



**Date:** April 1, 2020  
**To:** Civil Service Commission  
**From:** Sheree Valdoria, Personnel Analyst  
**Subject:** **Request for Provisional Appointment of Traffic Engineer – Paul Van Dyk**

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On February 26, 2020, the Civil Service Commission received correspondence from the Department of Public Works requesting the provisional appointment of Paul Van Dyk to the classification of Traffic Engineer in accordance to Article V, Section 43 of the Civil Service Rules and Regulations.

Article V, Section 43 states that “when no priority or eligible list exists for a classification, which has been requisitioned, and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointments to the classification.”

**The following information is presented for consideration:**

- The Department of Public Works, Transportation Engineering Division has two vacant Senior Traffic Engineer positions.
- Since March 8, 2019, there has been a recruitment for the Senior Traffic Engineer position. Twenty- nine (29) candidates have applied for this position and a total of fifteen (15) candidates were placed on eligible lists.
- However, the Division has been unable to fill the vacancies from the 2019 recruitment due to the specialized nature of this position in their Division and the size of the candidate pool.
- Consequently, the Department has decided to underfill one of the two vacant Senior Traffic Engineer positions with a Traffic Engineer position.
- The Department conducted an internal City recruitment considering the feeder classification of Traffic Engineering Associate. Currently, there are two incumbents in the Traffic Engineering Associate classification. The Department reached out to both employees and only Mr. Van Dyk expressed interest in the provisional appointment.
- Staff has reviewed Mr. Van Dyk’s application, verified his Traffic Engineer license, and determined that he has met the minimum requirements for the Traffic Engineer classification.

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- Staff has contacted Mr. Van Dyk to explain that his provisional appointment is temporary and he has no guarantee of permanent appointment into the position. Additionally, Mr. Van Dyk is aware that he must apply and compete in the Civil Service Examination process and be placed on the eligible list in order to be considered for the permanent position.
- Staff verified that the Civil Service Department received the requisition, PW 20-070 on February 6, 2020, to fill the provisional vacancy for Traffic Engineer.

**Recommendation:**

- Staff recommends approval of this provisional appointment in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Policy 1.02 of the Civil Service Policies and Procedures.
- Staff notified the Department of Public Works and Mr. Van Dyk that this request will be placed on the Civil Service Commission Agenda on April 1, 2020.



## Civil Service Department Request for Provisional Appointment Form

### PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

"When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission." (*Civil Service Rules and Regulations Section 43*)

"Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period." (*Civil Service Policy Section 1.02*)

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request Form.
  - Electronic version of the form is submitted to Human Resources for initial approval.
  - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
  - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
  - In creating your provisional bulletin, please reference past exam's recruitment bulletins and include the provisional disclaimer language\* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
  - Provisional appointee's application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
  - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

#### Human Resources Approval

Director or Designee:

A handwritten signature in blue ink, appearing to read "A. M. S.", is written over a horizontal line.

Date:

1/29/20

Effective Date: 10/10/2018

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE:** 01/27/2020

**DEPARTMENT:** Public Works

**POSITION:** TRAFFIC ENGINEER **REQUISITION NUMBER:** PW20-070

**TYPE OF PROVISIONAL REQUEST:** Provisional Appointment.

**NUMBER OF VACANCIES:** 1

**In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.**

Currently, the Transportation Engineering Division has three budgeted Senior Traffic Engineers, two of which are currently vacant. The current Senior Traffic Engineer recruitment has been open since March 8, 2019. The Division has been unable to fill the vacancies due to the specialized nature of the position and the size of the candidate pool. The Division requires additional staff at the level of Traffic Engineer or Senior Traffic Engineer who can perform professional level transportation engineering work. The Department has made a decision to underfill one of the two vacant Senior Traffic Engineers with a Traffic Engineer. The Department has identified a Transportation Engineering Associate II in the Transportation Engineering Division who meets the minimum requirements for Traffic Engineer. Paul Van Dyk, Traffic Engineering Associate II, is the sole Traffic Engineering Associate in the Division and the Department of Public Works and will be provisionally appointed to the Traffic Engineer position upon approval of the Civil Service Commission.

