

1 **DATE:** May 7, 2014

2 **TO:** Civil Service Commission

3 **FROM:** Tara M. McLean, Acting Executive Director

4 **SUBJECT: APPROVAL OF JOB BULLETIN AND CERTIFICATION OF ELIGIBLE**
5 **LIST**

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

- 7
 - Senior Surveyor

8 Should the Commission approve the job opportunity bulletin; the Commission will also
9 be approving the certification of eligible names of candidates, by the Executive
10 Director, to the user departments. Civil Service Department staff will establish an
11 eligible list shortly after the protest period is completed for the examination in the
12 selection process. The examination results will be placed on the Commission's
13 subsequent agenda under the consent calendar.

SENIOR SURVEYOR

SALARY RANGE:

\$2,738.16 to \$3,722.96 Biweekly

\$5,953.00 to \$8,094.00 Monthly

Online applications are highly encouraged. Applications available: 7:30 a.m. to 4:30 p.m., May 7, 2014 through June 20, 2014. Completed application packets must be received in the Civil Service Department by 4:30 p.m., June 20, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE: Applicants must meet one of the following options, A or B:

- A. Registration as a licensed Land Surveyor in the State of California (proof required)*.
- or-
- B. Registration as a Civil Engineer authorized to practice land surveying in the State of California (proof required)*.

Ability to direct and supervise office and field survey personnel; communicate effectively, both orally and in writing; deal tactfully and effectively with assigned staff, the public, client departments and consultants.

A valid motor vehicle operator's license will be required at time of appointment.

DESIRABLE QUALIFICATIONS: Experience in reviewing or preparation of field layout data of engineering construction plans; preparation or use of survey engineering computer programs (Microstation, InRoads, Cyclone, AutoCAD Civil 3D); 3-D Laser Scanning Technology, Hydrographic Surveying and GPS technology; and subdivision map checking.

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

EXAMPLES OF DUTIES: Under direction, supervises the work of a group of survey parties involved in a wide variety of survey work as defined in the State Land Surveyor's Act; directs a field survey party engaged in the more difficult work involved in land surveying including hydrographic, geodetic, boundary and construction surveying; plans procedures to improve performance; instructs personnel in the use and maintenance of precise optical and electronic survey equipment; reviews improvement plans; supervises the preparation of field layout data; directs the office staff in the preparation and/or checking of tract maps, parcel maps, and engineering improvement plans; researches deeds, maps and records for the preparation of descriptions and control and record maps and reports; performs complex survey computations and adjustments; instructs assigned personnel in safe work practices and ensure work areas comply with California Industrial Safety orders; may use computer aided design and other related surveying software; may review software and prepare procedures manual; may assume duties of section head in his/her absence; 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 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 will be established periodically.

If you have not received notification by June 30, 2014, contact the Civil Service Department at (562) 570-6202.

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