

Agenda Item No. 3

FINAL

Job Title	ANIMAL HEALTH TECHNICIAN
Closing Date/Time	Fri. 12/29/17 4:30 PM Pacific Time
Salary	\$1,562.88 - \$2,133.60 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Parks, Recreation & Marine - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 17, 2017 through 4:30 p.m. December 29, 2017.

EXAMPLES OF DUTIES: Under supervision of a consulting licensed veterinarian, examines animals and injects drugs for immunization, tranquilization or euthanasia; provides basic medical care and treatment to all animals; ensures the health and welfare of the animal population; prevents the spread of disease and infection through daily health examinations and observations; administers emergency treatment, first aid and follow-up care to those animals in need; examines animals to determine age and general physical condition; reviews for accuracy those lists of animals to be examined by a veterinarian, made available to the general public, or to be euthanized; maintains records related to animal impoundment, medical care and euthanasia; provides control and inventory reports of drugs and related medical supplies and usage; assists in the investigations of cruelty to animals and prepares documentation for presentation at court; prepares and presents educational programs on animal care, including spay and neuter information; assists in the development of policies, procedures and protocols for animal care; and performs other related duties as required.

REQUIREMENTS TO FILE:

- A valid Registered Veterinary Technician Certificate issued by the State of California Veterinary Medical Board. **(Proof required)***

Additional Requirements to File:

- Willingness to work weekends, holidays and/or on call for consultation by shelter staff is required.
- Ability to frequently lift, carry, restrain and/or handle animals weighing 50-75 pounds.
- A valid driver's license may be required at time of appointment. If required, proof of a valid California Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of the selection interview.

DESIRABLE QUALIFICATIONS:

Previous animal shelter experience is desirable but not required.

***Required documents, such as licenses or certificates, 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.**

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be

established periodically.

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

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Job Title	GENERAL LIBRARIAN
Closing Date/Time	Fri. 12/8/17 4:30 PM Pacific Time
Salary	\$2,233.60 - \$3,035.20 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Library Services - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 17, 2017 through 4:30 p.m. December 8, 2017.

EXAMPLES OF DUTIES: Under direction, performs professional library work, including reference and readers' advisory service; assists in the use of collections, equipment, and electronic resources, including social networking tools, downloadable media and supporting devices; evaluates and selects materials; provides reference assistance in person, by telephone, online and by email; prepares and provides presentations, exhibits, displays, reading lists, bibliographies, statistics and reports; plans and conducts ongoing special programs and projects; develops strategies to encourage use of library resources; monitors budgets; participates in professional meetings and community outreach, including school visits and community meetings; may supervise non-professional staff and act as lead; performs other duties as required.

REQUIREMENTS TO FILE: Candidates must meet either option A or B:

- A. Master's Degree in Library Science, Information Science, or a related degree accredited by the American Library Association **(proof required)**. *

OR

- B. Enrollment in a Master's Degree in Library Science, Information Science, or a related degree program from an accredited American Library Association **(proof required)** * and completion of the program prior to passing probation.

Additional Requirements to File:

- Ability to:
 - Effectively utilize computers, Internet, databases, Windows, MS Office and library software
 - Effectively relate to a multicultural, multi-ethnic population
- Willingness to:
 - Work at the Main Library or any of the neighborhood libraries on either a full-time or part-time basis
 - Work weekends and evenings
- Positions assigned to Youth, Teen, Adult, and/or Technical Services may require candidates to have training and/or experience, and to demonstrate enthusiasm and interest in working in these areas.
- A valid driver's license is required and a current DMV driving record must be submitted to the hiring department at time of selection interview.

***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. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

DESIRABLE QUALIFICATIONS:

Bilingual skills (speak, read, and/or write) in Spanish, Khmer, and/or Tagalog.

SELECTION PROCEDURE:

Application Packet..... Qualifying

This examination will be conducted using the continuous non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

If you have not received notification of the status of your application by December 22, 2017, 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.



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Job Title	LICENSE INSPECTOR
Closing Date/Time	Fri. 12/22/17 4:30 PM Pacific Time
Salary	\$1,700.24 – \$2, 419.52 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Financial Management - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning December 1, 2017 through 4:30 p.m. December 22, 2017.