**RECRUITMENT PLAN/STRATEGY**

☐ Are you recruiting: ☒ Internal Candidates ☐ External Candidates ☐ Both

☐ How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.)

Not applicable.

☐ What is the length of your recruitment?

Not applicable.

☐ What exam process will be administered? (i.e. interview or other testing)

Interview by a panel comprised of the City Traffic Engineer and other subject matter experts.

☒ Did you include a provisional language disclaimer\* on your provisional recruitment bulletin?

(\*Disclaimer language to include in the beginning of your provisional bulletin: "This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.")

**In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste)**

See attached.



## Civil Service Department

### FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? ☐ YES ☐ NO

The date the vacancy occurred and circumstances surrounding vacancy. Click or tap here to enter text.

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. Click or tap here to enter text.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Click or tap here to enter text.

#### SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question. ☒ YES ☐ NO
- ☒ Include requisition number and date received by Civil Service: PW 20-070 ; received on 2/6/2020
- ☒ No existing promotional, priority or eligible list exists for this classification.
- ☒ If there is an eligible list, when does it expire? No Traffic Engineer eligible list
- ☒ Is any other department impacted? If yes, which department? No other department impacted
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.

Once the provisional appointee has been identified by the department, Civil Service will:

- ☒ Date initial provisional request was approved by Civil Service Commission: 2/26/2020
- ☒ Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee's application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED: 3/17/2020
- ☒ Provisional appointee(s) selected by the Department: Paul Van Dyk, Traffic Engineering Associate
- ☒ Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED: 3/25/2020
- ☒ Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)

- ☐ Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.
- ☐ Civil Service Analyst Verification (First and Last Name): Click or tap here to enter text.





**City of Long Beach**  
Working Together to Serve

## Memorandum

**Date:** March 4, 2020  
**To:** Civil Service Commission  
**From:** *Russ Ficker* Russ Ficker, Personnel Officer, Public Works  
**Subject:** PROVISIONAL APPOINTMENT OF TRAFFIC ENGINEER – PAUL VAN DYK

The Department of Public Works is requesting the provisional appointment of Paul Van Dyk to the classification of Traffic Engineer in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations.

Currently, the Transportation Engineering Division has three budgeted Senior Traffic Engineers, two of which are currently vacant. The current Senior Traffic Engineer recruitment has been open since March 8, 2019. The Division has been unable to fill the vacancies due to the specialized nature of the position and the size of the candidate pool. The Department has decided to underfill one of the two vacant Senior Traffic Engineers with a Traffic Engineer. The Department has identified Paul Van Dyk, a Transportation Engineering Associate II, in the Transportation Engineering Division who meets the minimum requirements for Traffic Engineer. Mr. Van Dyk is the sole Transportation Engineering Associate in the Department. Filling the vacancy on a provisional basis will provide additional full-time staff to address a need for additional staff at the level of Traffic Engineer or Senior Traffic Engineer who can perform professional level transportation engineering work. Approved requisition PW20-070 to fill the vacancy on a provisional basis is on file in the Civil Service Department.

Mr. Van Dyk was selected to fill this vacancy based on his experience and familiarity with ongoing projects in the Transportation and Mobility Bureau. Public Works contacted the only other Traffic Engineering Associate in the City, an employee at the Harbor Department. This employee indicated to Public Works that they were not interested in being considered for the provisional appointment.

Mr. Van Dyk meets the minimum requirements for the classification and understands the provisional appointment is temporary and has no guarantee of permanent appointment. He is aware that he must apply and compete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent appointment as a Traffic Engineer.

If you have any questions, please contact me at (562) 570-4686.

