FINAL

BUYER

SALARY RANGE:
Grades I - II: $2,082.16 to $3,376.56 Biweekly
$4,527.00 to $7,341.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning on March 10, 2017 through 4:30 p.m., March 24, 2017.

REQUIREMENTS TO FILE: Candidates must meet requirements A, B or C:

A. Bachelor's degree from an accredited university with major coursework in purchasing, materials management, business administration public administration or closely-related field (proof required)*.

B. Four years of paid full-time experience in purchasing a wide variety of industrial and/or governmental equipment, supplies and materials for use rather than for resale.

C. Any combination of education with major coursework in purchasing, materials management, business administration public administration or closely-related field and experience totaling four years (proof required)*.

- Knowledge of Microsoft computer applications.
- A valid driver's license may be required by the hiring department.

***Proof of required documents must be uploaded to the online application at time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS: Experience in the following areas: governmental purchasing; capital construction; enterprise financial or accounting systems; or PlanetBids or comparable bidder management systems. Any of the following certifications are desirable: Certified Purchasing Manager (CPM), Accredited Purchasing Professional (APP), Certified Public Purchasing Buyer (CPPB) or Certified Public Purchasing Officer (CPPO).

EXAMPLES OF DUTIES: Under direction, purchases a variety of materials, services, supplies and equipment for use by operating departments; add value to the overall procurement process by providing value added service to departmental clients; receives and analyzes requisitions, consolidates annual requirements for assigned commodities used by multiple departments; solicits bids, compares costs and evaluates the quality and suitability of products or services, makes or recommends purchases; sources potential vendors and, when necessary, coordinates local and small business outreach efforts; confers with vendors and requisitioning officers concerning purchases; analyzes material requirements and commodity specifications; prepares specifications for contracts and for purchases requiring written bids; analyzes and awards bids; interviews vendors, sets up evaluation committee and arranges for tests and demonstrations of products; determines the best sources of supply and the reliability of vendors; issues purchase orders; maintains detailed records and prepares reports of purchasing activities; prepares letters to the City Council to recommend contract awards; uses computer in performing buying functions; may supervise subordinates; may serve as assistant to the Purchasing Agent and act in that capacity during his/her absence; and performs other related duties as required.

EXAMINATION WEIGHTS:
Application Packet.....Qualifying
Occupational Written Test 100%
(Battery-operated calculators are permitted)

A minimum rating of 70 must be attained in order to pass. Certification by score bands will be considered based on an analysis of test results.

The written examination is tentatively scheduled for April 11, 2017. If you have not received notification by April 5, 2017, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request 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.

DRAFT

BUYER

SALARY RANGE:
Grades I - II: $2,082.16 to $3,376.56 Biweekly
~~$2,041.36 to $3,310.32 Biweekly~~
$4,527.00 to $7,341.00 Monthly
~~$4,438.00 to $7,197.00 Monthly~~

Accepting online applications only. Apply online 24 hours a day, beginning on March 10, 2017 ~~April 22, 2016~~ through 4:30 p.m., March 24, 2017 ~~May 6,~~

REQUIREMENTS TO FILE: Candidates must meet requirements A, B or C:

A. Bachelor's degree from an accredited ~~U.S. college or~~ university with major coursework in purchasing, materials management, business administration public administration or closely-related field (proof required)*.

B. Four years of ~~(full-time equivalent)~~ paid full-time experience in purchasing a wide variety of industrial and/or governmental equipment, supplies and materials for use rather than for resale.

C. Any combination of education with major coursework in purchasing, materials management, business administration public administration or closely-related field and experience totaling four years (proof required)*.

- Knowledge of Microsoft computer applications.
- A valid driver's license may be required by the hiring department.

***Proof of required documents must be uploaded to the online application at time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS: Experience in the following areas: governmental purchasing; capital construction; enterprise financial or accounting systems; or PlanetBids or comparable bidder management systems. Any of the following certifications are desirable: Certified Purchasing Manager (CPM), Accredited Purchasing Professional (APP), Certified Public Purchasing Buyer (CPPB) or Certified Public Purchasing Officer (CPPO).

EXAMPLES OF DUTIES: Under direction, purchases a variety of materials, services, supplies and equipment for use by operating departments; add value to the overall procurement process by providing value added service to departmental clients; receives and analyzes requisitions, consolidates annual requirements for assigned commodities used by multiple departments; solicits bids, compares costs and evaluates the quality and suitability of products or services, makes or recommends purchases; sources potential vendors and, when necessary, coordinates local and small business outreach efforts; confers with vendors and requisitioning officers concerning purchases; analyzes material requirements and commodity specifications; prepares specifications for contracts and for purchases requiring written bids; analyzes and awards bids; interviews vendors, sets up evaluation committee and arranges for tests and demonstrations of products; determines the best sources of supply and the reliability of vendors; issues purchase orders; maintains detailed records and prepares reports of purchasing activities; prepares letters to the City Council to recommend contract awards; uses computer in performing buying functions; may supervise subordinates; may serve as assistant to the Purchasing Agent and act in that capacity during his/her absence; and performs other related duties as required.

