

**JOB TITLE:** CRIMINALIST SUPERVISOR  
**SALARY:** \$3,296.24 - \$4,417.28 Biweekly  
**OPENING DATE:** September 11, 2020  
**CLOSING DATE:** September 25, 2020  
**DEPARTMENT:** Police Department

**Accepting online applications only. Apply online beginning, Friday, September 11, 2020 through 4:30 p.m. Friday, September 25, 2020.**

**EXAMPLES OF DUTIES:**

Supervises and participates in physical and chemical analyses in the scientific detection and investigation of crimes, enforces procedures and practices of the Long Beach Police Department; assigns and prioritizes casework and assignments for employees; researches and evaluates laboratory methods, instruments, and procedures; represents the laboratory at scientific meetings and conferences; acts as liaison between advisory boards, commissions, criminal justice agencies, regulatory bodies, and laboratory personnel to ensure that appropriate policies and guidelines are followed; initiates, investigates, and makes recommendations for disciplinary actions, if necessary; assists the Quality Assurance Manager; reviews and evaluates reports and case notes; evaluates employee performance; provides orientation and direct training for new employees or employees transferred into a new unit; monitors and tracks progress of assigned casework and status of backlogs; reviews and revises analytical procedures or section policies as needed; testifies in court; conducts regular meetings and training sessions; prepares written findings and displays for court presentation; ensures quality control and compliance with state laws and laboratory accreditation requirements; makes recommendations concerning laboratory budget and policies; performs other duties as required.

**REQUIREMENTS TO FILE:**

- Bachelor's degree from an accredited college or university in Criminalistics, Chemistry, Physics, Biological Sciences, Forensic Science or a related field (**proof of degree required**)\* **AND** five (5) years of related paid, full-time equivalent work experience in the forensic field including one year in a lead or supervisory capacity.

A Master's degree in the aforementioned fields may be substituted for one year of the required work experience (applicant still must have one year of experience in a lead or supervisory capacity).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of toxicology, controlled substance analysis, or firearms examination.
- Ability to:
  - Present complex scientific findings in court
  - Use scientific instruments;
  - Train police personnel in basic scientific investigation;

**FINAL**

- Pass a comprehensive background investigation prior to appointment.

Willingness to work irregular hours, weekends and holidays.

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

**DESIRABLE QUALIFICATIONS**

Previous experience in Firearms Examination which include test-fires, bullet and cartridge case comparisons, National Integrated Ballistic Information Network (NIBIN) Integrated Ballistics Identification System (IBIS) entry and correlation, serial number restoration, trajectory analysis, and distance determination are desired for some positions.

**\*Required documents 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 characteristics on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

**EXAMINATION WEIGHTS**

Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. Only applicants showing the strongest backgrounds in a comparative analysis will be invited to the Appraisal Interview.

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

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test results.

Based on the number of applications accepted, the selection procedure may be changed. In the event of the need to revise the selection procedure, those affected will be notified of the details at a later date.

**If you have not received notification by October 9, 2020, 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.



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.



**Date:** September 9, 2020  
**To:** Civil Service Commission  
**From:** Maria Cano, Personnel Analyst  
**Subject:** **REQUEST FOR COMMISSION ACTION-GAS MAINTENANCE SUPERVISOR  
BULLETIN REVISION**

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Staff is recommending the Civil Service Commission authorize an update to the previously approved Gas Maintenance Supervisor bulletin. The previous bulletin did not include language specifying the date when the requirements to file must be met.

Facts for Consideration

On July 22, 2020 the Commission approved the job opportunity bulletin for Gas Maintenance Supervisor, a promotional opportunity for a classification used exclusively in the Energy Resources Department. The job opportunity bulletin was open from July 24, 2020 through 4:30pm on August 7, 2020. The bulletin did not include language specifying the date when a candidate should have met the requirements to file.

Civil Service staff has identified August 21, 2020 as the date when an applicant should have met the requirements to file. This date will allow for the maximum number of qualified applicants from the feeder classifications to qualify for the exam while avoiding delays in providing the Energy Resources Department with quality and timely service.

The following language has been added under Requirements to File:  
"Candidates must meet these requirements by August 21, 2020."

The Energy Resources Department has been apprised of the proposed change in the bulletin and concurs with staff's recommendation.

Job Title: **Gas Maintenance Supervisor I-II**  
Closing Date/Time: **Friday, August 7, 2020**  
Salary: \$2,526.72- \$3,697.44 Biweekly  
Job Type: Classified - Full-Time, Permanent  
Location: Long Beach, California  
Department: Energy Resources Department

**Applications are available online beginning Friday, July 24, 2020 through 4:30 pm, Friday, August 7, 2020.**

**SALARY INFORMATION:**

**Grade Level I** - \$ 2,526.72 - \$ 3,434.24; bi-weekly

**Grade Level II** - \$ 2,717.76 - \$ 3,697.44; bi-weekly

**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 direction, plans, lays out, assigns and supervises the work of a crew engaged in the installation, maintenance and repair of gas services, mains, consumer services and certifies that work has been properly completed; determines work to be done from ordered, plans and sketches; locates and supervises the repair of leaks; establishes favorable relationships with consumers where the work of crew will affect their gas service; establishes operating procedures and work standards; develops and maintains safe working practices, enforces safety regulations and ensures work complies with California Industrial Safety Orders, Cal OSHA, and DOT/PHMSA; estimates materials, tools and equipment; selects, trains and evaluates crew members; keeps records and prepares routine reports manually or on a computer; and performs other related duties as required.

**REQUIREMENTS TO FILE:****Candidates must meet the following requirements:**

Open to current City employees with two or more years of experience in the City of Long Beach Gas and Oil Department in the classification(s) of Gas Construction Worker, Gas Pipeline Welder/Layout Fitter, Senior Equipment Operator, Gas Field Technician or any combination thereof.

**AND**

Experience in gas pipeline construction; knowledge of gas pipeline welding practices, procedures (layout) and equipment.

**Candidates must meet these requirements by August 21, 2020.**

Knowledge, Skills and Abilities

- Ability to read plans and blueprints
- Prepare sketches and written reports
- Comply with the Energy Resources Department Operator Qualification Program based on department standards and maintain qualification(s) on an ongoing basis.

- Comply with the Anti-Drug and Alcohol Misuse Prevention Program as required by the U.S. Department of Transportation regulations on an ongoing basis.

**Willingness To:**

Work an irregular schedule, including nights, weekends and holidays and respond to emergency calls on a 24-hour basis.

A valid driver's license will be required at time of appointment.

**DESIRABLE QUALIFICATIONS:**

Supervisory experience; experience operating a personal and/or handheld computer, and GIS essentials are desired for some positions.

**SELECTION PROCEDURE:**

Application Packet.....Qualifying

Appraisal Interview (may include writing exercise).....100%

A minimum score of 70 must be attained in the examination in order to be placed on the eligible list.

**If you have not received notification by August 28, 2020, 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.

If you have not received notification of the status of your application within two (2) weeks of the application filing period closing, please contact the Civil Service Department at (562) 570-6202. 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.

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