

Agenda Item No. 3

FINAL DRAFT

Job Title	AUTOMATIC SPRINKLER CONTROL TECHNICIAN
Closing Date/Time	Fri. 11/30/2018 4:30 PM Pacific Time
Salary	\$1,656.16 to \$2,242.08 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Parks, Recreation & Marine - (CL)

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

EXAMPLES OF DUTIES: Under direction, maintains, repairs, replaces, reassembles, and adjusts hydraulic and electrical remote control valves, solid state control units and sprinkler heads; installs new controllers and remote control valves; accurately track labor and materials on work orders; conduct construction project inspections and plan review regarding irrigation systems; make daily inspections to ensure proper system programming and operations; operates metal detector, volt ohmmeter, cable fault locator, trencher and other turf equipment used in locating and repairing faulty pipes and wiring, maintains records of controller maintenance, parts, remote control valves and locations; reads schematics and blueprints for locating and installing automatic sprinkler systems; utilizes computer programs for the control and troubleshooting of a variety of centralized irrigation systems to include telemetry interface; may assist in the development of irrigation plans, budget proposals and purchase of new equipment; prepare cost estimates; implement system upgrades and modifications; may supervise staff and contractors in routine maintenance and installation of irrigation systems; performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet the following:

Two years of paid, (full-time equivalent) recent experience repairing and maintaining irrigation systems including a wide variety of sprinkler heads and valves used in an automated sprinkler system.

Satisfactory completion of college level course work in automated irrigation control systems or a related field; or a certification from a recognized vocational, technical or service agency emphasizing landscape maintenance or irrigation control may be substituted for up to one year of the required experience **(proof required)**. *

Semester units: 24 units = 1 year

Quarter units: 36 units = 1 year

An Irrigation Technician Certification (CIT) will be required prior to passing probation (1,044 hours)

Additional Requirements to File:

Knowledge of:

- The repair and maintenance of irrigation controllers.
- Electric and hydraulic remote control valves.
- Central control software.

Ability to:

- Read schematics and blueprints.
- Operate a variety of equipment including wire tracers, ohmmeters, and trenchers with attachments.
- Lift and move objects weighing up to 50 pounds with or without reasonable accommodation.

Willingness to work weekends, evenings, and holidays as needed.

Proficiency with personal computers, including knowledge of computer applications such as Microsoft Office or other related software.

Proof of a valid Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection.

Positions in the Water Department require a valid Class B license.

DESIRABLE QUALIFICATIONS:

Recent education in park administration, horticulture, landscape contracting, and irrigation. Experience with drought tolerant, native or adaptive plants. Knowledge of high efficiency irrigation systems (such as dripline) and centrally controlled irrigation systems. A current Irrigation Technician Certification (CIT) is highly desirable.

***Proof of required documents, such as transcripts or DD-214 Member 4 Form for Veteran's Credit, must be uploaded to the online application at time of filing. Candidates who possess degrees and/or transcripts from colleges or universities from outside of the United States must attach proof of educational equivalency at time of filing.**

EXAMINATION WEIGHTS:

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 December 14, 2018, 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.

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

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CSC 11/07/2018

Job Title	CIVIL ENGINEER
Closing Date/Time	Continuous
Salary	\$7,422.00 - \$10,102.00 Monthly
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 October 29, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

This employment opportunity offers a wide variety of exciting positions ranging from Airport, Harbor (Port of Long Beach), Development Services, Public Works and Water. Click [HERE](#) to see more details regarding the positions for each department.

EXAMPLES OF DUTIES:

Under direction, performs responsible professional civil engineering work in preparing, reviewing, and/or supervising the preparation of studies, designs, plans, specifications, estimates and reports relating to the design, construction, testing, operation and maintenance of a wide variety of municipal and harbor engineering, building, or street and mobility projects; receives assignments in general terms which outline the type and general characteristics of the projects; decides on the procedure and performs or reviews preliminary and final design work relating to civil engineering projects or building projects including structural design for code compliance, assigning to subordinate engineers the development of plans, specifications, designs, and detailed drawings of the various components of the projects; performs and/or directs field engineering activities in connection with the construction, maintenance and operation of a wide variety of engineering projects; communicates findings and recommendations both verbally and in writing to both professional and lay persons; may utilize computer-aided drafting and design equipment; may act as a project manager including procurement, negotiating, budgeting, scheduling, interfacing with regulatory agencies and other stakeholders, and monitoring and evaluating the work of consultants performing engineering work for the City; may administer construction and consultant contracts, including analyzing and negotiating contract changes, evaluating claims and reviewing and processing progress payments; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Current registration as a Professional Civil Engineer in the State of California **(proof required)***.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree 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 equivalency at the time of filing.**

Additional Requirements to File:

- Ability to communicate effectively, both verbally and in writing.
- Willing to work occasional evenings, weekends and holidays as needed.

