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| Job Title | LABORATORY ANALYST |
| Closing Date/Time | January 10, 2020, 4:30 p.m. |
| Salary | \$1,911.68 – \$3,336.64 Biweekly |
| Job Type | Classified - Full-Time, Permanent |
| Location | Long Beach, California |
| Department | Water Department |

Accepting online applications only. Apply online, 24 hours a day, beginning on December 13, 2019 through 4:30 p.m. January 10, 2020.

VACANCY INFORMATION: The current opening is a Laboratory Analyst II and/or III in the Water Department's Drinking Water Laboratory for a metals/inorganic analyst.

EXAMPLES OF DUTIES:

Under general direction, performs assignments while maintaining and evaluating water quality control parameters in the testing and analyzing of constituents; develops and maintains laboratory Quality Assurance/ Quality Control (QA/QC) program to ensure data and resulting decisions are technically sound, valid and updated; interprets and evaluates water quality data for Quality Assurance/Quality Control (QA/QC) compliance; performs peer review of analytical data and reporting of results; assigns and reviews the work of subordinate personnel; utilizes Laboratory Information Management System (LIMS) for data reporting and storage; prepares and presents written reports for state and federal regulatory agencies; performs chemical and bacteriological analyses of potable water and other environmental samples for water quality assessment and evaluation; researches, selects, adapts, and/or develops new methods and techniques for conducting tests and analyses as required by Standard Methods, and the Environmental Protection Agency (EPA) to ensure compliance with the drinking water monitoring requirements; operates and maintains inductively coupled plasma mass spectrometer (ICPMS), ion chromatograph (IC), atomic absorption spectrophotometers (AA), and gas chromatograph/mass spectrometer (GCMS), and report data with the necessary quality controls for precision and accuracy; performs microscopic examination of water samples for identification of algae and protozoa; measures pH, conductivity, turbidity and color; measures fluoride, nitrite and ammonia using ion-specific electrodes; analyzes annual performance evaluation tests to maintain laboratory State certification for metals, organic, microbiological and general/physical parameters in drinking and wastewater matrices; maintains all equipment in clean and operational condition; prepares calibration standards, reagents and working solutions for analyses; maintains laboratory instrumentation and test equipment through troubleshooting and preventative maintenance; maintains test records and files; may drive City vehicles to collect water samples from City-wide sources for testing; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Bachelor's degree, from an accredited college or university, in Chemistry, Biology, Microbiology or a closely related field (**proof required**) *

OR

- Technical potable water or wastewater laboratory experience offering specific and substantial preparation for the duties of the position may be substituted for up to two years of the required

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education on a year-for-year basis **(proof required) ***

Additional Requirements to File:

- Ability to:
 - Input data into spreadsheets, databases, and Laboratory Information Management System.
 - Safely operate and maintain instruments and equipment, including ICPMS, IC, atomic absorption spectrophotometers, balances, and microscopes.
 - Perform chemical and bacteriological analysis of water samples.
 - Develop scientific conclusions.

A valid motor vehicle operator’s 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 and transcripts must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant’s name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

DESIRABLE QUALIFICATIONS: Three years of experience in an environmental or water quality laboratory working with wastewater and potable water samples using ICPMS, ICs, and AAs.

SELECTION PROCEDURE:

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.

If you have not received notification of the status of your application by January 24, 2020, please contact the Civil Service Department at (562) 570-6202.



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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|-------------------|--------------------------------------|
| Job Title | LIBRARY ASSISTANT |
| Closing Date/Time | Fri. 12/30/2019 4:30 PM Pacific Time |
| Salary | \$1,637.04 - \$2,232.32 Biweekly |
| Job Type | Classified - Full-Time, Permanent |
| Location | Long Beach, California |
| Department | Library Services – (CL) |

Accepting online applications only. Apply online 24 hours a day beginning on December 13, 2019 through 4:30 p.m., December 30, 2019.

EXAMPLES OF DUTIES: Assists Librarians in the development of and may conduct library programming, including story time, book clubs, offsite literacy programs, technology workshops, and other special library events; arranges exhibits, displays, supplies, and work areas each day and requests additional supplies as necessary; assists patrons with ready reference support, general questions, and library services; provides basic technical support to patrons and staff in the use and operation of library equipment including, but not limited to, computers, printers, copiers, and microfilm; assists and makes recommendations to professional staff regarding the development and maintenance of library collections, including the withdrawal of materials, bibliographic control, copy cataloging, and making book and other library material recommendations; compiles information and develops reports and statistics regarding circulation, different library programs, and reference services, as well as other routine reports; assists professional staff in daily operations at branch libraries, the Main Library, or Automated Services Bureau; assists with maintaining good behavior and adherence to library use rules and policies; participates in workshops, conferences, and continuing education and may conduct training sessions to library staff to impart information; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

- A. Graduation from an accredited college with an Associate’s Degree with courses in Library Science, Computer Technology, English, or related fields.

OR

- B. Two years of paid, full-time equivalent experience performing clerical and technical library duties offering specific and substantial preparation for the duties of the classification.

AND

- C. A valid motor vehicle operator’s license may be required at the time of appointment.

