

FINAL DRAFT

Job Title	ACCOUNTANT I-III
Closing Date/Time	Friday, March 12, 2021, 4:30 PM Pacific Time
Salary	\$1,969.04 - \$3,436.72 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, February 26, 2021 through 4:30p.m., Friday, March 12, 2021.

Current vacancy is with the Financial Management Department. Other departments that use this classification are Airport, Energy Resources, Health and Human Services, Harbor, Public Works, Water, and Technology and Innovation.

SALARY INFORMATION:

Grade Level I – \$1,969.04 - \$2,672.24; Biweekly
 Grade Level II – \$2,231.28 - \$3,030.00; Biweekly
 Grade Level III – \$2,530.96 - \$3,436.72; Biweekly

Effective October 1, 2020 through September 30, 2021, current salary ranges may be impacted by the city-wide furlough.

EXAMPLES OF DUTIES: Under general supervision, performs increasingly difficult and responsible accounting functions, statistical analyses, and interpretations of information in the preparation and evaluation of financial reports, records, transactions, accounting systems and procedures; verifies, categorizes, posts, analyzes, and reconciles revenues and expenditures to proper accounts; ensures proper accounting for capital assets and expense and revenue accruals; analyzes budget variances, projects estimated expenses, and prepares budget adjustments; prepares financial statements; prepares financial forecasts and models based on defined assumptions for revenue, expenditures, and cash flow; prepares financial and statistical reports for management, federal, state, and regional utility agencies, and the public; prepares and analyzes financial summaries, statements and reports in compliance with generally accepted accounting principles; may perform accounting functions specific to grant funded programs; reads, interprets and assists in implementing federal, state and local accounting requirements and guidance; may assist in the preparation of the annual budget and maintenance of budgetary controls; may supervise, train, and evaluate subordinate personnel; may conduct internal and external audits; may interpret and implement leasing agreements for billing and collection; conducts cost accounting, studies and surveys; develops and implements accounting procedures and reports; establishes and maintains general and subsidiary ledgers and other accounting records; prepares vouchers, billings, balance sheets and journal entries; Computes and distributes labor, material and overhead costs; performs analysis of subagent contract reimbursement, budgetary compliance and adequate support of expenditure; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet one of the requirements below:

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

OR

- B. Bachelor's Degree from an accredited college or university in Business Administration, Finance or a closely related field and the completion of a minimum of 21 units in Accounting (**proof required**) *.

OR

- C. A current Board of Accountancy Certified Public Accountant (CPA) certificate (**proof required**) *.

Knowledge, Skills, and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and practices.
- Proficiency in the operation of a computer including a working knowledge of spreadsheets.

Some positions may require overtime, weekend and/or holiday hours.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

***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. 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 equivalence at time of filing.**

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

Online Occupational Written Test..... 100%
(Battery operated calculator permitted)

The online written test will be waived for candidates demonstrating proof of a current Board of Accountancy Certified Public Accountant certificate (CPA). Proof of CPA certificate must be uploaded to the application at the time of filing.

A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list. The resulting eligible list remain in effect for at least one year. Certification by score bands will be considered based on an analysis of test results. 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.

If you have not received notification of the status of your application within two 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 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.

February 8, 2021

VIA Email: agunckel947@gmail.com

Ashley Gunkel, Business Representative
International of Machinists and Aerospace Workers (IAMAW)
District Lodge 947
535 W. Willow Street
Long Beach, CA 90806

Subject: Meet and Confer, December 2, 2020 and December 15, 2020

Reference: Accountant I-III, Revised Classification Specification and Job Opportunity Bulletin

Dear Ashley Gunkel:

On behalf of the Civil Service Commission, staff sent the proposed classification specification and job opportunity bulletin revisions for the Accountant I-III classification via electronic mail on **October 27, 2020** to the International Association of Machinists and Aerospace Workers (IAMAW) for review.

At IAMAW's request, and in accordance with Government Code Section 3505, the City of Long Beach (City) met and conferred with the association on **December 2, 2020 and December 15, 2020**. As a result of the held meet and confer and subsequent email follow up, it is the City's understanding that the concerns identified by IAMAW related to the changes to the Example of Duties and Minimum Requirements of the Accountant I-III classification have been addressed.

The proposed revisions to the classification specification have been agreed upon and now reflected in the current job opportunity bulletin. As such, this issue is considered closed. Accordingly, the City has fulfilled its meet and confer obligation with the IAMAW regarding changes to the Accountant I-III classification.

The final proposed Accountant I-III classification specification and the current job opportunity bulletin are attached for your reference.