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

DESIRABLE QUALIFICATIONS:

Experience in any of the following areas: public agency, supervisory, airport, rail, traffic, land and building development, port/maritime, program/project management experience in construction management, planning, or design, environmental remediation/planning, sustainable infrastructure development (LEED, Envision, ENV-SP, CEEQUAL, GreenRoads), and/or water/wastewater engineering and development; working knowledge of AutoCAD Civil 3D, Autodesk/Microstation, Inroads, WaterGem, SewerGem and GIS software (ESRI); scheduling software (Microsoft Project, Oracle P6); Project Management Software (Orion, Oracle Unifier); Water Distribution and Water Treatment Operator certifications from the State Water Resources Control Board; Collection System Maintenance Technologist Certification from the California Water Environment Association; Plans Examiner certification from the International Code Council (ICC), Certified Access Specialist (CASP) and/or Leadership in Energy and Environmental Design (LEED), Certified Construction Manager (CCM) and other engineering and project management software or certifications related to any of the areas stated above; ability to operate independently in developing preliminary and final designs for projects; ability to prepare construction specifications.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements 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 will be established periodically.

The continuous eligible list will expire in six months.

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

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Job Title	CIVIL ENGINEERING ASSISTANT
Closing Date/Time	Friday, November 2, 4:30 PM Pacific Time
Salary	\$5,098.00 - \$6,925.00 Monthly
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 October 22, 2018 through November 2, 2018 4:30 p.m.

Current vacancy is in the Water Department. Other departments that use this classification are Airport, Development Services ([click HERE for more details regarding this position for Development Services](#)), Harbor, Energy Resources, and Public Works.

EXAMPLES OF DUTIES:

Under direction, evaluates survey data; evaluates physical test data of soils and construction materials; assists in the design or construction oversight of street improvements and underground utility structures or other public works, harbor or airport improvements; reviews construction boundaries and dimensions; reviews construction specifications and legal descriptions; prepares cost plans, specifications, estimates (PS&E) and project schedules; provides technical assistance or coordination to staff and consultants; performs design drafting and engineering calculations; researches and writes technical reports; assists in conceptual and environmental studies; participates in the collection and analysis of a variety of data; checks housing plans and structural designs for compliance with regulations; investigates and responds to public complaints; may assist in preparing grant applications; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet requirement A or B:

A. Bachelor's Degree from an accredited college or university in Civil Engineering or closely related field. **(proof required)***

OR

B. Engineer-In-Training (E.I.T.) certificate recognized by the California State Board of Registration for Professional Engineers **(proof required)***

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree 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 equivalency at the time of filing.**

Additional Requirements to File:

- Ability to:
 - Communicate effectively, both orally and in writing.
 - Deal tactfully with staff, the public, other departments, and consultants.
- A valid driver's license and a current DMV driving record must be submitted to the hiring department at the time of selection.

DESIRABLE QUALIFICATIONS:

Experience with computer applications, such as database, spreadsheet, Geographic Information Systems (GIS), AUTOCAD, MicroStation, Inroads, Orion, Oracle Unifier, Oracle P6, Microsoft Project, estimating software, or other engineering applications.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed.

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Job Title	CLERK TYPIST
Closing Date/Time	Wed. 11/21/2018 4:30 PM Pacific Time
Salary	\$2,707.00 – \$4,972.00 Monthly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments – (CL)

Pre-post bulletin beginning 1:30 p.m. November 9, 2018 through November 18, 2018. Accepting online applications beginning November 19, 2018 through 4:30 p.m., November 21, 2018.

Current vacancies are in the Airport, Civil Service, Development Services, Financial Management, Harbor, Fire, Police, Public Works, and Water Departments. This position is also used in the Human Resources, Economic Development, Energy Resources, Parks, and Recreation & Marine Departments.

