

Job Title	ADMINISTRATIVE ANALYST
Closing Date/Time	Continuous
Salary	\$5, 076.00 – \$8,673.00 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 February 1, 2019. Filling will remain open until vacancies are filled. Filling may close without further notice.

As of February 2019, current vacancies are in the following departments: Airport; Disaster Preparedness & Emergency Communications; Financial Management; Fire; Harbor; Health & Human Services; Human Resources; Library; Parks, Recreation & Marine; Police; Public Works; and Water. (This list is subject to updates as filing of applications is continuous.)

This classification is utilized city-wide and vacancies may occur in the future.

EXAMPLES OF DUTIES: Under general direction, assists departmental management with a wide variety of administrative responsibilities, and performs increasingly complex and responsible duties of the classification; independently develops and implements analytical studies and develops, compiles, and interprets statistical data; develops conclusions and makes recommendations; interprets complex written information; prepares detailed and comprehensive written reports; assists departmental management in the preparation and control of the annual budget, and the selection, training, and evaluation of employees; develops and implements procedures for improving organizational effectiveness; develops measures for evaluating departmental accomplishments; develops proposals and forecasts; makes oral presentations; utilizes mainframe and personal computer applications; may assist in the marketing of services; may assist in the development and administration of leases, permits, contracts and/or grants; may supervise subordinate personnel; may serve on interdepartmental committees; within the Budget Management Bureau of the Financial Management Department or the Department of Human Resources, may assist in the development of management strategies on labor relations and/or collective bargaining including the collection and analysis of budget and revenue forecasting data necessary for labor negotiations; may assist with conducting administrative investigations; may interpret and apply federal and state regulations, memoranda of understanding and city policies and procedures; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet Requirements A **OR** B:

A. A Bachelor's degree from an accredited U.S college or university (**proof required**)* AND two (2) years of full-time paid professional experience as an Assistant Administrative Analyst or equivalent position offering specific and substantial preparation for the duties of the position. A Master's Degree in Business or Public Administration, or a closely related field, from an accredited U.S. college or university may be substituted for up to one year of the required professional experience (**proof required**)*.

OR

B. Current City of Long Beach employees may substitute a combination of education (**proof required**)*, paid, full-time equivalent technical or paraprofessional experience offering specific and substantial preparation for the duties of the position for the required education on a year-for-year basis totaling six (6) years. At least two (2) out of the six (6) years must have been in a full-time paid professional experience as an Assistant Administrative Analyst or equivalent position offering specific and substantial preparation for the duties of the position.

***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; for more information click [HERE](#).**

Additional Requirements to File:

Candidates must have ability to effectively:

- Communicate both verbally and in writing;
- Operate personal computers including the use of the Internet, spreadsheet, database and word processing software;
- Comprehend and interpret complex written information;
- Research, organize, and analyze data from a variety of sources;
- Develop conclusions and make recommendations based upon evaluation of facts;
- Exercise initiative to complete assigned tasks;
- Perform mathematical computations; and
- Plan and organize work.

Some positions may require overtime, weekend and/or holiday hours. Positions in the Police Department require the ability to pass a thorough background investigation.

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

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
On-line Multiple Choice Exam.....	Qualifying
Writing Skills Exercise.....	Qualifying

A minimum rating of 70 must be attained in each part of the examination. This is a continuous examination and the resulting eligible list will remain in effect for at least six months. Eligible lists may be established periodically. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

PLEASE NOTE: If candidates fail to meet the requirements, submit valid proofs or receive a passing exam score, candidates may reapply after 4 months (120 days) from their previous application and retake the exam only once during this 4-month period.

FINAL

DESIRABLE QUALIFICATIONS: Experience in: labor relations; budget/revenue analysis and forecasting; human resources; public financing and investment; grant management; recruitment; capital works projects/programs; labor compliance; and risk management. Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) for some positions interacting with the public.

If you have not received notification of the status of your application within four weeks of filing your application, 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.