Human Resources Approval	
Director or Designee:	Date:
<i>Paul Van Dyk</i>	2/26/20

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## City of Long Beach Employment Opportunity

### **TRAFFIC ENGINEER - PROVISIONAL**

Job Number: PW20-070

**SALARY:** \$42.67 - \$58.08 Hourly

**OPENING DATE:** 02/05/20

**CLOSING DATE:** 02/19/20 11:59 PM

### **DESCRIPTION:**



The Department of Public Works, Transportation Engineering Division, is seeking candidates for a provisional Traffic Engineer opportunity. Interested candidates must meet the requirements to file listed under the minimum requirements heading. Pending Civil Service approval, the selected candidate will be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. The provisional employee must apply, compete, and obtain a reachable position on the Civil Service eligible list for Safety Specialist when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. Provisional appointments are valid through the establishment of a Civil Service eligible list.

Note: This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for

the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

### **EXAMPLES OF DUTIES:**

Under direction, may be assigned to supervise transportation planning, traffic engineering design or operations; investigates traffic sign placement, traffic volume, flow, control, safety, roadway characteristics, and parking usage; plans, organizes, and reviews studies and surveys, such as, current and future traffic flow, volume, parking requirements, speed limits, channelization, inventories and reports, and cost estimates for proposed projects to improve traffic flow, safety and parking; interacts with community groups and consultants to develop traffic improvements plans; prepares documents to program federal and state funded transportation projects; may design traffic signal systems, geometric patterns, and intelligent transportation systems; may supervise or act in a higher capacity; and performs other related duties as required.

### **REQUIREMENTS TO FILE:**

- Registration as a Professional Civil or Traffic Engineer in the State of California (proof required)\*;
- Equivalent to four (4) or more years full-time paid professional experience in traffic or transportation engineering involving primary responsibility for the improvement of street traffic flow and safety, which must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or a closely related field or after passing the E.I.T. examination (proof required)\*. A Master's Degree in Traffic or Transportation Engineering may be substituted for one year of the required experience (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**



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**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:

- Effectively communicate both orally and in writing;

A valid driver license and DMV record will be required by the hiring department.

### **DESIRABLE QUALIFICATIONS:**

- Experience using travel demand modeling software;
- Graduate work in Traffic or Transportation engineering;
- Membership in the Institute of Transportation Engineers.

### **SELECTION PROCEDURE:**

Interested candidates must complete an online application with responses to the supplemental application and attach their proof of civil or traffic engineer license, proof of education (if applicable), cover letter, and resume (in PDF format) by the close of filing on **Wednesday, February 19, 2020 at 11:59 PM**. Those candidates determined to be best suited for the position will be invited to participate in the selection process, which will include an interview by a selection panel and may include a performance exercise.

This information is available in an alternative format by request to the Department of Public Works, Personnel Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or contact the Personnel Division at (562) 570-4686.

**AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.**

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

411 W. Ocean Blvd., 5th Fl  
 Long Beach, CA 90802  
 (562) 570-4686

Position #PW20-070  
 TRAFFIC ENGINEER  
 RP

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### **TRAFFIC ENGINEER Supplemental Questionnaire**

- \* 1. **INSTRUCTIONS:** The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for qualifying candidates for advancement into the selection process. Do you understand these instructions?  
☐ Yes  
☐ No
- \* 2. This is a provisional job opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. I understand that if I am successful in the selection process, I may be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. I further understand that as a provisional employee, I must apply, compete, and obtain a reachable position on the Civil Service eligible list for Safety Specialist when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. If I am not selected to fill the position on a permanent basis, my provisional appointment will be terminated. If I am a city employee,

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and I hold permanent status in another classification, I understand I will be reinstated back to the position I held before the provisional appointment. I further understand that provisional appointments are valid through the establishment of a Civil Service eligible list. I acknowledge and understand all of the above regarding provisional appointments.