AND

- D. Ability to work evenings, weekends, and holidays as needed.

***Required documents, such as transcripts, degrees, and/or certificates 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**

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colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

Additional Requirements to File:

Knowledge of:

- General principles of library services, including automated library systems;
- Library technical resources and basic troubleshooting;
- Presentation, word processing, and spreadsheet software.

Ability to:

- Guide patrons on accessing library services and library technology including printers, computer software, and smart devices;
- Communicate effectively with people from a broad spectrum of backgrounds;
- Deal tactfully and responsibly with City employees, the public, and others encountered in the course of work and to diffuse difficult situations in a professional manner;
- Operate a computer and standard business and web browser software;
- Prepare clear, concise, and comprehensive reports and other written correspondence;
- Multitask and adapt to changing schedules and assignments;
- Stand, walk, stoop and push/pull/lift up to 40 lbs.

EXAMINATION WEIGHTS:

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|---------------------------|------------|
| Application Packet..... | Qualifying |
| Multiple Choice Exam..... | 100% |

A minimum rating of 70 must be attained in each part of the examination in order to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test scores. The resulting eligible list will remain in effect for one year, but may be extended.

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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Job Title MARINE SAFETY OFFICER
Closing Date/Time Fri. 01/10/20 4:30 PM Pacific Time
Salary \$2,464.24 – \$3,019.84 Biweekly
Job Type Classified - Full-Time, Permanent
Location Long Beach, California
Department Fire – (CL)

DESCRIPTION: Accepting online applications only. Apply online 24 hours a day, beginning at December 13, 2019 through 4:30 p.m., January 10, 2020.

EXAMPLES OF DUTIES: Under general supervision, maintains surveillance of designated beaches and adjacent waterways, marinas, bays and harbor areas from an assigned lifeguard station, vehicle or as a crew member as signed to a rescue boat in protecting life and property within the City's jurisdiction; advises swimmers and patrons of hazardous conditions in the ocean and on landside; answers calls for help and performs rescues; identifies and reports beach, facility and ocean hazards; administers basic life support and when necessary, assists with advanced life support procedures; lectures and gives instruction on marine safety to schools and civic groups; makes recommendations to insure public safety; maintains and cleans lifeguard facilities and rescue equipment; maintains and reports on public safety signage; observes illegal activity and when appropriate warns, writes citations, makes arrests, writes reports and testifies in court regarding the enforcement of applicable City ordinances, marina rules and regulations and Chapter 5 of the State Harbors and Navigation Code; uses auxiliary equipment, i.e., rescue buoys, rescue boards, skin diving and SCUBA, swift water rescue, boat lines, pumps, lift bags, fire extinguishers, sophisticated navigation and radar equipment, and computers; reports and is a responder to marine fire incidents; conducts underwater search with scuba, recovery and salvage operations of persons, property and small boats; answers questions from visitors to the area; takes charge of lost persons; keeps and maintains activity logs; tallies beach attendance and makes written reports when necessary; supervises the activities of seasonal hourly lifeguards; operates motor vehicles, Personal Watercraft (PWC), Inflatable Rescue Boat (IRB), rescue boats and tows various utility trailers; attends and completes in-service training as assigned; maintains physical conditioning in addition to completing an annual 500 meter swim in 10 minutes or less; and performs other related duties as required.

REQUIREMENTS TO FILE:

- EMT Basic Certification (**proof required**)*;
- SCUBA Certification (**proof required**)*;
- One year of paid, fulltime equivalent experience as an open water lifeguard.

Ability to:

- Swim 500 meters in ten minutes or less in open water;
- Complete 40 hour LBFD Fire Fighting Training within 12 months of appointment;
- Complete LBFD Public Safety Diving certification within 12 months of appointment.

Willingness to work various scheduled shifts, evenings, weekend and holiday hours as needed.

A valid driver's license and a current DMV driving record will be required to the hiring department at

time of selection.

***Required documents, such as transcripts, certifications, and/or registrations, 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 the 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.**

DESIREABLE QUALIFICATIONS: Knowledge of Long Beach ocean areas and underwater technical equipment (i.e., sonar, remote operated vehicles, and video cameras); certification in other SCUBA levels beyond basic; completion of: Swiftwater Rescue courses; completion of California Penal Code 832 course; bilingual skills in Tagalog, Khmer, and Spanish are highly desired.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Performance Exam.....Qualifying

(Swim 500 meters in 10 minutes or less – wet suits not allowed)

Occupational Written Exam.....100%

Scope: Knowledge of beach and ocean rescue techniques, California boating laws, Long Beach Municipal Code, and skin and SCUBA diving. (See Study Resource List – MSO Exam.)

A minimum of 70 must be attained in order to pass. Certification by score bands will be considered based on an analysis of test scores.

Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

Performance Exam – Tentatively scheduled week of January 27, 2020 – January 31, 2020 (wet suits not allowed).

Occupational Written Exam – Tentatively scheduled week of February 10, 2020 – February 14, 2020.

If you have not received notification of the status of your application by February 6, 2020, please contact the Civil Service Department at (562) 570-6202.

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