Please feel free to contact me at (562) 570-6941, should you have any questions.

Sincerely,

Caprice McDonald

Caprice McDonald, Employment Services Officer
Employment Services Division, Civil Service Department

cc: Christina Pizarro Winting, Executive Director, Civil Service Department,
Elizabeth Calixtro, Human Resources Officer, Human Resources-Labor Relations
Christian Cambridge, Administrative Analyst, Human Resources - Labor Relations
Desiree Davalos, Personnel Analyst, Civil Service
Bertha De La Cruz, Personnel Analyst, Human Resources – Operations
Sandra Kennedy, Administrative Officer, Financial Management Department
Kenneth Bott, Administrative Officer, Water Department
Ken Walker, Acting Administrative Officer, Police Department
Nicole Gross, Administrative Officer, Technology and Innovation Department
Russ Ficker, Administrative Officer, Public Works Department
Sandy Witz, Administrative Officer, Harbor Department
Jodie Griner, Administrative Officer, Health and Human Services Department
Dale Worsham, Administrative Officer, Airport Department

Accountant I-III Meet and Confer
December 2, 2020
Virtual Web Meeting
Revised Classification Specification and Job Opportunity Bulletin

Attendees:

International Association of Machinists and Aerospace Workers:

Ashley Gunkel, Business Representative

Devin Ablard, Business Representative

Milton Duena, Business Representative

Civil Service:

Sheree Valdoria, Personnel Analyst

Desiree Davalos, Personnel Analyst

Caprice McDonald, Employment Services Officer

Human Resources:

Christian Cambridge, Administrative Analyst

Bertha De La Cruz, Personnel Analyst

Financial Management Department:

David Nakamoto, City Treasurer

Daniel Casey, Administrative Analyst

Sandra Kennedy, Administrative Officer

Ruby Carrillo-Quincey, City Controller

Accountant I-III Meet and Confer
December 15, 2020
Virtual Web Meeting
Revised Classification Specification and Job Opportunity Bulletin

Attendees:

Civil Service:

Sylvana Tamura, Personnel Analyst
Desiree Davalos, Personnel Analyst
Christina Winting, Executive Director

Human Resources:

Christian Cambridge, Administrative Analyst
Bertha De La Cruz, Personnel Analyst

Financial Management Department:

David Nakamoto, City Treasurer
Daniel Casey, Administrative Analyst
Sandra Kennedy, Administrative Officer
Ruby Carrillo-Quincey, City Controller

Water Department:

Yumina Eggleston, Senior Accountant

Police Department:

Leslie Bruce, Financial Services Officer

International Association of Machinists and Aerospace Workers:

Ashley Gunkel, Business Representative
Devin Ablard, Business Representative
Milton Duena, Business Representative

ACCOUNTANT I-III

Recruitment Plan

Recruitment Strategy

- Governmentjobs.com
- Longbeach.gov
- Current Opportunity Flyers
- Social Media (LinkedIn, Instagram, Twitter & Facebook)
- Handshake
- 24-hour job line
- Recruitment and Outreach division will emphasize posting with the following:
 - college campus recruitment fairs
 - college adult professional programs
 - Direct contact with business schools as well as college job centers

Filing Period

- Open, Competitive
- Application will be posted beginning 02/26/21 – 03/12/21. Two week posting.

Job Title	COMBINATION BUILDING INSPECTOR
Closing Date/Time	03/12/2021, 4:30 PM
Salary	\$2,420.16 - \$3,286.08 biweekly
Job Type	Classified-Full-Time - Permanent
Location	Long Beach, California
Department	Development Services (CL)

Applications are available online beginning Friday, February 19, 2021 through 4:30 PM, Friday, March 12, 2021.

Effective October 1, 2020 through September 2, 2021, current salary ranges may be impacted by the City-wide furlough.

EXAMPLE OF DUTIES:

Under general supervision, performs skilled inspections of construction for compliance with municipal building, electrical, plumbing, and mechanical regulations and related laws and ordinances. Inspects building construction, plumbing, electrical, and mechanical installations on dwelling construction and minor commercial and industrial buildings to ensure compliance with code requirements; reviews plans of routine building, plumbing, mechanical and electrical facilities to determine compliance to code regulations; assist in making inspections of complex or very large buildings or facilities; orders changes in structural, plumbing, mechanical, electrical, and related features where necessary to meet code requirements; inspects existing buildings for compliance with the minimum requirements set forth in municipal regulations and State statutes; makes business license inspections to ensure compliance with municipal regulations; obtains evidence and compiles data for legal proceedings involving code violations; advises builders, property owners, and the general public as to code requirements and interpretations of regulations; investigates complaints involving suspected code violations; uses computer programs to retrieve information, enter notes on inspections and completes reports; utilizes information technology in the normal course and scope of performing duties, including but limited to inspections and permit system software; keeps records and prepare reports; and performs other related duties as assigned.

