

FINAL

Job Title	ADMINISTRATIVE ANALYST I-IV
Closing Date/Time	Monday, April 19, 2021, 4:30 PM
Salary	\$2,404.96–\$4,108.88 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, April 2, 2021 through 4:30 pm, Monday, April 19, 2021.

SALARY INFORMATION:

Grade I	-	\$2,404.96-\$3,269.04 biweekly
Grade II	-	\$2,594.40-\$3,526.48 biweekly
Grade III	-	\$2,799.28-\$3,808.40 biweekly
Grade IV	-	\$3,016.72-\$4,108.88 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 direction, assists departmental management with a wide variety of administrative responsibilities, and performs increasingly complex and responsible duties of the classification; independently develops and implements analytical studies and develops, compiles, and interprets statistical data; develops conclusions and makes recommendations; interprets complex written information; prepares detailed and comprehensive written reports; assists departmental management in the preparation and control of the annual budget, and the selection, training, and evaluation of employees; develops and implements procedures for improving organizational effectiveness; develops measures for evaluating departmental accomplishments; develops proposals and forecasts; makes oral presentations; utilizes computer applications; may assist in the marketing of services; may assist in the development and administration of leases, permits, contracts and/or grants; may supervise subordinate personnel; may serve on interdepartmental committees; within the Budget Management Bureau of the Financial Management Department or the Department of Human Resources, may assist in the development of management strategies on labor relations and/or collective bargaining including the collection and analysis of budget and revenue forecasting data necessary for labor negotiations; may assist with conducting administrative investigations; may research, interpret and apply federal and state regulations; memoranda of understanding, and city policies and procedures and may seek guidance and/or concurrence from management for the most complex regulations;; and performs other related duties as required.

REQUIREMENTS TO FILE:

- A Bachelor's degree from an accredited four-year college or university (proof of graduation required)*
-AND-
- Two or more years of full-time equivalent, paid professional experience equivalent to an Assistant Administrative Analyst, with the City of Long Beach (or higher), offering specific and substantial preparation for the duties of the position.

Opportunities for Substitution of Education or Experience

- Professional or technical and paraprofessional experience (including experience equivalent to an Administrative Aide with the City of Long Beach, or higher) that offers specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

-Or-

- A Master's Degree in Business or Public Administration, or a closely related field, from an accredited college

FINAL

or university may be substituted for up to one year of the required professional experience (proof required)*.

Information Pertaining to City of Long Beach Employees

- In compliance with Civil Service Rules and Regulations, Article VI, Section 62, experience credit may be given to City Employees who gained experience while performing duties outside of the classification up to 25% of the time.
- City employees that served in a provisional appointment, temporary reassignment, and/or experience gained while receiving higher class pay will be considered on a day-to-day basis.

***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:

- Ability to communicate both verbally and in writing;
- Ability to operate personal computers including the use of the Internet, spreadsheet, database and word processing software;
- Ability to comprehend and interpret complex written information;
- Ability to research, organize, and analyze data from a variety of sources;
- Ability to develop conclusions and make recommendations based upon evaluation of facts;
- Ability to exercise initiative to complete assigned tasks;
- Ability to perform mathematical computations; and
- Ability to plan and organize work.

Willingness to work overtime, weekend and/or holiday hours. Positions in the Police Department require the ability to pass a thorough background investigation.

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

DESIRABLE QUALIFICATIONS: Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) are desired for some positions.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Exam.....	25%
Appraisal Interview (includes writing exercise).....	..75%

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 test scores. 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 required supplemental application 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 of the status of your application within two weeks of filing your application, please contact the Civil Service Department at (562) 570-6202.

FINAL

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.

J.O.B. EA8AN-21 CM 03/31/2021

DRAFT

Job Title	GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR
Closing Date/Time	April 19, 2021, 4:30 PM Pacific
Salary	\$3,253.28 – \$4,431.92 Bi-weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor Department - (CL)

Applications are available online beginning Friday, April 2, 2021 through 4:30 pm, Monday, April 19, 2021.