EXAMPLES OF DUTIES: Under supervision, performs a wide variety of general office clerical tasks which may include: filing alphabetically and numerically; compiling information for use in reports; making mathematical calculations; performing reprographics functions; assisting with the processing of financial transactions; providing customer service to the public, either in person or on the telephone; performing clerical duties such as scheduling, typing forms, preparing reports, memos, and correspondences; and performs other related duties as required.

REQUIREMENTS TO FILE:

A Keyboarding Skill Certificate from an approved government, employment, or training agency recognized by the Civil Service department and obtained within the last 12 months displaying ability to type at a minimum net speed of 30 wpm **(proof required)***. Self-administered keyboarding exams that are not proctored are not accepted by the City of Long Beach. (For example, keyboarding tests found on the Internet or personal home computer programs.)

The following link includes some of the locations that provide a Keyboarding Certification.

[Suggested Agencies For Keyboarding Certification](#)

Additional Requirements to File:

Ability to:

- File alphabetically and numerically;
- Perform simple mathematical calculations;
- Correct errors in grammar, spelling, and punctuation;
- Deal courteously with the public, both in person and on the telephone;
- Maintain confidentiality;
- Type accurately on a personal computer.

Knowledge of:

- Microsoft Office Word and Excel

Applicants must be able to pass a thorough background investigation and polygraph examination for positions in the Police Department.

Some positions may require working nights or graveyard shifts, weekends, holidays, and occasionally flex hours.

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A valid motor vehicle operator's license may be required by the hiring department.

***Keyboarding Skill Certificates must be uploaded to the online application at the time of filing and must contain the date the certificate was awarded, as well as either the applicant's name or other identifying characteristic on the form. Keyboarding Skill Certificates not submitted at the time of filing will not be accepted.**

DESIRABLE QUALIFICATIONS:

Bilingual (ability to speak) and/or biliterate (ability to read/write) in Spanish, Khmer, Tagalog, or American Sign Language is desirable for some positions.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Written Examination.....Qualifying

A minimum rating of 70 must be attained in the examination process in order to be placed on the 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.

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

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Job Title	COMBINATION BUILDING INSPECTOR AIDE
Closing Date/Time	Continuous
Salary	\$1,549.52 to \$2,306.32 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 October 22, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are with Development Services and the Fire Department.

EXAMPLES OF DUTIES:

Under supervision, conducts inspections and investigations of single and multi-family dwellings and minor commercial and industrial buildings to ensure compliance with State and Municipal code requirements pertaining to building construction, property maintenance, etc.; reviews plans of routine building, plumbing, electrical, and mechanical facilities for compliance with code regulations; initiates construction or installation changes to meet code requirements; issues citations and notices of violation and works with residents and property and business owners to correct violations; researches case histories, property ownership records, and other records and conducts surveys to gather data; enters inspection data and uploads pictures into the INFOR/Hansen Land Management System; obtains evidence and compiles data for legal proceedings involving code violations; explains, interprets, and makes presentations of ordinances, codes, laws, rules and regulations to residents, property owners, businesses and the general public; makes referrals to appropriate City departments; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet either A, B or C:

A. Completion of nine (9) or more college semester units or their equivalent* in Building Inspection Technology, Engineering or Architecture, Code Enforcement, Fire Science Technology, Biology, Environmental Health, or related field **(proof required*)**.

***A current International Code Council (ICC) certificate may be substituted for three (3) college semester units per certificate (proof required)*.**

OR

B. One year of (paid, full-time equivalent) experience making inspections to insure compliance with and/or primary responsibility for issuing permits in compliance with various codes and regulations pertaining to building construction, zoning, business licenses, fire prevention, housing codes, housing rehabilitation, property maintenance, and other nuisance issues.

OR

C. One year of (paid, full-time equivalent) experience in carpentry, plumbing, electrical, or mechanical work under the immediate supervision of a journeyman.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree 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 equivalency at the time of filing.**

ADDITIONAL REQUIREMENTS:

- Ability to:
 - Communicate effectively both orally and in writing with employees, the public, and members of various organizations and outside agencies;
 - Work effectively with others through the use of good interpersonal/people skills;
 - Perform routine arithmetic calculations;
 - Occasionally work evenings, weekends and holidays.
- Proficiency with personal computers, including knowledge of computer applications such as Microsoft Office or other related software.
- A valid motor vehicle operator's license and a current DMV driving record must be presented to the hiring department at time of selection.

DESIRABLE QUALIFICATIONS:

California Residential Building Inspector certification through ICC, ICC Fire Inspector I or a CSFM certification.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements 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 will be established periodically.