REQUIREMENTS TO FILE

Applicants must meet **one** of the requirements below:

- 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 trade experience in 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 Inspector Aide or closely related inspection experience 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 an accredited college or university and/or trade school may be substituted for one-year of experience (**proof required***).

OR

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

AND

One of the following licenses and/or certification: Current California Residential Building Inspector or California Commercial Building Inspector, or California Residential or California Commercial Plumbing, California Mechanical, or California Electrical certification issued by the International Code Council (ICC). (**proof required***)

A valid motor vehicle operator's license must be submitted to the hiring department at time of selection.

DESIRABLE QUALIFICATIONS: A current *California Building Inspector certification issued by International Code Council (ICC) for some positions, certification with the *California Association of Code Enforcement Officer (CACEO) for some positions, and/or *P.O.S.T. certification of completion in the component of arrest PC832 (proof required*) for some positions; and bilingual skills in Spanish or Khmer for some positions.

***Proof of required documents, such as degree or 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. Degrees 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 equivalence at the time of filing.**

Knowledge, Skills, and Abilities:

- Knowledge of principles, best practices and methods of building, plumbing, mechanical, and electrical construction work;
- Knowledge of State and local regulations related to construction permits;
- Skill in reading and interpreting building plans and specifications;
- Skill in interpreting applicable codes, ordinances, and regulations related to plumbing, mechanical, electrical and/or building compliance;
- Skill in preparing clear and concise letters, technical reports, and correction notices or citations for violations of code;
- Skill in utilizing applicable software including, but not limited to permitting and inspections software;
- Skill in performing inspections;
- Skill in communicating effectively verbally and in writing;
- Ability to resolve related issues with property owners, contractors, developers, architects, engineers and others with tact and diplomacy;

- Ability to examine workmanship and materials, detect deviations from plans, standard construction practices and code requirements;
- Ability to communicate effectively both verbally and in writing with employees, the public and members of various organizations and outside agencies;
- Ability to work effectively with persons of diverse ethnic, social and economic backgrounds;
- Ability to perform routine arithmetic calculations;
- Ability to use computers and other electronic devices;
- Ability to read and interpret structural, disabled access, plumbing, mechanical, and electrical drawings and specifications to determine applicable building code requirements;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

EXAMINATION WEIGHTS

Application and Supplemental Application..... Qualifying

Screening of applicants will be conducted on the basis of application and required supplemental application submitted. This selection procedure will be conducted using a non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting minimum qualifications will be placed on an eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in order in which applications were file. The resulting Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification within two weeks after filing closing, please 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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Job K12NN-21

ST: CBI

CSC 02/17/2021

FINAL

JOB TITLE:	ELECTRICAL ENGINEER
CLOSING DATE/TIME:	MARCH 22, 2021
SALARY:	\$3,516.32 - \$4,785.68 Biweekly
JOB TYPE:	Classified, Full Time – Permanent
DEPARTMENT:	Harbor (CL)

Applications are available online beginning Friday, February 19, 2021 through 4:30 PM, Monday, March 22, 2021.

Effective October 1, 2020 through September 30, 2021, current salary ranges may be impacted by the city-wide furlough.

EXAMPLES OF DUTIES:

Under direction, performs responsible supervisory and specialized professional work in electrical engineering; designs, develops, and evaluates interior and exterior electrical power distribution systems including lighting, fire detection and suppression, communication, security, computer, mechanical control, railroad signalization, fiber optic infrastructure systems, local and wide area networks, container crane power and control systems, refrigerated container unit power outlets and remote monitoring systems, and container terminal switchgear; develops and evaluates task requirements and technical standards for work performed by consultants; coordinates electrical service requirements with utility companies; estimates electrical construction costs and recommends energy-saving improvements; inspects both in-progress and completed work; applies electrical codes and standards to the design of city electrical facilities; may assist in the selection, training, work assignment, and evaluation of subordinates; prepares standards for world application of shore to ship power and controls ("cold ironing"), designs photovoltaic systems, develops procedures and requirements to restore electrical power system to port terminals within a short time after a disaster; and performs other related duties as required.

