

Job Title	COMBINATION BUILDING INSPECTOR
Closing Date/Time	Continuous
Salary	\$2349.68 to \$3190.40 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 April 5, 2019. 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.

Development Services – Building and Safety Bureau positions: Combination Building Inspectors in the Building and Safety Bureau are responsible for ensuring the safety and general welfare of the public by enforcing adherence to applicable state and local building code standards throughout all aspects of primarily single family dwelling development; this includes providing necessary technical guidance to contractors and the general public to ensure adherence to building codes from site preparation up to and including issuance of a certificate of occupancy. For more information regarding these positions, [click HERE](#).

Development Services – Code Enforcement Bureau positions: Combination Building Inspectors in the Code Enforcement Bureau are responsible for all aspects of investigation of municipal property or building code violations for all properties within the City of Long Beach from inception of the complaint through violation resolution; this includes technical support required for administrative or physical remedy up to and including adjudication in administrative hearings or the court system. For more information regarding these positions, [click HERE](#).

Fire Department – Fire Prevention Bureau positions: Combination Building Inspectors in the Fire Prevention Bureau conduct inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits, and general compliance with fire prevention laws and standards; take appropriate measures to promote and enforce full compliance with fire prevention codes, ordinances, laws, and regulations. This position serves as a lead for the Combination Building Aide positions in Fire.

EXAMPLES OF DUTIES:

Under general supervision, reviews, plans, and inspects existing and new building construction, plumbing, electrical, and mechanical installations on single and multi-family dwellings and minor commercial and industrial buildings to ensure compliance with State and Municipal code requirements pertaining to building construction, zoning, fire prevention, housing-related health codes, housing rehabilitation, property maintenance, etc.; assists in making inspections of complex or very large building or facilities; orders changes in structural, plumbing, mechanical, electrical, and related features to meet code requirements; obtains evidence and compiles data for legal proceedings involving code violations; advises builders, property owners, and the general public as to code requirements and interpretation of regulations; investigates complaints involving suspected code violations; enters inspection data and uploads pictures into the INFOR/Hansen land management system; keeps records and prepares reports; and, performs other related duties as required.

REQUIREMENTS TO FILE:

A current certification as a California Residential or California Commercial Building Inspector, or California Residential or California Commercial Plumbing, Mechanical, or Electrical Inspector from the International Code Council (ICC) and/or other nationally recognize certification agencies **(proof required*) AND ability to qualify under option A, B, or C are required:**

A. Four or more years of paid (full-time equivalent) experience performing or inspecting work in multiple phases of construction in one or a combination of the following trades: carpentry, plumbing, mechanical, or electrical, under the supervision of a journey-level worker.

OR

B. Two years of paid (full-time equivalent) experience at the level of Combination Building Inspector Aide or other similar inspection work involving inspection of building, plumbing, mechanical, or electrical installations in single-family dwellings and minor commercial and industrial buildings for compliance with building codes. An Inspection Technology Certificate from a recognized college, university, or trade school may be substituted for one year of experience **(proof required*)**.

OR

C. Completion of an apprenticeship in any one of the following building trades: carpentry, plumbing, electrical, or mechanical work **(proof required*)**.

Candidates who are interested in working for the Fire Department must also possess the following:

A. California State Fire Marshal Fire Prevention 1A, 1B, and 1C certificates **(proof required*)**.

OR

B. California State Fire Marshal Fire Inspector 1A, 1B, 1C, and 1D certificates **(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:

- Ability to:
 - communicate effectively both verbally and in writing with employees, the public, and members of various organizations and outside agencies;
 - work effectively with persons of diverse ethnic, social and economic backgrounds;
 - perform routine arithmetic calculations;
 - occasionally work evenings, weekends and holidays;
 - use personal computers and other electronic devices to enter, retrieve, and update inspection data and permit information, send and receive emails, and take and upload photos.
- A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection.