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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J.O.B. EA8AN-19 CS/CP:AA 02/06/19

Administrative Analyst 2019

Recruitment Plan

Recruitment Strategy

- Governmentjobs.com
- Indeed.com
- Longbeach.gov
- E-blast
- Social Media (Twitter & Facebook)
- HTTV (Hometown Television)
- 24-hour jobline
- Jobs Available website

Filing Period

- Filing and accepting applications beginning February 1, 2019.
- Continuous filing applications.
 - Filing will remain open until vacancies are closed.
 - Filing may close without further notice.

Job Title	FIRE CAPTAIN
Closing Date/Time	Fri 3/1/18 4:30 PM Pacific Time
Salary	\$3,699.52 to \$4,598.24 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Fire Department - (CL)

Pre-posted beginning February 6, 2019 through February 14, 2019. Accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., February 15, 2019 through 4:30 p.m., March 1, 2019.

PROMOTIONAL OPPORTUNITY:

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including 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 direction, commands a fire fighting company and fire station during an assigned shift; analyzes emergency situations and incidents and performs the role of Incident Commander until the arrival of a higher ranking officer; supervises, directs, and evaluates assigned personnel in a fire station or a specialized 40-hour staff position, managing a specific program area in the Fire Department; writes staff reports and other correspondence using a personal computer requiring a knowledge of various computer programs; may be assigned to serve in an administrative assignment; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet all of the following requirements by close of filing, March 1, 2019:

- A) Six years of service as a Fire Recruit, Firefighter, Fire Engineer, Fireboat Operator, Firefighter/Paramedic, or any combination of these classifications in the Long Beach Fire Department;**

B) California State Fire Officer certification, from the Office of the State Fire Marshal (proof required)*

****If Fire Officer certification has not yet been received from the state, candidates may submit completion of the current Company Officer Coursework, which includes (proof required)* Refer to LBFD Training Memorandum for more information:**

- Company Officer 2A: Human Resource Management
- Company Officer 2B: General Administrative Functions
- Company Officer 2C: Fire Inspections and Investigations
- Company Officer 2D: All Risks Command Operations
- Company Officer 2E: Wildland Incident Operations
- Instructor I: Instructor Methodology (from Instructor I track)

C) Opened CICC Engine Boss Task Book. (Qualified Engine Boss Task book will be verified by the Director of Training during time of filing.)

AND

D) successful completion of S-290 Intermediate Wildland Fire Behavior (online only) (proof required)*

***Required documents must be uploaded to the online application at time of filing.**

DESIRABLE QUALIFICATIONS: Possession of an Associate of Arts or Science degree in Fire Science, Public Fire Administration, Fire Engineering, Public Administration, or other related field.

EXAMINATION WEIGHTS

Application, Structured Resume, and Supplemental Application	Qualifying
Occupational Written Exam.....	20%
Job Simulation Exercise.....	20%
Emergency Scene Simulation and Mini Tactical Exercises.....	40%
Appraisal Interview.....	20%

The occupational written test is tentatively scheduled for March 6, 2019. If you have not received notification by March 1, 2019, contact the Civil Service Department at (562) 570-6202.

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FIRE CAPTAIN

Recruitment Plan 2019

Recruitment Strategy

- **Governmentjobs.com**
- **Longbeach.gov**
- **E-blast**
- **Social Media (Twitter & Facebook)**
- **HTTV (Hometown television)**
- **24-hour jobline**

Filing Period

- **Promotional opportunity for internal Fire Department candidates only. Pre-post for one week and post for two weeks.**

Job Title **PARKING CONTROL SUPERVISOR**
Closing Date/Time Fri. 2/15/19 4:30 PM Pacific Time
Salary \$1,958.56 to \$2,662.96 Biweekly
Job Type Classified - Full-Time, Permanent
Location Long Beach, California
Department Public Works - (CL)

Apply online 24 hours a day, beginning January 28, 2019 through 4:30 p.m., February 15, 2018, 2019.

PROMOTIONAL OPPORTUNITY:

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including non-career employees, are not eligible for this job opportunity. (This sentence should be revisited; some positions (e.g., Clerk Supervisor and Administrative Aide) allow unclassified City Employees to apply but those candidates do not receive any seniority credit.)