REQUIREMENTS TO FILE:

- **Current registration as a professional Electrical Engineer in the State of California (proof required)***

AND

- **Four years of paid, full-time equivalent experience with primary responsibility for preparation or review and approval of standards, designs, and cost estimates of electrical engineering projects, which must have been gained after graduation from an accredited four year college or university with a degree in Electrical Engineering (proof required)* , or after passing the Engineering-in-Training (E.I.T). examination in the field of Engineering (proof of successful completion of the E.I.T. examination showing date awarded required)*.**

Knowledge, Skills and Abilities:

- Thorough knowledge of electrical engineering theories, principles, methods, techniques, tools, and equipment used in the design, construction, testing, calibration, maintenance and repair of industrial electrical and electronic equipment and devices.
- Working knowledge of general construction practices.
- Knowledge of National Electrical Codes (NEC), ordinances, standards, and regulations pertaining to the work.
- Knowledge of project management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.
- Ability to provide field solutions to electrical construction problems and ensure contractor compliance with plans, specifications.
- Ability to work with division staff, consultants, and local agencies.

Willingness to work weekends, evenings, overtime, and holidays as needed.

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

***Proof of 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.**

DESIRABLE QUALIFICATIONS: Electrical engineering experience related to marine terminal operations; Experience in SCADA (Supervisory Control and Data Acquisition); Experience in ETAP (Electrical Transient Analyzer Program), SKM Systems Analysis Inc., or other power distribution’s software is desirable for some positions.

EXAMINATION WEIGHTS

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting minimum qualifications will be placed on a list. This is a continuous eligible list, which mean eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a

four month period. **Applications received by March 22, 2021, will be placed on Test #01 established eligible list for this recruitment.** Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

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 within two weeks of applying **contact the Civil Service Department at (562) 570-6202.**

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Job Title	Water Utility Supervisor I-II
Closing Date/Time	03/8/2021, 4:30 PM
Salary	\$2,897.92 - \$4,148.80 biweekly
Job Type	Classified-Full-Time - Permanent
Location	Long Beach, California
Department	Water (CL)

Applications are available online beginning Friday, February 19, 2021 through 4:30 PM, Monday, March 8, 2021.

SALARY INFORMATION:

Grade I	\$2,897.92- \$3,943.076 biweekly
Grade II	\$3,046.00 - \$4,148.80 biweekly

Effective October 1, 2020 through September 2, 2021, current salary ranges may be impacted by the City-wide furlough.

EXAMPLE OF DUTIES: Under general supervision, the Water Utility Supervisor I primarily oversees field operations either with single or multi-person crews. Plans, supervises, coordinates, and participates in the installation, repair and maintenance of water and/or sewer mains, sewer manholes, sewer and/or water service laterals, large valves, fire hydrants, meters, and water and/or sewer pumps; plans, assigns, directs and trains subordinate personnel engaged in water or sewer systems; assists in the enforcement of department policies; applies supervisory methods including delegating, counseling, disciplining, and evaluating job performance; determines, prioritizes, and orders, tools and equipment required for the successful completion of projects; maintains daily journal of activities including timesheets, maintenance work orders, field activities, equipment use, proper accounting or project numbers and any unusual circumstances relating to the day's activities; exercises independent judgment when making decisions involving specific water and/or sewer related job functions, which could impact Department operations or the public; ensures compliance with the Department safety training, policies and procedures, and employee certification; monitors work sites and ensures adherence to safe work practices, traffic control conformance in accordance to Department policies and procedures, including traffic control conformance with project and OSHA standards; checks dimensions and location of jobs and lays out trenches, tunnels, and grade lines using work orders, sketches, blueprints, and maps; reviews as-built drawings, blueprints, and maps to verify accuracy; recommends necessary changes and prepares the most complex job plans in accordance with Departmental standards and guidelines; coordinates daily activities with contractors, vendors, utilities, city or county inspectors, other City departments, divisions, and sections to properly plan jobs and minimize damage to public or private property as well as minimizing inconvenience to the public; maintains accurate records and reports on the materials used in the installation; establishment and monitors team and individual performance and development targets, inspects completed jobs, and provides coaching for performance improvement and development; responds to the public and businesses regarding questions and/or complaints on maintenance and repair activities and assures that responsive customer service is provided and that exceptional levels of service expectations are maintained; responsible for field maintenance and inventory of vehicles, equipment and tools; uses computer

programs such as geographical information systems (GIS) to retrieve utilities underground information and reports billing software to retrieve meter and account information and enters notes, work order management system to retrieve and enter work orders, Pipeline Assessment and Certification Program Software (PACP) to score sewer lines, California Integrated Water System Program (CIWQS) to report sanitary sewer overflows, and XC2 to maintain backflow testing records ;uses MS Office Suite (i.e. Outlook, Excel, Word, PowerPoint), Adobe Acrobat, and similar software; responds to emergency call-outs on 24-hour basis within 30 minutes of being contacted while on standby; performs other duties as required.

