

1 **DATE:** November 7, 2012  
2 **TO:** Civil Service Commission  
3 **FROM:** Mario R. Beas *MB* Executive Director  
4 **SUBJECT: APPROVAL OF JOB BULLETINS AND CERTIFICATION OF ELIGIBLE**  
5 **LISTS**

6 Staff recommends the Commission approve the proposed job opportunity bulletins:

- 7 • Emergency Medical Educator
- 8 • Park Naturalist

9 Should the Commission approve the job opportunity bulletins; the Commission will also  
10 be approving the certification of eligible names of candidates, by the Executive  
11 Director, to the user departments. Civil Service Department staff will establish eligible  
12 lists shortly after the protest periods are completed for the examinations in the selection  
13 process. The examination results will be placed on the Commission's subsequent  
14 agenda under the consent calendar.  
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# EMERGENCY MEDICAL EDUCATOR

## SALARY RANGE:

\$2,711.28 to \$3,693.36 Biweekly  
\$5,895.00 to \$8,030.00 Monthly

*Vacancies may be full-time or part-time positions in the Long Beach Fire Department.*

**Applications available: 7:30 a.m. to 4:30 p.m., November 9, 2012 through January 11, 2013. Completed application packets must be received in the Civil Service Department by 4:30 p.m., January 11, 2013. Postmarks will not be accepted. Online applications are highly encouraged.**

## REQUIREMENTS TO FILE:

Applicants must possess either **A** or **B** as stated below:

**A.** A Bachelor's degree in nursing, education, or a related field from an accredited four-year college or university and a valid Registered California Nurse license or Emergency Medical Technician – California Paramedic License (proof required)\*; and at least two (2) years of full-time equivalent paid professional experience in emergency medical services within the past five years.

OR

**B.** A valid State of California license as a Registered Nurse (proof required)\* and at least four (4) years of full-time equivalent paid professional experience in the emergency medical service within the past five years.

- Teaching experience or a valid community college teaching credential.
- Ability to communicate orally and in writing.
- Willingness to work weekends, nights, holidays and overtime as required.
- Willingness to work four 10-hour days and on-call to respond to personnel calls on communicable disease exposure.
- Proof of a valid Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of selection interview.

## DESIRABLE QUALIFICATIONS:

- Advanced Cardiac Life Support Instructor certificate
- Pediatric Advanced Life Support Instructor certificate
- American Heart Association CPR instructor certificate
- MICN (Mobile Intensive Care Nurse) certificate
- Emergency Medical Dispatch (EMD) certification or

## training

- Familiarity with personal computer and including use of all Microsoft Office programs (Excel, Access, PowerPoint, and Word)

**\*Proof of required documents must be uploaded to the online application or included with a paper application at time of filing (see additional information sheet).**

**EXAMPLES OF DUTIES:** Under direction, provides continuing education for EMT, EMT-P, and, Emergency Medical Dispatcher programs within the Fire Department; plans, conducts, and evaluates continuing education programs; participates in prehospital quality improvement programs; participates in the design, implementation, and evaluation of prehospital care research and pilot studies; acts as liaison with base and receiving hospitals; represents the City at advisory and committee meetings regarding prehospital care research and/or pilot studies; maintains records; prepares reports; assists in resolving complaints regarding prehospital care; provides basic CPR training to the public; and performs other related duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the 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. Screening of candidates will be conducted on the basis of applications and documentation submitted. Résumés will be accepted, but may not be substituted in lieu of the required application. As vacancies occur, the names of qualified applicants will be submitted to the requesting department for consideration. The eligible list will remain in effect for at least six months.

**If you have not received notification of the disposition of your application by January 20, 2013, contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request at (562) 570-6202.

# PARK NATURALIST



## **SALARY RANGE:**

\$1,599.04 - \$2,171.44 Biweekly

\$3,476.00 - \$4,721.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., November 9, 2012 through November 26, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., November 26, 2012. Postmarks will not be accepted. Online applications are highly encouraged.

**Vacancy Information:** There is currently one full-time vacancy as a Horticulturist.

## **REQUIREMENTS TO FILE:**

- Graduation with a four-year degree in the Natural Sciences, Horticulture, Outdoor Recreation or a related field with specific coursework in botany, biology, zoology, wildlife management, forestry, conservation and education (proof required\*) **AND**
- One year of (full-time equivalent) paid, professional experience in the operation and development of a nature center, nature museum, historic site gardens and landscapes, park, forest, or outdoor recreation area. 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.
- Ability to supervise and train staff and volunteers, assist in planning activities, maintain program activities and prepare and, direct interpretive educational programs.
- Overtime, weekend and/or holiday hours may be required.
- A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

\*Required documents must be uploaded to the online application or included with a paper application at time of filing.

**DESIRABLE QUALIFICATIONS:** Bilingual language ability

(English/Spanish or Southeast Asian) is desirable for some positions; plant restoration experience and/or certification.

**EXAMPLES OF DUTIES:** Under general supervision, plans, organizes, develops, and provides environmental and historical education and activity programs to the public and schools; maintains, preserves and restores the natural and historical environments at the City's Nature Center and formal gardens and landscape area of historical sites; develops and implements programs to promote interest in the study and appreciation of nature, landscapes, conservation and/or cultural history; plans and prepares permanent and temporary exhibits, including historical site formal gardens and landscapes; delivers lectures and arranges for guest lectures; supervises and trains volunteers and staff; writes education and promotional materials, including publicity releases, articles, brochures, manuals, and other related written materials for publication; performs, directs and supervises the restoration, preservation, propagation, irrigation, care and maintenance of the nature center facilities or historic site formal gardens and landscape areas; maintains records and prepares activity reports; develops program budgets and monitors expenditures; researches history and development of historic site gardens; preservation, conservation and natural resources; researches grant availability and develops funding proposals; assists with research, design, acquisition, and development of landscape areas at historic sites; monitors grants and revenue generating activities; performs other related duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed.

If you have not received notification by December 3, 2012, please contact the Civil Service Department at (562) 570-6202 or via email at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).

This information is available in an alternative format by request at (562) 570-6202.