DESIRABLE QUALIFICATIONS:

A current California Combination Building Inspector certification issued by International Code Council (ICC).

For vacancies in code enforcement only: any certifications issued by the California Association of Code Enforcement Officer (CACEO) and/or certificate of completion of the Arrest component of the PC832 coursework through POST.

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.

Eligible lists will expire after 6 months of being established, unless extended.

If you have not received notification within three weeks after filing, 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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FINAL DRAFT

Job Title	OFFICE SYSTEMS ANALYST (Vacancy in Information Management Division Business Analysis)
Closing Date/Time	CONTINUOUS
Salary	\$2,856.24 – \$4,534.48 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning April 12, 2019. Filing will remain open until vacancies are filled. Filing may close without further notice.

VACANCY INFORMATION

The Port of Long Beach is one of the world's busiest seaports and is a leading gateway for international trade. Credited with moving \$180 billion in trade, the Port is the second busiest container port in North America and serves as a critical hub for international commerce and is a major transportation center.

Under limited supervision, the Business Analyst (the Office Systems Analyst) for the Port of Long Beach, (Harbor Department for the City of Long Beach) is a member of the Business Analyst Team in the Information Management Division, serves as a liaison between the division and the Port's business divisions, completes business cases in support of department projects, participates in or facilitates business process modeling and research efforts, acts as an internal consultant, prepares business case studies, writes and reviews project documents and leads process improvement efforts. Please click [HERE](#) for more information on the Port's vacancy.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

A. Bachelor's degree from an accredited college or university (**proof required**)*.

NOTE: 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.

B. Two years paid, (full-time equivalent) of experience managing large information technology projects or managing and maintaining large, complex business systems.

Additional Requirements to File:

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

***Required documents, such as transcripts, 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.**

DESIRABLE QUALIFICATIONS: Ability to work under pressure and tight deadlines; Ability to manage numerous diverse projects and priorities simultaneously. Project Management Professional (PMP), Documentum certifications and training, Certified ScrumMaster (CSM), and Information Technology Infrastructure Library (ITIL) Foundation certifications are desirable.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

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

This is a continuous eligible list, which means all applicants meeting the minimum requirements to file will 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. The continuous eligible list will expire in six months.

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ND4AN-19 SV/OSA

4/10/19

Job Title	OFFICE SYSTEMS ANALYST (Vacancy in Security Division)
Closing Date/Time	CONTINUOUS
Salary	\$2,856.24 – \$4,534.48 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

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VACANCY INFORMATION

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Under limited supervision, the Office Systems Analyst for the Port of Long Beach, (Harbor Department for the City of Long Beach) is a member of the Security Division, serves as a Security Technology Project Manager. For more information on the Port's vacancy, click [HERE](#).

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

- A. Bachelor's degree from an accredited college or university (**proof required**).*

NOTE: 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.

- B. Two years paid, (full-time equivalent) of experience managing large information technology projects or managing and maintaining large, complex business systems.

Additional Requirements to File

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays

FINAL DRAFT

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

***Required documents, such as transcripts, 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.**

DESIRABLE QUALIFICATIONS: Ability to work under pressure and tight deadlines; Ability to manage numerous diverse projects and priorities simultaneously; Project Management Professional (PMP), Certified Protection Professional (CPP), or other similar certifications; Ability to obtain and maintain a SECRET security clearance from the Department of Homeland Security; Familiarity with video management, access control, or other similar systems.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process. Applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

This is a continuous eligible list, which will expire in six months, but may be extended. All applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

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FINAL DRAFT

Job Title	OFFICE SYSTEMS ANALYST (Vacancy in Information Management Division Network Operations Center)
Closing Date/Time	CONTINUOUS
Salary	\$2,856.24 – \$4,534.48 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

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VACANCY INFORMATION

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Under limited supervision, the Systems Engineer (Office Systems Analyst) for the Port of Long Beach, (Harbor Department for the City of Long Beach), is a member of the Network Operations Center (NOC) team supporting the entire computing environment for the Port. This position is an integral part of the Information Management Division within the Port and will provide support in all areas of the Port's datacenters, systems, applications, and servers. Please click [HERE](#) for more information on the Port's vacancy.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

A. Bachelor's degree from an accredited college or university in Computer Science, Computer or Management Information Systems or a closely related field (**proof required**)*.