EXAMPLES OF DUTIES:

Grade Level I:

Advises applicants for business licenses of pertinent code provisions; reviews field applications and verifies license fee computations; collects license fees from itinerant vendors and solicitors; issues notices of license violation; collects delinquent license fees; assists with the collection of evidence for prosecution of Business License Code violators and appears in court to testify; prepares reports; performs other related duties as required.

Grade Level II:

Performs the duties of a License Inspector I while providing work direction to License Inspector I,

OR

Performs specialized enforcement of marijuana businesses, with the following examples of duties: issues citations on a more complex schedule; maintains complex recordkeeping of citations; performs work in environments where marijuana is present; participates in a multi-departmental task force charged with regulating marijuana businesses; conducts and coordinates scheduled or unscheduled inspections accompanied by peace officer escorts as needed

REQUIREMENTS TO FILE:

Applicants must meet the following requirements:

Associate's degree or higher in business administration, public administration, criminal justice, or a related field **(proof required)***

OR

Two years, recent full-time work experience performing one or more of the following functions: license inspection, license investigation, delinquent account collections, code compliance or enforcement, related field inspection experience, or data gathering functions performed in support of these activities;

AND

College coursework in a business administration, public administration, criminal justice program, or related field may be substituted for the required work experience on a year-for-year basis **(proof required)***. For example, the equivalent of 24 semester units or 36 quarter units of coursework in a business administration program may be in lieu of 1 years of the required experience.

Additional Requirements to File

- Ability to exercise tact, judgment, and patience in dealing with the public and staff.
- Proficiency with personal computers including word processing applications and the ability to learn and utilize new technology.
- Willingness to occasionally work evenings and/or weekends.

***Proof of required documents, such as degrees 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. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

DESIRABLE QUALIFICATIONS: Power of Arrest PC 832 Certificate.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Occupational Written Test.....Qualifying
(Battery-operated calculator permitted)

This is a continuous examination. A minimum rating of 70 must be attained on the written examination in order to be placed on the eligible list. 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.

The written examination is tentatively scheduled for the week of MONTH DAY, 2018 through MONTH DAY, 2018. If you have not received notification by MONTH DAY, 2018, please contact the Civil Service Department at (562) 570-6202.

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Job Title	MARINE SAFETY CAPTAIN
Closing Date/Time	Fri. 12/01/17 4:30 PM Pacific Time
Salary	\$3,482.00 - \$4,257.84 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Fire - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 17, 2017 through 4:30 p.m. December 1, 2017.

DESCRIPTION: 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, supervises the administrative, lifesaving, water safety, first aid, and equipment maintenance activities in the Administration, Beach Operations, or the Rescue Boat sections of the Marine Safety Division; supervises, trains, evaluates, and assigns subordinate personnel; develops, coordinates and conducts various training and marine safety programs and activities on such topics as lifeguard techniques, emergency medical procedures, search and seizure, laws of arrest, underwater search (SCUBA) and rescue, swift water rescue, Junior Lifeguard, water safety, boating safety and U.S. Coast Guard regulations, rescue boat fire suppression, rescue equipment and vehicles, and safety procedures; conducts patrols and ensures that subordinate personnel enforce compliance with Marine Safety Division policies and procedures, and applicable provisions in the Municipal Code, City ordinances, California Vehicle Code, California Penal Code, the State Harbors and Navigation code, and rules and regulation of the Small Craft Harbor Commission; responds to major emergencies; knowledge of Incident Command System and NIMS; investigates major complaints and accidents and prepares reports; assists with the development and administration of the division budget; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Open to current city employees who have completed at least four (4) years of seniority in either one or a combination of the following classifications – Marine Safety Sergeant, Marine Safety Sergeant-Boat Operator or Marine Safety Officer.

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Additional Requirement to File Include:

- Thorough knowledge of Marine Safety Division policies and procedures, and relevant provisions of the Municipal Code, City Ordinances, California Vehicle Code, Chapter 5 of the State Harbors and navigation Code; and the rules and regulations of the Small Craft Harbor Commission.
- Working knowledge of Civil Service rules and regulations, Human Resource policies and procedures, Administrative Regulations, and City Safety policies.
- Ability to work shifts, weekends, and holidays as needed.