The continuous eligible list will expire in six months.

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Job Title	COMMUNITY INFORMATION SPECIALIST
Closing Date/Time	Mon. 11/26/2018 4:30 PM Pacific Time
Salary	\$1,341.04 – \$2,019.60 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 November 9, 2018 through 4:30 p.m., November 26, 2018.

Current vacancy is in the Library Services Department. This position is also used in the Department of Parks, Recreation & Marine.

EXAMPLES OF DUTIES: Under direct supervision, assists, coordinates, or implements public information, marketing, and publicity activities/materials for community programs and services; may write and edit content and take digital photos for Department's website and social media platforms such as Facebook, Twitter, and Instagram; provides creative approaches to design, marketing programs and services; writes and distributes press releases to publicize programs and services; responds to media inquiries; produces coordinated graphic designs for events and programs including flyers, posters, signs, T-shirt designs, print advertising, banners and billboards; creates maps, displays, certificates, signs, flyers, and brochures; creates design and layout of various publications; maintains Department website by editing webpages; may write and edit employee and community newsletters; meet deadlines; writes and edits publications; may staff public information booths and make presentations to community groups; may supervise, train, and instruct subordinate staff or interns; may assist with the creation of written marketing plans and other publicity strategies; performs other related duties as required.

REQUIREMENT TO FILE:

One year full-time equivalent paid experience in marketing community oriented programs and services that require proficiency with graphic design software, such as Adobe InDesign, Adobe Illustrator, or Adobe Photoshop.

Additional Requirements to File:

- Ability to effectively communicate both orally and in writing;
- Ability to write and edit publications and promotional materials;
- Willingness to work overtime, weekends and holidays as required.

A valid motor vehicle operator's license may be required.

DESIRABLE QUALIFICATIONS:

Coursework in Public Relations, Journalism, Graphic Design, Communications or a related field (**proof required**)*.

***Proof of college transcripts and/or degrees must be uploaded to the online application at the time of filing. Candidates who possess degrees from colleges or universities from outside the**

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United States must attach proof of educational equivalency at the time of filing for foreign degrees to be considered.

EXAMINATION WEIGHTS:

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

A minimum rating of 70 must be attained in order to be placed on the eligible list. Certification by score bands may be considered based on an analysis of test scores.

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FINAL DRAFT

Job Title	GARDENER
Closing Date/Time	Fri. 11/09/2018 4:30 PM Pacific Time
Salary	\$1,348.08 – \$1,980.00 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 October 26, 2018 through 4:30 p.m., November 9, 2018.

EXAMPLES OF DUTIES: Under general supervision, independently or as a member of a crew, performs or evaluates contractor performance for skilled gardening work; prepares soil and performs cultivation work; grades, plants and reseeds lawns; mows lawns using triplex and/or rotary riding type mowers and walk-type mowers; edges and waters lawns; adjusts and makes minor repairs to sprinkler systems; prunes shrubs and trees; transplants flowers, shrubs and/or trees; leads the work of helpers performing gardening and grounds maintenance work; operates trucks and light power equipment; services and makes minor repairs to tools and equipment; observes and enforces safety regulation; orders materials and supplies, keeps time and other records; may be required to apply chemicals for weed and pest control; performs other related duties as required.

REQUIREMENTS TO FILE:

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

- A. Two years of paid (full-time equivalent) experience in gardening and grounds maintenance work and knowledge of the care and maintenance of flowers, shrubs, plants, trees, lawns, and athletic fields.

OR

- B. Education equivalent to two years of training at an accredited college or university with major course work in Horticulture or related fields **(proof required) ***.

- Semester units: 24 units = 1 year
- Quarter units: 36 units = 1 year

OR

- C. Combination of related experience and related education **(proof required) *** totaling two years.

Additional Requirements to File:

Knowledge of pesticide use and safety, irrigation systems, and drought tolerant plant materials.

Ability to:

- Assess, document and troubleshoot issues within the complete irrigation system.
- Communicate effectively verbally and in writing.
- Work independently.
- Drive City vehicles.
- Utilize electronic work order system.

- Lift and carry up to 50 pounds.
- Work in or near streets with heavy traffic.

Willingness to work evenings, holidays, and overtime.

A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection.

***Proof of required documents, such as degree, transcripts or certificates, must be uploaded to the online application at time of filing. 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:

State of California Department of Agriculture Qualified Pesticide Applicator Certificate, Horticulture Certificate, Arboriculture Certificate; valid Class A or B motor vehicle operator's license, knowledge of CALTRANS standards for setting up traffic control devices, and ability to communicate using electronic mail (email).