- ☐ Yes  
☐ No

- \* 3. **REQUIREMENTS TO FILE:** Do you possess registration as a Professional Civil or Traffic Engineer in the State of California (proof required)?  
☐ Yes  
☐ No
- \* 4. **REQUIREMENTS TO FILE:** Do you possess four or more years full-time, paid professional experience in traffic or transportation engineering involving primary responsibility for the improvement of street traffic flow and safety, which must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or a closely related field or after passing the E.I.T. examination (proof required)? A Master's Degree in Traffic or Transportation Engineering may be substituted for one year of the required experience (proof required).  
☐ Yes  
☐ No
- \* 5. Are you substituting a Master's Degree in Traffic or Transportation Engineering for one year of the required experience (proof required)\*?  
☐ Yes  
☐ No
- \* 6. Do you have a valid California Class C Driver License?  
☐ Yes  
☐ No
- \* 7. The application process for this position requires that you attach: (1) proof of registration as a Professional Civil or Traffic Engineer in the State of California, (2) a cover letter, (3) a resume, (4) copy of diploma or transcripts if applicable (unofficial, scanned copies accepted), all in PDF format. Did you attach all of these documents?  
☐ Yes  
☐ No
- \* 8. Please describe your experience as a Traffic/Transportation Engineer. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.
- \* 9. Please describe the types of written materials and correspondence you have prepared, such as reports, business letters, etc. If no experience, indicate with NONE.
- \* 10. Please describe your experience managing engineering projects, administering contracts and dealing with consultants. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.
- \* 11. Please describe your experience making oral presentations to community groups, city council, etc. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.
- \* 12. Please describe any special areas of expertise, such as experience with transportation planning/consensus building, experience with roadway design for truck traffic or railroad crossings, etc. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.
- \* 13. **DESIRABLE QUALIFICATIONS:** Do you possess any of the following desirable qualifications? Please indicate all that apply.

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- ☐ Experience using travel demand modeling software.
  - ☐ Graduate work in Traffic or Transportation engineering.
  - ☐ Membership in the Institute of Transportation Engineers.
  - ☐ None of the above (Selecting this option will not disqualify you from the position.)
- \* 14. Please describe your experience using travel demand modeling software and/or any other transportation planning or traffic engineering computer software. If no experience, indicate with NONE.
- \* 15. Please list any professional memberships that you have that relate to the position, such as the Institute of Transportation Engineers. If you do not have any professional memberships, indicate with NONE.
16. Please describe any additional knowledge, skills, abilities, and experience that you feel qualify you for the position of Traffic Engineer.
- \* Required Question

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## City of Long Beach Employment Opportunity

### **TRAFFIC ENGINEER**

Job Number: K76NN-11

**SALARY:** \$2,786.72 - \$3,792.72 Biweekly

**OPENING DATE:** 06/24/11

**CLOSING DATE:** 07/08/11 04:30 PM

**DESCRIPTION:** Under direction, may be assigned to supervise transportation planning, traffic engineering design or operations.

**EXAMPLES OF DUTIES:** Under direction, may be assigned to supervise transportation planning, traffic engineering design or operations; investigates traffic sign placement, traffic volume, flow, control, safety, roadway characteristics, and parking usage; plans, organizes, and reviews studies and surveys, such as, current and future traffic flow, volume, parking requirements, speed limits, channelization, inventories and reports, and cost estimates for proposed projects to improve traffic flow, safety and parking; interacts with community groups and consultants to develop traffic improvements plans; prepares documents to program federal and state funded transportation projects; may design traffic signal systems, geometric patterns, and intelligent transportation systems; may supervise or act in a higher capacity; and performs other related duties as required.

### **REQUIREMENTS TO FILE:**

Registration as a Professional Civil or Traffic Engineer in the State of California (proof required)\*  
**-AND-**

Equivalent to four (4) or more years full-time paid professional experience in traffic or transportation engineering involving primary responsibility for the improvement of street traffic flow and safety, which must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or a closely related field or after passing the E.I.T. examination (proof required)\*. A Master's Degree in Traffic or Transportation Engineering may be substituted for one year of the required experience (proof required)\*.

Ability to communicate effectively both orally and in writing.

