

FINAL

Job Title	AQUATICS SUPERVISOR
Closing Date/Time	Fri. 7/5/2019 4:30 PM Pacific Time
Salary	\$1,958.56 – \$3,173.84 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Park, Recreation & Marine – (CL)

Accepting online applications only. Apply online 24 hours a day beginning at 1:00 p.m., June 10, 2019 through 4:30 p.m., July 5, 2019.

EXAMPLES OF DUTIES: Under direction, manages one or more aquatics facilities and/or aquatics camps and comprehensive programs; prepares and manages a designated portion of the budget; selects, trains, evaluates, schedules, and supervises subordinate personnel; supervises the collection and accounting of daily cash receipts; monitors pool and equipment maintenance; maintains a current Lifeguard/Instructor Procedural Manual; develops, implements, and administers policies, programs, procedures, fees, and schedules for aquatic activities, services, and facilities; may oversee computerized aquatic reservation and class registration; prepares and presents oral and written reports; maintains an inventory of materials and supplies; coordinates activities and facilities with other City departments and outside organizations; ensures that assigned facilities are in compliance with government, health, safety, and occupational standards; performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet **A, B, C, and D.**

- A. Bachelor's degree from an accredited college or university with major coursework in recreation, physical education, or a related field **(proof required)***.
- B. Two years of paid, full-time equivalent experience working with aquatics programs and/or aquatics facilities of which one year of experience must have been in a lead or supervisory capacity.

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.

C. All of the following professional certifications are required:

- American Red Cross Water Safety Instructor **(proof required)***;
- Lifeguarding Instructor **(proof required)***;
- California First Aid for Public Safety Personnel Instructor **(proof required)***; and
- Lifeguarding, First Aid, CPR/AED, California First Aid for Public Safety Personnel **(proof required)***.

D. At least one of the following two certifications are also required:

- Certified Pool Operator (CPO) **(proof required)***; and/or
- Aquatic Facility Operator (AFO) **(proof required)***.

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***Transcripts and degrees 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 the field of study and degree conferred date. Applicants who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing. Transcripts, degrees, and proofs of educational equivalency not submitted at the time of filing will not accepted.**

Additional Requirements to File:

- Willingness to work an irregular schedule, including nights, weekends and holidays.
- A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of selection.

Ability to:

- Deal effectively and tactfully with the public.
- Effectively communicate orally and in writing.

EXAMINATION WEIGHT:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process. Applications will be 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, with applicants receiving Veteran's Credit being 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.

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.

An Equal Opportunity Employer

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Job Title **POLICE LIEUTENANT**
 Closing Date/Time: **July 8, 2019, 4:30 PM**
 Salary **\$4,472.32 – \$5,703.04 Biweekly**
 Job Type **Classified - Full-Time, Permanent**
 Location **Long Beach, California**
 Department **POLICE DEPARTMENT - (CL)**

Accepting online applications only. Apply online 24 hours a day, beginning June 21, 2019 through 11:59 p.m., July 8, 2019.

THIS IS PROMOTIONAL OPPORTUNITY.

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.

PLEASE NOTE: Questions regarding the examination process will be addressed by CPS HR Consulting only during the scheduled candidate orientation sessions. Dates are listed below.

Candidate Orientation Dates:

- **July 8, 2019 at 5PM at Emergency Communications and Operations Center**
- **August 1, 2019 at 8AM at Emergency Communications and Operations Center**

Candidate orientation will provide information to help candidates in preparing for the Police Lieutenant Promotional Process. Attendance is not required; however, candidates are encouraged to attend one of the orientation sessions. We anticipate each session lasting approximately 1.5 hours.

Candidates must read additional information regarding the 2019 Police Lieutenant examination process using the links below.

2019 Police Lieutenant Tentative Exam Schedule

2019 Police Lieutenant Exam Reading List

EXAMPLES OF DUTIES: Under direction, commands or assists in the command of a functional unit or unit watch of the Police Department; directs, supervises, inspects and coordinates the activities of all law enforcement and assigned personnel in a functional or specialized unit or unit watch of the Police Department; coordinates the activities of regular and special police training programs, including safety and the use of emergency vehicles; enforces rules and regulations and general orders; recommends and carries out disciplinary actions; conducts traffic, crime and other special surveys and investigations and prepares comprehensive reports; confers with commanding officers and acts for them in their absence; and performs other related duties as required.

REQUIREMENTS TO FILE:

- **Open to current classified Police Sergeants in the Long Beach Police Department (LBPD) with two (2) years of permanent service* as a Police Sergeant prior to July 8, 2019.**

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*Note: In accordance with Article VII, Section 102 of the Civil Service Rules and Regulations, a resigned employee severs all previously accrued Civil Service seniority and status.

A valid motor vehicle operator's license will be required at time of appointment.

PLEASE NOTE: No proof of documents or attachments are required with the application.

Additional Requirements to File:

- Possess interpersonal skills;
- Knowledge of administrative tasks;
- Knowledge of policies, procedures, and recommendations;
- Knowledge of supervision and personnel management;
- Technical knowledge;
- Ability to adapt and be flexible;
- Ability to lead and supervise;
- Ability to communicate orally;
- Ability to plan and organize;
- Ability to problem-solve and make decisions;
- Ability to present a professional demeanor;
- Ability to communicate through writing.

EXAMINATION PHASES AND WEIGHTS:

Completed ApplicationQualifying
*Assessment Center.....80%

- Tactical Exercise
- Oral Interview

* A written follow-up component will be included as part of the tactical exercise.

Assessment of Promotability.....20%

- The Assessment of Promotability will consist of a take home written exercise, and a follow up oral exercise which will be administered during the Assessment Center. Written communication will not be scored as part of the take-home written exercise, and oral communication will not be scored as part of the oral exercise. The instructions for the take home written exercise will be sent to your governmentjobs.com account on **July 8, 2019**. All questions regarding this exercise will be answered at candidate orientation.

Candidates must achieve a minimum overall score of 70 to be placed on the eligible list.

The Assessment Center and Assessment of Promotability Oral Exercise is tentatively scheduled for the week of September 16, 2019 at the City of Long Beach's Emergency Communications and Operations Center.

If you have not received notification by July 26, 2019, contact the Civil Service Department at (562) 570-6202.

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