EXAMINATION WEIGHTS:

Application Packet..... Qualifying
Occupational Written Exam.....Qualifying

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

The written exam is tentatively scheduled for November 27, 2018. If you have not received notification of the status of your application by November 21, 2018, please contact the Civil Service Department at (562) 570-6202.

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Job Title	MECHANICAL ENGINEERING ASSOCIATE
Closing Date/Time	November 9, 2018 4:30 PM Pacific Time
Salary	\$2,867.04 - \$3,893.68 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Energy Resources - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning October 26, 2018 through 4:30 p.m. November 9, 2018.

EXAMPLES OF DUTIES:

Under direction, performs difficult engineering work involved in the analysis, design, construction, installation, operation, maintenance and repair of natural gas pipeline systems, natural gas safety compliance regulations, power plant mechanical systems and equipment, air conditioning, refrigeration, heating, ventilating, pumping, utility piping, plumbing and other mechanically functioning equipment and systems; prepares mechanical engineering studies and calculations; reviews plans and specifications and inspects or supervises the inspection of construction, installation and maintenance projects for conformance with plans, specifications, regulations and construction standards; confers with architects, contractors, operating personnel and others concerning plans and specifications and operating and maintenance standards; conducts engineering studies; develops and prepares design plans, specifications, estimates and reports in connection with various engineering projects, including long-range programs for the replacement and rehabilitation of natural gas pipeline, mechanical and other systems and equipment; supervises subordinate level personnel engaged in design and detailing work; and performs other related duties as required.

REQUIREMENTS TO FILE:

- A bachelor's degree from an accredited four-year college in Mechanical Engineering* **OR** Engineer-in-Training (EIT) Certification from National Council of Examiners for Engineering and Surveying (NCEES)*

AND

- Two years of paid full-time equivalent experience involving primary responsibility with mechanical, gas, or pipeline engineering projects.

Additional requirements to file:

- Ability to:
 - Effectively communicate both verbally and in writing;
 - Deal tactfully and effectively with assigned staff, the public, client departments and consultants.
- A valid motor vehicle operator license and a current DMV driving record will be required by the hiring department at the time of selection.

***Proof of required documents, such as degrees, transcripts or certificates, 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.**

DESIRABLE QUALIFICATIONS:

Experience with various computer applications, such as, Microsoft Office, AutoCad, Geographic Information Systems (GIS), or other engineering applications.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive procedure, which means applications are evaluated based on experience, education, and or certificates. There is no 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.

If you do not receive notification by November 30, 2018, please contact the Civil Service Department at (562) 570-6202.

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FINAL DRAFT

Job Title	PERSONNEL ANALYST
Closing Date/Time	Fri 11/23/18, 4:30 PM Pacific Time
Salary	\$2,334.88 to \$3,989.20 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Pre-posted for viewing beginning October 29, 2018 through November 5, 2018. Accepting online applications only 24 hours a day on November 5, 2018 through 4:30 p.m., November 23, 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; interpret and apply labor law and labor agreement provisions; research and write reports; develop and maintain strategic partnerships; develops and implements new or revised programs and procedures; conducts special studies, audits, and projects, such as classification and compensation studies; may conduct various personnel and disciplinary investigations; 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, develops 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 in Business or Public Administration or a closely related field. (**proof required**)*

AND

- Two or more years of paid, full-time equivalent, recent professional personnel or administrative experience at the level of Personnel Assistant which requires that the applicant obtain general knowledge of all or most areas: recruitment, test development and validation, classification, salary history, American with Disabilities Act (ADA), equal

employment opportunity, employee training and development, labor relations and general personnel administration.

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 one year of relevant paid, full-time equivalent professional experience at the level of a Personnel Assistant or Assistant Administrative Analyst for each year of required college 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 area, labor relations, researching and analyzing employment practices, conducting personnel and disciplinary investigations and/or civil rights enforcements; applicant tracking systems (such as Neogov), 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, Association of Workplace Investigators Certificate Holder (AWI-CH) 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 the week of December 19, 2018. If you do not receive notification by December 12, 2018, please contact the Civil Service Department at (562) 570-6202.

Agenda Item No. 3

FINAL DRAFT

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.