NOTE: 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.

B. Two years paid, (full-time equivalent) of experience in Systems Engineering managing and maintaining large, complex server, virtual, email, and storage infrastructures or managing large information technology projects.

Additional Requirements to File

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

***Required documents, such as transcripts, 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.**

DESIRABLE QUALIFICATIONS: Microsoft Certified Solutions Expert (MCSE), Microsoft Certified Solutions Associate (MCSA), and Information Technology Infrastructure Library (ITIL) Foundation are desirable.

EXAMINATION WEIGHTS:

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FINAL DRAFT

Job Title	OFFICE SYSTEMS ANALYST (Vacancy in Information Management Division Cybersecurity)
Closing Date/Time	CONTINUOUS
Salary	\$2,856.24 – \$4,534.48 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

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Under limited supervision, the Systems and Cybersecurity Engineer (Office Systems Analyst) for the Port of Long Beach, (Harbor Department for the City of Long Beach), is a member of the Information Cybersecurity team within the Information Management Division. This position is an integral part of the Information Management Division within the Port and will be responsible for the cybersecurity architecture, design, engineering processes, and procedures, as well as support for the Server, SAN, and Network environment. Please click [HERE](#) for more information on the Port's vacancy.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

A. Bachelor's degree from an accredited college or university in Computer Science, Computer or Management Information Systems or a closely related field (**proof required**)*.

NOTE: 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.

B. Two years paid, (full-time equivalent) of experience designing cybersecurity architecture, managing cybersecurity systems and infrastructure, or managing large cybersecurity projects.

Additional Requirements to File

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

***Required documents, such as transcripts, 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.**

DESIRABLE QUALIFICATIONS: Strong knowledge of cybersecurity frameworks; Certified Information Systems Security Professional (CISSP); Global Information Assurance Certification Security Essentials (GSEC); CompTIA Advanced Security Practitioner (CASP+); Cisco Certified Internetwork Expert (CCIE) Security; Cisco Certified Network Associate (CCNA); Must be able to handle confidential information with complete discretion and use a high degree of tact and diplomacy in dealing with sensitive and confidential situations.

EXAMINATION WEIGHTS:

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Under limited supervision, the Cybersecurity Analyst (Office Systems Analyst) for the Port of Long Beach, (Harbor Department for the City of Long Beach), is a member of the Information Cybersecurity team within the Information Management Division. This person will be responsible for cybersecurity engineering processes and procedures, assisting with cybersecurity architecture, design, requirements validation and verification, and handling the day-to-day duties of the cybersecurity infrastructure. Please click [HERE](#) for more information on the Port's vacancy.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

- A. Bachelor's degree from an accredited college/or university in Computer Science, Computer or Management Information Systems or a closely related field (**proof required**)*.**

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.

AND

- B. Two years paid, (full-time equivalent) of experience designing cybersecurity architecture, managing cybersecurity systems and infrastructure, or managing large scale cybersecurity projects.**

Additional Requirements to File

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

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DESIRABLE QUALIFICATIONS: Strong knowledge of cybersecurity frameworks; Certified Information Systems Security Professional (CISSP); Global Information Assurance Certification Security Essentials (GSEC); CompTIA Advanced Security Practitioner (CASP+); Cisco Certified Internetwork Expert (CCIE) Security; Cisco Certified Network Associate (CCNA); Must be able to handle confidential information with complete discretion and use a high degree of tact and diplomacy in dealing with sensitive and confidential situations.

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