

**FINAL**

Job Title	COMBINATION BUILDING INSPECTOR AIDE I-II
Closing Date/Time	Friday, October 1, 2021
Salary	\$1,596.00–\$2,375.52 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, September 17, 2021 through 4:30 pm, Friday, October 1, 2021.

Vacancy Information: The current vacancy is with the Development Services Department. The Fire Department also utilizes this classification.

**Salary Information:**

Grade I - \$1,596.00 - \$2,180.48 biweekly

Grade II - \$1,740.72 - \$2,375.52 biweekly

**EXAMPLES OF DUTIES:** Under supervision, conducts inspections and investigations of single and multi-family dwellings and minor commercial and industrial buildings to ensure compliance with State, and Municipal code requirements pertaining to building construction, property maintenance, etc.; reviews plans of routine building, plumbing, electrical, and mechanical facilities for compliance with code regulations; initiates construction or installation changes to meet code requirements; issues citations and notices of violation and works with residents and property and business owners to correct violations; enters inspection data uploads pictures into INFOR/Hansen Land Management System; obtains evidence and compiles data for legal proceedings involving code violations; explains, interprets, and makes presentations of ordinances, codes, laws, rules and regulations to residents, property owners, businesses and the general public; makes referrals to appropriate City departments; and performs other related duties as required.

**REQUIREMENTS TO FILE**

Candidates must meet one (1) of the following options:

Option A: Completion of nine (9) or more college semester units or their equivalent in Building Inspection, Technology, Engineering or Architecture, Code Enforcement, Fire Science Technology, Biology, Environmental Health, or related field (proof required\*). \*A current International Code Council (ICC) certificate may be substituted for three (3) college semester units per certificate (proof required).

OR

Option B: One (1) year of paid, full-time equivalent experience making inspections to ensure compliance with and/or primary responsibility for issuing permits in compliance with various codes and regulations pertaining to building construction, zoning, business licenses, fire prevention, housing rehabilitation, property maintenance, and other nuisance issues;

OR

Option C: One (1) year of paid, full-time equivalent experience in carpentry, plumbing, electrical, or mechanical work under the immediate supervision of a journeyman.

**\*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.**

**FINAL**

**Knowledge, Skills, and Abilities**

Candidates must possess all of the following:

- Ability to communicate both verbally and in writing with employees, the public, and members of various organizations and outside agencies;
- Ability to deal with persons of diverse ethnic, social and economic backgrounds;
- Ability to perform routine arithmetic calculations;
- Ability to operate a computer;

Willingness to occasionally work evenings, weekends and holidays.

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

**DESIRABLE QUALIFICATIONS:** A current California Residential Building Inspector certification issued by the International Code Council (ICC), certification with the California Association of Code Enforcement Officer (CACEO) and bilingual skills in Spanish, Tagalog or Khmer for some positions.

**EXAMINATION WEIGHTS:**

Application and Supplemental Application.....	Qualifying
Occupational 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 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.**

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.

**DRAFT**

Job Title	PERSONNEL ANALYST I-IV
Closing Date/Time	Friday, October 1, 2021
Salary	\$2,334.88 - \$3,989.20 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

**Applications are available online beginning Friday, September 17, 2021 through 4:30 pm, Friday, October 1, 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

**EXAMPLES OF DUTIES:** *The functions of the classification include, but are not limited to, those listed below:*

Performs professional personnel staff assignments by researching, analyzing and interpreting information and preparing correspondence and reports with recommendations to management on diverse personnel administration activities, issues, and problems; interprets the Civil Service Rules and Regulations, Salary Resolution, Personnel Ordinance, Personnel Policy and Procedures, collective bargaining agreements, Equal Employment Opportunity plan, and relevant sections of the Administrative Rules and Regulations, City charter, municipal code, Myers-Milias-Brown Act (MMBA) and Public Employment Relations Board (PERB) rulings; develops and implements new or revised programs, procedures and methods of operation; prepares and presents written and oral reports relating to various aspects of personnel administration and labor relations; develops, compiles, and analyzes statistical data and surveys; may conduct various personnel and disciplinary investigations; develops recommendations for resolution of inquiries, appeals, and/or complaints to both internal organization and external agencies; researches, compiles, and evaluates job analysis information and test validation data; develops employment selection examinations, performance analysis for validation studies, and modifies test based on analysis; coordinates, schedules, develops, and administers a variety of written, performance and oral employment examinations, including those in the public safety promotional series; develops classification specifications; conducts special studies, audits, and projects and, such as classification; and performs other related duties as required.

This is not an inclusive list. A complete list of examples of duties are detailed in the Civil Service Commission approved [PERSONNEL ANALYST I-IV](#).

#### **REQUIREMENTS TO FILE:**

- Graduation from an accredited college or university with a bachelor's degree in Public or Business Administration or a closely related field;
- Two years of recent professional personnel or administrative experience which required that applicant obtain a general knowledge of all or most of the following areas: benefits, recruitment, test development and validation, classification, salary administration, ADA, equal employment opportunity, employee training and development, labor relations, and general personnel administration;
- Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis;
- A master's degree in Public Administration, Business Administration, Organizational Development, Industrial Relations, or a closely related field may be substituted for one year of the required experience.
- Current City of Long Beach employees qualifying experience may include duties performed in the in the classification of Personnel Assistant and/or an equivalent classification performing the related duties.

**DRAFT**

**\*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 applicable federal, state, and local laws, regulations, and ordinances;
- Knowledge of principles and terminology of employment selection, position classification, and salary administration;
- Knowledge of job analysis methodology;
- Knowledge of principles and practices of effective customer service techniques;
- Ability to operate a personal computer and business software;
- Ability to understand and interpret policies and procedures and explain them to others;
- Ability to collect, evaluate, and interpret data and make sound recommendation on complex issues;
- Ability to write clear, concise reports, and other materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to use critical judgement in the evaluation of data and the development of plans, tests, reports, and other materials;
- Ability to establish and maintain working relationships with those encountered during work, including various levels of professional, managerial, administrative, and technical personnel.

**DESIRABLE QUALIFICATIONS:** Experience in public sector area, labor relations, researching and analyzing employment practices, conducting personnel, disciplinary or equal employment opportunity investigations, utilizing applicant tracking systems (such as Neogov), and developing public safety promotional examinations. Professional in Human Resources (PHR) certificate, International Public Management Association for Human Resources (IPMA-HR) Senior Certified Professional or Certified Professional certificate, or Association of Workplace Investigators Certificate Holder (AWI-CH).

A valid California Driver license may be required.

### **EXAMINATION WEIGHTS:**

Application and Supplemental Application.....	Qualifying
Appraisal Interview (includes Writing Exercise) .....	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 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 applications and required supplemental applications submitted. Only those candidates showing the strongest backgrounds in a 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 by October 22, 2021, please contact the Civil Service Department at (562) 570-6202.