REQUIREMENTS TO FILE:

- A minimum of three (3) years, full-time equivalent, paid experience performing a variety of heavy manual, semi-skilled and skilled work in the installation, maintenance, operation, repair and testing of water distribution and/or wastewater collection system, equipment and components; cleaning sewer collection system via hydrojet or jetter/vactor; inspecting sewer collection system via closed-circuit television; operating a backhoe in connection with a water distribution or sewer collection system; or closely-related work in a water distribution facility, which includes at least one (1) year of lead responsibility in a similar work capacity.

AND

- Possess a Water Distribution Grade II (D2) certification issued by either the California State Water Resources Control Board (SWRCB) -OR- California Department of Public Health.

AND

- At least one of the following current certifications (proof required*):
 - Water Treatment Grade I (T1) or higher issued by either the California State Water Resources Control Board (SWRCB) or California Department of Public Health; **-OR-**
 - Collection Systems Maintenance Grade I or higher (CWEA 1) issued by the California Water Environment Association.
- Positions in the Sewer Operations Division require a California Water Environment Association Grade II (CWEA 2) Collection System Maintenance Certificate or higher prior to passing probation.
- Positions in the Water Operations Division require a State of California Water Distribution Grade III (D3) Certificate or higher prior to passing probation.
- Valid motor vehicle operator's license at the time of selection. Class B Commercial Driver's License with tanker endorsement is required before passing probation.
- Willingness to work on-call shifts during evenings, weekends, and holidays and must be able to respond within thirty (30) minutes of notification.

Notice Regarding State of California Certifications and Exam Delays Due to COVID-19:

Due to the COVID-19 pandemic, the California State Water Resources Control Board (SWRCB) has stopped administering certification exams. In response to this interruption, the Long Beach Water Department will temporarily accept applicants who possess a minimum of the Water Distribution 2 (D2) certification and provide proof that they were unable to take a required certification exam for the secondary certification due to the halt on the certification process. Applicants shall submit the letter from SWRCB informing the applicant of the cancellation of an exam scheduled in 2020 as proof. The applicant must meet all certification requirements prior to completing probation, and all other probation requirements remain in effect. The Civil Service Commission may grant probationary extensions up to six months, as a result of the delayed SWRCB certification process.

***Proof of required documents, such as degree or 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. Degrees 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 equivalence at the time of filing.**

Knowledge, Skills, and Abilities:

- Knowledge on how to safely operate a vehicle;
- Knowledge of and ability to apply occupational hazards and safety regulations, policies and procedures to enforce a safe work environment;
- Knowledge of supervision, methods, materials, fittings, tools and equipment used in the installation, maintenance, and repair of water distribution and/or sewer collection systems;
- Knowledge of the operation of heavy equipment, installation of shoring, traffic control and safety procedures including working in confined spaces;
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- Knowledge of and ability to evaluate / apply federal, state, and local laws in addition to Department personnel rules, policies and labor contract provisions;
- Ability to read construction drawings, blueprints, plans, and maps of water distribution and/or sewer collection systems;
- Ability to respond to emergency call-outs on 24-hour basis within 30 minutes of being contacted while on standby.
- Ability to read and understand the importance of following the safety data sheets (SDS) in the event of the exposure to hazardous chemicals;
- Ability to analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action;
- Ability to communicate clearly, tactfully, and effectively with the public to effectively resolve complaints;
- Ability to establish and maintain effective working relationships with supervisors, subordinates, contractors, representatives of utility companies, and other City departments to accomplish set goals and objectives for the Department;
- Ability to maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data;
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner - organize own work, set priorities, and meet critical time

deadlines and goals / objectives;

- Ability to use written, electronic and verbal communications to effectively interact with all levels of office/field employees, management, customers and vendors;
- Ability to use a computer to enter and retrieve data including, but not limited to, Geographic Information Systems (GIS), utility billing software, work order management system, Pipeline Assessment and Certification Program (PACP), California Integrated Water Quality System (CIWQS), XC2, Outlook, Excel, Word, PowerPoint, and Adobe Acrobat.

EXAMINATION WEIGHTS

Application and Supplemental Application	Qualifying
Appraisal Interview	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and supplemental questionnaire submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification within two weeks after filing closing, please contact the Civil Service Department at (562) 570-6202.

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Job MB1AN-21

ST:WUS I-II

CSC 02.17.2021