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E48AN-19 SG:PA

11/7/18

Agenda Item No. 3
FINAL

Job Title	PLAN CHECKER – FIRE PREVENTION
Closing Date/Time	Continuous
Salary	\$3,022.40 to \$4,441.68 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 October 22, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are with Development Services. Another department that uses this classification is the Fire Department.

EXAMPLES OF DUTIES:

Under direction, reviews plans, specifications, and permit applications and performs inspections to ensure compliance with fire life safety codes, regulations, and ordinances for building construction, underground and aboveground tanks, fire protection and life safety systems, etc; reviews plans for compliance with local and state fire and life safety standards and regulations; consults with architects, builders, and developers on fire protections systems; conducts field inspections for compliance with local and state fire and life safety standards and regulations; recommends changes in design, construction, or installation of equipment based on analysis of present or potential fire and fire-related hazards; recommends installation of firefighting facilities and fire alarm detection and extinguishing systems; assists in enforcing building and fire codes and pursuing legal prosecution of violators; prepares correspondence and written reports; recommends changes in building and fire codes to the Building Official or Deputy Fire Marshal; assists in planning fire protection programs; assists in training of personnel assigned to fire prevention; 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 with specialization in fire protection engineering or a closely related field (**proof required**)*.

AND

- Two years of paid, full-time equivalent, professional engineering experience in fire protection and building plan review, code enforcement or a closely related field. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant’s name or other identifying characteristic on the form. Degree 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 equivalency at the time of filing.**

ADDITIONAL REQUIREMENTS:

- Knowledge of California Fire Code, California Building Code, National Fire Protection Association Code, California Administrative Code, and related standards.
- Willingness to work weekends, nights, holidays, and overtime as required.
- A valid motor vehicle operator's license and a current DMV driving record must be presented to the hiring department at time of selection.

DESIRABLE QUALIFICATIONS:

ICC Certification as a Fire Plans Examiner, Fire Inspector I and II and/or certification of completion in any of the following coursework: California State Fire Marshal Fire Prevention/Inspector classes (1A, 1B, 1C and 1D) are highly desirable and may be required within one year of appointment.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements 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 will be established periodically.

The continuous eligible list will expire in six months.

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

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Job Title	SENIOR STRUCTURAL ENGINEER
Closing Date/Time	Continuous
Salary	\$3,959.52 to \$5,393.12 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 October 29, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are with Development Services. Another department that uses this classification is the Long Beach Harbor.

EXAMPLES OF DUTIES:

Under direction, supervises and coordinates the work of a structural engineering section; provides technical and managerial direction in structural engineering reviews; provides and coordinates structural engineering staff-advisory service; formulates and coordinates work assignments relating to the field building staff, architectural and structural plan development; consults with engineers, architects, contractors, and public officials with reference to structural engineering requirements and problems; directs the preparation of special studies, reports and presentations; participates in the work of subordinates; performs complex structural design and specialized technical inspection of building projects or structural building plan review for code compliance; approves engineering materials and supplies; provides specialized structural engineering support to other departments; coordinates specialized structural work of consultants; may work on complex marine structures such as wharfs, bridges, conveyors and cranes if assigned to the Harbor Department; may act as an assistant to the Division head; may assume the duties of the Division head when necessary; supervises, trains and evaluates assigned professional and technical staff and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet both requirements A and B in order to qualify for position:

- A.** Proof of current registration as a Civil Engineer (PE) and Structural Engineer (SE) in the State of California* **(proof required*)**.

AND

- B.** A minimum of five years paid, full-time equivalent of experience with responsibility for preparation or review and approval of standards, designs and cost estimates of structural engineering and civil engineering projects is required and must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering **(proof of degree required*)** or after passing the E.I.T. **(proof of E.I.T. certification required*)** examination in the field of civil engineering.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree 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 equivalency at the time of filing.**

ADDITIONAL REQUIREMENTS:

- Willingness to work weekends, nights, holidays and overtime as required.
- A valid driver’s license and a current DMV driving record must be presented to the hiring department at time of selection.

DESIRABLE QUALIFICATIONS:

Advanced degree in Civil Engineering or Structural Engineering. Plans Examiner Certificate – International Code Council. Familiarity with computer applications in structural engineering analysis and design such as SAP2000, ETABS, STAAD.Pro; experience with Primavera, MS Project or other scheduling programs. Previous supervisory experience of engineering staff preferred.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements 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 will be established periodically.

The eligible list will remain in effect for at least six months.

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

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