SELECTION PROCEDURE:

Additional information on the selection procedure, scoring methodology and tentative schedule is included below.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Emergency Scene Simulation & Mini-Tactical Exercises	40%
Appraisal Interview including Writing Exercise.....	60%

A minimum rating of 70 must be attained in each part of the examination.

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SELECTION PROCEDURES / SCORE CALCULATIONS

All candidates must submit a complete application by close of filing. The selection procedure will consist of an Emergency Scene Simulation and Mini-Tactical Exercises & Appraisal Interview with a Writing Exercise.

EMERGENCY SCENE SIMULATION AND MINI-TACTICAL EXERCISES (40%)

The Emergency Scene Simulation and Mini-Tactical Exercises are designed to measure the skills, knowledge and abilities necessary to handle tactical problems at the level of Captain in the Marine Safety Division. The tactical problem(s) will be based on the resources, procedures and directives of the Long Beach Fire Department. A score of 70 will be the minimum passing score on the Emergency Scene Simulation and Mini-Tactical Exercises.

APPRAISAL INTERVIEW INCLUDING WRITING SKILLS EXERCISE (60%)

The Appraisal Interview is designed to measure decision making/ problem solving, supervisory/leadership skills, technical/financial knowledge, interpersonal skills, and oral communication skills. The Writing Skills Exercise is a component of the Appraisal Interview and is counted as one dimension (Written Communication). That is, if you do not pass the Writing Skills Exercise, it does not necessarily mean that you have failed this entire phase of the exam. The Appraisal Interview and Writing Skills Exercise will be evaluated by two different rating panels. The minimum passing score on the Appraisal Interview and Writing Skills Exercise will be 70.

SCORE CALCULATION

Passing scores on the emergency scene simulation and mini tactical exercises will be averaged and multiplied by .40. Appraisal interview, including the writing exercise, will be multiplied by .60. Resulting scores will be summed to constitute the final examination score.

SENIORITY CREDIT

Seniority Credit in accordance with Article III, Section 14, Civil Service Rules and Regulations, will be added to the final passing scores of those who qualify. For examination purposes, seniority credit will be based upon whole months of service completed as of the last day of filing.

Certification and selection of candidates on the promotional list will be done in accordance with Section 29 of the Civil Service Rules and Regulations.

TENTATIVE EXAMINATION SCHEDULE

11/17/17 – 12/01/17	Applications Available
11/29/17	Candidate Orientation
12/01/17	Close of Filing
12/13/17	Writing Exercise Examination
12/14/17 – 12/15/17	Writing Exercise Protest Period
12/18/17	Performance Examinations*
12/19/17 – 12/20/17	Performance Examination Protest Period
01/03/17	Results to Civil Service Commission

*Performance examinations are Emergency Scene Simulation and Mini-Tactical Exercises & Appraisal Interviews.

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Job Title	OFFICE AUTOMATION ANALYST
Closing Date/Time	Fri. 12/01/17 4:30 PM Pacific Time
Salary	\$2,070.80 -- \$3,444.08 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 17, 2017 through 4:30 p.m. December 1, 2017.

EXAMPLES OF DUTIES: Under supervision provides information technology services to end users with a wide variety of hardware, software and network issues; diagnoses software and hardware problems including but not limited to Microsoft Office and MS Windows, network printers, copiers, desktop and laptop computers, and cell phones; documents all Service Desk calls and their resolutions; classifies, investigates, troubleshoots and diagnoses computer, server or network problems until resolved; determines and classifies Request for Changes; researches, orders, tests and deploys new software and hardware; trains users on supported systems; deploys, configures, maintains and monitors active network equipment; installs, supports, and maintains servers, storage and other platform systems; performs audits and backups of systems and software; evaluates operating system updates and application updates; may act as project leader; may direct the work of technical staff or contractors and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet Option A, B **OR** C in order to qualify for position:

- A. Associate of Arts degree **(proof required)*** in computer science, programming, MIS (management information system) or closely related field **AND** three (3) years of paid, full-time equivalent experience working with computer applications, local area networks, and end users. Two years of experience must be in one of the following areas: help desk support, systems administration, network administration, system project coordination or application administration.