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

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by July 13, 2011. Documents may be received in person, via e-mail at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or faxed to (562) 570-5293.**

**DESIRABLE QUALIFICATIONS:** Experience using travel demand modeling software, graduate work in Traffic or Transportation engineering, and membership in the Institute of Transportation Engineers is desirable for some positions.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements to file will be placed on an eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. Resumes will be accepted but may NOT be substituted in lieu of the required application and supplemental application. As vacancies occur, names of qualified applicants will be submitted to the requesting department for consideration.

This information is available in an alternative format by request to (562) 570-6202.

J.O.B. K76NN-11 DMD

06/22/11

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

Position #K76NN-11  
 TRAFFIC ENGINEER  
 DD

Civil Service Department  
 411 W. Ocean Blvd., 4th Fl  
 Long Beach, CA 90802  
 (562) 570-6202

**TRAFFIC ENGINEER Supplemental Questionnaire**

- \* 1. The purpose of this supplemental application is to derive more specific information about your qualifications for this position. These questions will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please indicate "NONE". Resumes will be accepted but may NOT be substituted in lieu of the completed application and supplemental questionnaire, which must be completed and returned to the Civil Service Department by 4:30 p.m., July 8, 2011. Postmarks will NOT be accepted. Applications will not be processed until all required proofs are received. \*Any required proofs, such as certificates, diplomas, licenses, or transcripts must be received in the Civil Service Department by Wednesday, July 13, 2011. Proofs may be uploaded to online application (preferred method), submitted in person, via email to [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or faxed to (562) 570-5293. A Civil or Traffic Engineer License is required. Please list the registration number of your Professional Civil or Traffic Engineer license in the State of California (proof required)\*. List the registration number, issuing State, and the date it was first received.
- \* 2. In order to qualify for the Traffic Engineer position, you must submit proof of your graduation from an accredited four-year college or university with a degree in Civil Engineering or a closely related field or proof of passing the Engineer-In-Training (E.I.T.) examination. Candidates who possess degrees from colleges or universities from outside the United States MUST attach proof of educational equivalency. Write "N/A" if you do not have either one. Please list your E.I.T. number and date it was awarded or the date that you obtained your Bachelor's of Science degree (proof required)\*.
- \* 3. Are you substituting a Master's Degree in Traffic or Transportation Engineering for one year of the required experience (proof required)\*?  
☐ Yes ☐ No
- \* 4. Please summarize your experience as a Traffic/Transportation Engineer. If you do not have experience in this area, please write "none".
- \* 5. Please describe the types of written materials and correspondence you have prepared, such as reports, business letters, etc.
- \* 6. Please describe your experience managing engineering projects, administering contracts and dealing with consultants. If you do not have experience in this area, please write "none".
- \* 7. Please describe your experience making oral presentations to community groups, city council, etc. If you have no experience, please write "none".
- \* 8. Please describe any special areas of expertise, such as experience with transportation planning/consensus building, experience with roadway design for truck traffic or railroad crossings, etc. If you do not have any areas of expertise, please write "none".



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- \* 9. List any professional memberships that you have that relate to the position, such as the Institute of Transportation Engineers. If you do not have any professional memberships, please write "none".
- \* 10. Please describe your experience using travel demand modeling software and/or any other transportation planning or traffic engineering computer software. If you do not have any experience, please write "none".
- 11. Please describe any additional knowledge, skills, abilities, and experience that you feel qualify you for the position of Traffic Engineer.
- \* 12. I understand that my application will not be processed until all required proofs are received and that any required proof, such as certificates, diplomas, licenses, or transcripts verifying completion of education must be received in the Civil Service Department by July 13, 2011. Proofs may be uploaded to the online application (preferred method), submitted in person, via email to [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or faxed to (562) 570-5293.  
☐ Yes   ☐ No
- \* 13. I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions or privileges of employment. I understand that if I am offered employment, I will be required to successfully pass a job-related medical examination.  
☐ Yes   ☐ No
- \* Required Question