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

EXAMPLES OF DUTIES:

The functions of the classification may include, but are not limited to, those listed below:

Under supervision, plans, coordinates, and supervises activities and personnel involved in the administration, research, development, design, plan review, and implementation of Geographic Information Systems (GIS) databases for a variety of municipal, harbor, water and waste water engineering, and building projects;

- Provides leadership, direction, and guidance on Geographic Information Systems (GIS) technical strategies and procedures;
- Ensures effective communication of issues and strategies with GIS team and internal divisions and external project stakeholders (e.g. other City of Long Beach departments, utility companies, tenants, Caltrans, Army Corps, NOAA, AAA, etc.);
- Supervises the work of the GIS team including evaluating employee performance and managing work schedules; coordinates special GIS projects related to engineering applications;
- Evaluates and analyzes GIS team issues, prioritizes and assigns tasks and projects, recommends and implements solutions and reviews the work of staff; develops GIS practices to provide data, services, support, and resources to divisions;

This is not an inclusive list. A complete list of examples of duties are detailed in the Civil Service Commission approved **Geographic Information Systems Supervisor.**

REQUIREMENTS TO FILE:

Candidates must meet **ONE** of the following options below:

- Bachelor's degree from an accredited college or university with major coursework in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning, Environmental Science, or a related field (**proof required**)* **-AND-** a minimum of three years of paid, full-time equivalent experience in the use and administration of Geographic Information Systems, and includes one year in a lead or supervisory capacity.

DRAFT**OR**

- Associate's degree from an accredited college in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning, Environmental Science, or a related field **(proof required)* -AND-** a minimum of five years of paid, full-time equivalent experience in the use and administration of Geographic Information Systems, and includes one year in a lead or supervisory capacity.

***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 GIS strategies, procedures, and software tools.
- Knowledge (technical) of utilities applicable to GIS system for database maintenance and engineering applications.
- Ability to supervise technicians, analysts, and other positions related to GIS projects and programs.
- Ability to communicate effectively both verbally and in writing.
- Ability to present technical information in a clear and concise manner.
- Ability to work occasional nights, weekends, holidays and overtime as required.
- Ability to obtain a Transportation Worker Identification Credential (TWIC) prior to passing probation.

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

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Appraisal Interview.....	100%

A minimum rating of 70 must be attained in the examination in order to pass. Certification by score bands will be considered based on analysis of test 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 required supplemental application 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.

DRAFT

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

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity
Employer.

FINAL

Job Title	MECHANICAL EQUIPMENT STOCK CLERK I-II
Closing Date/Time	04/19/21 4:30 PM Pacific
Salary	\$1,487.52–\$2,299.28 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, April 2, 2021 through 4:30 PM, Monday, April 19, 2021.

SALARY INFORMATION:

Grade I	-	\$1,487.52-\$2,034.24 Biweekly
Grade II	-	\$1,686.16-\$2,299.28 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 procures, receives, stores and issues parts, accessories and equipment for automotive, heavy-duty truck and specialized equipment systems in a mechanical parts storeroom using computerized systems; accurately navigates and inputs data into computerized inventory systems; contacts alternate suppliers to determine the availability of parts, prices and supply; keeps informed on new products and prices and recommends substitutes for items in scarce supply; prepares cost estimates of parts required for major equipment overhaul; analyzes inventory activity such as stock levels, part usage and price fluctuations; follows procedures to ensure that terms of purchase orders and specifications are met, including delivery dates and quantity and quality of goods received; arranges with vendors for correction of errors or replacement of defective and non-conforming parts; completes documentation as needed for warranty claims and refund of expenses paid or credits issued in lieu of payment; may be required to pick up parts and/or supplies from vendors; maintains operational and control procedures to ensure proper accountability of items received, stored and issued; determines annual need for major items, product line, seasonal items and new equipment parts line; may supervise the work of others; and performs other related duties as required.

REQUIREMENTS TO FILE:

Two or more years paid, full-time equivalent experience in automotive, heavy-duty, and/or mechanical equipment parts procurement, stock and inventory control.

Knowledge, Skills, and Abilities

Candidates must possess all of the following:

- Knowledge of stockroom and computerized inventory procedures;
- Ability to operate—computers including the use of the Internet, spreadsheet, database and word processing software;
- Ability to effectively communicate both verbally and in writing;
- Ability to provide quality customer service to both internal and external customers;
- Ability to conduct Internet research.

Willingness to work overtime, weekend and/or holiday hours.

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

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Written Exam.....	100%

FINAL

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 test scores. 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 required supplemental application submitted. 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 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 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.