OR

- B. Five years of paid, full-time equivalent experience working with computer applications, local area networks, and end users. Two years of experience must be in one of the following areas: help desk support, systems administration, network administration, system project coordination or application administration.

OR

- C. A Bachelor's degree **(proof required)*** from an accredited college or university in computer science, programming, MIS (management information system) or closely related field **AND** one (1) year of paid, full-time equivalent experience working with computer applications, local area networks, and end users. Experience must be in one of the following areas: help desk support, systems administration, network administration, system project coordination or application administration.

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Additional Requirements to File

- Ability to communicate effectively, both orally and in writing, problem solve and provide effective customer service
- Willingness to work an irregular schedule, including nights, weekends and holidays.
- A valid driver's license may be required at the 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 characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

DESIRABLE QUALIFICATIONS: One or more of the following current certifications: MCTS, MCDST, MCSA, MCSE, and/or CCNA. Knowledge of Information Technology Infrastructure Library and help-desk software Track-It.

EXAMINATION WEIGHTS:

Application.....Qualifying

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Job Title	SENIOR LIBRARIAN
Closing Date/Time	Fri. 12/22/17 4:30 PM Pacific Time
Salary	\$2,664.48 - \$3,624.96 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Library - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 17, 2017 through 4:30 p.m. December 22, 2017.

EXAMPLES OF DUTIES: Under direction, plans, assigns, supervises, and evaluates work of professional and non-professional library staff; trains and develops staff members; participates in the development and implementation of library programs and services; assists in the implementation of library goals and objectives; assists in developing and monitoring budgets; recommends and implements library policies and procedures; prepares regular and special statistical and narrative reports; develops and maintains the library collection for relevancy and currency; represents the City and Library system at professional meetings; responds to inquiries and complaints regarding library services; participates in outreach to the community, community organizations, and schools; advises and assists library patrons in making effective use of information and sources; demonstrates the use of public access computers and other reference tools; researches and responds to reference questions, or refers questions as appropriate; develops and maintains the integrated library system; schedules and provides library tours; reviews and evaluates new publications and materials; prepares and designs books displays, posters, and other library displays to engage reader and community interest; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates must meet both Options A & B in order to qualify for the position:

A. Master's Degree in Library Science, Information Science, or a related degree accredited by the American Library Association **(proof required)***

AND

B. Three years of increasingly responsible professional librarian experience, including one year of supervision or lead responsibility for professional or technical staff in a library. For Automated Services positions, experience in cataloging, acquisitions, contract management and/or administration of automated library systems is required.

Additional Requirements to File:

- A working knowledge of management principles and techniques, including budgeting, employee supervision, communication, and team building.
- Ability to:
 - Supervise in a changing library environment
 - Effectively relate to a multicultural, multiethnic population
 - Effectively utilize computers, Internet, databases, Windows, MS Office and library software
- Willingness to work shift assignments in different locations and work evenings and weekends.

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- A valid driver's license is required and a current DMV driving record must be submitted to the hiring department at time of selection interview.

***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 characteristics on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS:

Experience with collection development and maintenance, cataloging, acquisitions, contract management, library automation, youth, technical services, educational programs, archives and special collections, and community outreach; and bilingual (ability to speak) in Spanish, Khmer, or Tagalog.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

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Job Title	SUPERVISOR-FACILITIES MAINTENANCE
Closing Date/Time	Fri. 12/15/17 4:30 PM Pacific Time
Salary	\$2,595.52 - \$3,532.48 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 17, 2017 through 4:30 p.m. December 15, 2017.

EXAMPLES OF DUTIES: Under direction, assists in the planning, coordination and direction of activities and personnel involved in the operation, maintenance, construction, and repair of concrete pavements, buildings, airport terminals, and related structures; plans, organizes, schedules, coordinates, and supervises skilled and semi-skilled personnel and contractors engaged in the operation, repair, and maintenance of electrical, mechanical, water, life safety, heating, ventilation, air conditioning, airfield lighting, utilities, and computerized energy and building maintenance management systems; coordinates and assists in making emergency repairs; reviews work plans with others, inspects work in progress and upon completion for compliance with plans and specifications and construction code standards; supervises and participates in a program of safety education; enforces safety regulations and ensures compliance with established operating procedures; investigates and resolves complaints; coordinates activities with other operating units; orders equipment, materials and supplies; assists in the preparation and monitoring of division budget; and maintains records and prepares reports.