In accordance with Article III, Section 14 of the Civil Service Rules and Regulations, Seniority Credit 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 direction, plans, schedules, assigns, coordinates and supervises the work of Parking Control Checkers and Special Services Officers in the Environmental Services Bureau; selects, trains, and evaluates personnel; sets work standards; accurately maintains inventories, schedules, files, and other records; orders equipment and supplies; monitors equipment maintenance; enforces safety rules and regulations; prepares concise, accurate and complete reports on work performed; tactfully and effectively interacts with the public; appears in court to testify against parking violators; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Open to current City employees who have a total of two or more years of seniority in the classification(s) of Parking Control Checker, Motor Sweeper Operator and/or Special Services Officer in the Public Works Department.

- Ability to effectively supervise others, communicate effectively, and exercise tact, judgment and patience with employees and the general public.

Successfully pass a thorough police background investigation which includes polygraph and psychological examination. The investigation will cover information regarding relatives, references, acquaintances, educational background, residential history, employment history, DMV record, criminal history, military service records, financial status, legal history, drug use and related areas.

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

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Appraisal Interview.....100%

(Appraisal Interview may include a writing exercise)

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

The Appraisal Interview is tentatively scheduled for February 21, 2019. If you do not receive notification by February 15, 2019, 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 positions interacting with the public.



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PARKING CONTROL SUPERVISOR 2019
Recruitment Plan

Recruitment Strategy

- Governmentjobs.com
- Longbeach.gov
- E-blast
- Social Media (Twitter & Facebook)
- 24-hour jobline

Filing Period

- Promotional opportunity with a 2 week filing period.

Job Title **REFUSE FIELD INVESTIGATOR**
Closing Date/Time Fri. 09/07/18 4:30 PM Pacific Time
Salary \$1,742.64 to \$2,360.16 Biweekly
Job Type Classified - Full-Time, Permanent
Location Long Beach, California
Department Public Works - (CL)

Accepting online applications only. Apply 24 hours a day, beginning August 20, 2018 through 4:30 p.m., September 7, 2018.

PROMOTIONAL OPPORTUNITY:

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including non-career employees, are not eligible for this job opportunity.

In accordance with Article III, Section 14 of the Civil Service Rules and Regulations, Seniority Credit 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, performs field inspection to determine the source and quantities of residential or commercial rubbish being generated; assists in the establishment and maintenance of commercial refuse collection account records; ensures that sections of the Municipal Code pertaining to rubbish collection, service charges, size, content and placement of containers are enforced; files charges and appears in court; informs residents and commercial establishments of appropriate rubbish charges; investigates and handles complaints; trains new employees; provides the collection force with on-the-job instructions on safe work practices, proper work procedures and equipment operation and care; ensures work areas comply with California Industrial Safety Orders; may assume the duties of the Refuse Supervisor in his/her absence; maintains records and prepares reports; recommends and implements new collection systems to improve efficiency; updates City's Customer Information System to reflect any changes to accounts; utilizes department Mobile Workforce Management System to initiate or complete work orders as needed; and performs other related duties as required.

REQUIREMENTS TO FILE: Candidates must meet the following:

- Open to current City employees who have served in the Environmental Services Bureau of the Public Works Department with a total of two or more years in the following classification(s): Refuse Operator, Motor Sweeper Operator, Maintenance Assistant, Clerk Typist, Customer Service Representative, Customer Service Supervisor, Parking Control Checker, or Special Services Officer. **Candidates must meet this requirement by December 31, 2018.**
- Knowledge of:
 - refuse collection practices and procedures,
 - relevant State and municipal codes and ordinances,
 - operation and care of refuse equipment,
 - household and commercial refuse content and composition.
- Ability to:
 - effectively communicate orally with the general public,
 - train and instruct subordinate personnel,
 - perform basic arithmetic computations,
 - write legibly,
 - interpret computerized refuse collection account records, judge and measure refuse volume.
- Willingness to work weekends, overtime, and holidays as required.
- A valid driver's license (Class A, B, or C) is required by the hiring department; and a valid Class B license will be required within six months of appointment.

EXAMINATION WEIGHTS:

Application Packet	Qualifying
Occupational Written Test.....	50%
Appraisal Interview.....	50%

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

The Written Examination is tentatively scheduled for the week of September 17, 2018. If you do not receive notification by September 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.

UPDATED 1/25/19



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