects, compiles and analyzes financial, statistical and technical data relating to recycling and waste reduction activities; provide technical assistance to businesses to comply with state regulations and procedures, and city code; writes reports and makes presentations to business and community groups; develops, implements and coordinates public education engagement; prepares and monitors grant funding; may assign, train and direct subordinate personnel; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet the following requirements:

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

AND

- Two years of paid, full-time equivalent experience in the development, implementation or administration of public or private recycling and waste reduction programs and activities.

Additional related experience may be substituted for the required education on a year-for-year basis.

Additional Requirements to File:

- Ability to:
 - Effectively communicate, both orally and in writing.
 - Deal tactfully and effectively with the public, private industry and outside agencies.
- Willingness to work nights, weekends, holidays and overtime as required.
- Proficient with personal computers including word processing and spreadsheet applications.
- A valid driver's license and a current DMV driving record are required by the hiring department at the time of selection interview.

DESIRABLE QUALIFICATIONS:

Knowledge of the refuse industry, state-mandated waste reduction/recycling goals and composting; knowledge of current technologies, trends, and legislation related to environmental issues.

***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 equivalency.**

SELECTION PROCEDURE:

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Application Packet..... Qualifying

This examination will be conducted using the continuous, non-competitive procedure. 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 of the status of your application by January 26, 2017, please contact the Civil Service Department at (562) 570-6202.

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Job Title	WATER UTILITY MECHANIC I-III
Closing Date/Time	Fri. 01/05/18 4:30 PM Pacific Time
Salary	\$1,524.00 - \$ 2,628.32 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Water - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning December 20, 2017 through 4:30 p.m. January 5, 2017.

EXAMPLES OF DUTIES: Under general supervision, performs a variety of heavy manual, semi-skilled and skilled work in the installation, maintenance, operation, repair and testing of water distribution and wastewater collection system, equipment and components; locates and repairs water pipeline defects; cuts, threads, fits and joins pipes and tubing; excavates, shores, backfills and compacts trenches; operates City vehicles, pneumatic and hydraulic tools and related construction equipment; inspects private or public premises for water leaks and sewage overflows; installs, maintains, repairs, and replaces water mains, water services, control valves, meters, fire hydrants, and other water distribution system components; makes taps on water mains; notifies customers of the effects of water distribution shutdowns; collects water samples for subsequent analysis; reads, exchanges, repairs and tests water meters; answers customer calls for main breaks, fire hydrant breaks, service breaks, meter turn-offs and turn-ons, no water and low pressure reports, meter leaks, dirty water and noise in water lines reports; conducts fire hydrant flushing operations; investigates improper or unusual conditions of water utilization; conducts pressure and fire hydrant flow tests; repairs, exchanges and otherwise maintains fire hydrants; tests, repairs or replaces backflow assemblies; performs spot repairs on sewer mains and laterals; responds to customer service issues and sewer system overflows; locates and clears sewer pipeline blockages; inspects sewer collection system via closed-circuit television equipment and cleans sanitary sewer lines using hydro-jetter; inspects sewer manholes; maintains proper flow of gravity in sewer lines through chemical, mechanical, and/or hydraulic means and performs other related duties as required.

REQUIREMENTS TO FILE:

- Applicants must meet either Option A or B:
 - A.** A minimum of one year paid, full-time equivalent experience in one or more of the following areas: general construction and repair, operation of various types of construction or construction-related equipment, mechanical repair and maintenance, plumbing, carpentry, or related work.

Completion of 15 or more units of Water Utility Science, Wastewater Collection, or Wastewater Treatment coursework (proof required*) may be substituted for up to six months of this level of experience.
 - B.** A minimum of six months of (paid, full-time equivalent) experience in one or more of the following areas: pipeline construction; installation, maintenance, and repair of water meters, backflow units, services, mains, valves, production and/or distribution systems; cleaning sewer collection system via hydrojet or jetter/vactor; inspecting sewer collection system via

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closed-circuit television; or closely-related work at a water treatment, water distribution, wastewater collection, or wastewater treatment facility.

Additional Requirement to File Include:

- Willingness and ability to respond to emergency call-outs on a 24-hour basis and to report to the Operations Service Center for emergency calls within a 30-minute timeframe.
- A valid driver’s license will be required at time of appointment.
- A Class B Commercial driver’s license with tanker endorsement will be required before the completion of probation.

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

DESIRABLE QUALIFICATIONS: Current Collection Systems Maintenance certification issued by the California Water Environment Association; current Water Distribution Operator and/or Water Treatment Operator Certification issued by the State of California Water Resources Control Board **(proof required*)**.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Writing Examination.....	Qualifying

A minimum rating of 70 must be attained in order to pass the examination.

This examination will be conducted using the continuous procedure. The eligible list will remain in effect for six (6) months. Applicants may take this examination only once during a four (4) month period.

If you have not received notification by January 19, 2018, contact the Civil Service Department at (562) 570-6202.

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