REQUIREMENTS TO FILE:

- Two years of journey level, full-time equivalent paid experience in the construction trades and multiple building maintenance operating systems;

AND

- Two years full-time equivalent paid experience supervising a crew of journey-level personnel in the construction trades and multiple building maintenance operating systems; **AND** working knowledge in electrical, pneumatic, water, life safety, mechanical and computerized systems, HVAC, and building compliance rules, regulations and procedures.

Additional Requirement to File Include:

- Ability to:
 - Effectively supervise others;
 - Interpret electrical schematics, single line diagrams, and prepare plans and specifications;
 - Estimate costs and monitor expenditures;
 - Communicate effectively orally and in writing;
 - Perform trouble-shooting functions on all systems; and
 - Make repairs in emergency situations.

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- Knowledge of AQMD and OSHA requirements.
- Proficient in the use of computers and Microsoft Office programs, including Word, Excel, PowerPoint, Outlook and Share Point.
- Willingness to irregular work schedule, including nights, weekends, holidays, on call as necessary, and the ability to respond emergency calls within a 30 minute timeframe.
- For some positions, candidates must obtain an Operating and Maintenance Engineer Technician certificate. Positions in the Airport require candidates to pass a Transportation Security Administration (TSA) mandated background check as a condition of employment within the first few weeks of hire and maintain security as required by federal law.
- A valid driver's license will be required at time of appointment. Positions at the Airport will also be required to obtain an Airfield Driving Permit prior to passing probationary period.

DESIRABLE QUALIFICATIONS:

A Class A or B Commercial License; knowledge of FAA Part 139 – Airport Certification requirements relative to airfield markings, signs and lighting are desirable for some positions.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

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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.

Job Title	SURVEY TECHNICIAN
Closing Date/Time	Fri. 12/01/17 4:30 PM Pacific Time
Salary	\$2,176.40 – \$2, 947.12 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 17, 2017 through 4:30 p.m. December 1, 2017.

VACANCY INFORMATION:

The current vacancy is in the Harbor Department. Vacancies may also occur in the Public Works Department and the Gas and Oil Department.

EXAMPLES OF DUTIES: Under immediate supervision, performs routine, non-professional engineering and/or surveying work on a survey party; makes measurements using various types of survey equipment; operates layout rods, sets marks, hubs turning points and survey monuments; assists in construction staking; operates survey instruments; sets out and removes traffic warning flags and barrier cones; may assist in clearing obstacles from line of survey as directed; makes calculations, sketches and field notes; downloads, processes, and uploads survey data; cleans and cares for instruments and tools; drives survey vehicle incidental to primary assignment; assists in operation of survey vessel and special equipment related to hydrographic surveys; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet either Option A or B:

A) Six months of paid, full-time equivalent work experience on a survey party engaged in land surveying and/ or civil engineering and six or more units of coursework in land surveying or other related coursework such as civil engineering, geology, construction management, or Geographic Information System GIS **(proof required)***

OR

B) Any combination of the aforementioned experience or education with coursework in land surveying or other related coursework such as civil engineering, geology, construction management, or Geographic Information System GIS **(proof required)*** totaling one year.

Additional Requirements to File

- Ability to perform physical labor involved in surveying.
- Willingness to work nights, weekends, holidays and overtime as required.
- A valid driver's license and a current DMV driving record are required by the hiring department at the time of appointment.

***Proof of required documents, such as degrees 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**

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characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.

DESIRABLE QUALIFICATIONS: Familiarity with total stations, data collectors, programmable calculators, computers and computer applications such as AutoCAD, MicroStation/InRoads, or other related software, and global positioning system (GPS) receivers.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Occupational Written Test.....100%
(Battery-operated calculator permitted)

This is a continuous examination. Eligible lists may be established periodically. Certification by band scores may be considered based on an analysis of the test scores.

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

The written examination is tentatively scheduled for the week of January 8, 2018 through January 12, 2018. If you have not received notification by December 15, 2017, please contact the Civil Service Department at (562) 570-6202.

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