EXAMINATION WEIGHTS:
Application Packet.....Qualifying
Occupational Written Test 100%
(Battery-operated calculators are permitted)

A minimum rating of 70 must be attained in order to pass. Certification by score bands will be considered based on an analysis of test results.

The written examination is tentatively scheduled for April 11, 2017 ~~May 13, 2016~~. If you have not received notification by April 5, 2017 ~~May 9, 2016~~, contact the Civil Service Department at (562) 570-6202.

DRAFT

This information is available in an alternative format by request 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.

~~J.O.B. C13AN-16 LF~~	~~04/20/16~~
C13AN-17 SG BUY	3/1/17

BUYER 2017

Recruitment Plan

Recruitment Strategy

- Governmentjobs.com
- Longbeach.gov
- E-blast
- Social Media (Twitter & Facebook)
- HTTV (Hometown television)
- 24-hour jobline
- The Edge (local publication)
- California Association of Public Procurement Officials, Inc.

Filing Period

- 2 week filling period.

FINAL

HARBOR MAINTENANCE MECHANIC

SALARY RANGE:
Grade I-II: $1,591.84 to $2,325.60 Biweekly
$3,461.00 to $5,056.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning on March 3, 2017 through 4:30 p.m., March 17, 2017.

REQUIREMENTS TO FILE: Candidates must meet either **A or B** of the following requirements:

A. One year of paid, full-time equivalent experience in construction and/or heavy timber construction, and maintenance of associated mechanical equipment requiring the safe and efficient use of machinery, which may include: pile drivers, cranes, lift booms, air tools and gasoline-powered chainsaws.

OR

B. Current City of Long Beach employees with experience performing the duties listed above.

AND

- General knowledge of waterfront or similar facilities, including Construction Safety Orders as issued by the State of California Division of Industrial Safety.
- Ability to read and interpret written instructions and make simple mathematical computations.
- Willingness to work overtime as required.
- Ability to wear a respirator and pass a spirometer test (breathing capacity).
- Candidates who are selected for the position will be required to obtain a Class A driver's license prior to passing probation (total 2,088 scheduled work hours) and must comply with the Anti-Drug Program as required by the Department of Transportation.
- A driver's license will be required at time of appointment.

DESIRABLE QUALIFICATIONS: Class A driver's license, NCCCO certification for Small or Large Telescopic Boom Cranes, experience with arc welding and pipefitting, ability to swim. A Small Telescopic Boom Crane certification from the National Commission for the Certification of Crane Operators (NCCCO) is desirable for some positions.

EXAMPLES OF DUTIES: Under general supervision, performs a variety of skilled maintenance and repair work on piers, wharves, docks, associated harbor facilities and mechanical equipment; installs, replaces or repairs pilings, fender systems, hanging and floating camel logs, breasting timbers, rubbing strips, floats, walkways, gangways, safety ladders and dock rails; installs, maintains and repairs associated mechanical equipment on harbor facilities; operates and maintains tools and equipment used such as trucks, trailers, truck mounted lifts or cranes, chainsaws, air-powered tools, fork lifts and oxyacetylene torches for cutting or burning purposes; observes safety rules and regulations and maintains records; may operate pile drivers and estimate job costs; performs other related duties as required.

SELECTION PROCEDURE:
Screening of applications will be conducted on the basis of application packets submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to participate in the Performance Examination.

EXAMINATION WEIGHTS:
Application & Supplemental Application.....Qualifying
Performance Examination.....100%

A minimum rating of 70 must be attained in order to pass.

The Performance Exam is tentatively scheduled the week of April 18, 2017. If you have not received notification by April 7, 2017 contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer 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 a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

N32AN-17 SG HMM 3/1/2017

DRAFT

HARBOR MAINTENANCE MECHANIC

SALARY RANGE:
Grade I-II: $1,591.84 to $2,325.60 Biweekly
$3,461.00 to $5,056.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning on ~~January 13, 2016~~ March 3, 2017 through 4:30 P.M., ~~February 12, 2016~~ March 17, 2017.

REQUIREMENTS TO FILE: Candidates must meet either **A or B** of the following requirements:

A. One year of paid, full-time equivalent ~~of paid~~ experience in construction and/or heavy timber construction, and maintenance of associated mechanical equipment requiring the safe and efficient use of machinery, which may include: pile drivers, cranes, lift booms, air tools and gasoline-powered chainsaws.

OR

B. Current City of Long Beach employees with experience performing the duties listed above.

AND

- General knowledge of waterfront or similar facilities, including Construction Safety Orders as issued by the State of California Division of Industrial Safety.
- Ability to read and interpret written instructions and make simple mathematical computations.
- Willingness to work overtime as required.
- Ability to wear a respirator and pass a spirometer test (breathing capacity).
- Candidates who are selected for the position will be required to obtain a Class A driver's license prior to passing probation (total 2,088 scheduled work hours) and must comply with the Anti-Drug Program as required by the Department of Transportation.
- A driver's license will be required at time of appointment.

DESIRABLE QUALIFICATIONS: Class A driver's license, NCCCO certification for Small or Large Telescopic Boom Cranes, experience with arc welding and pipefitting, ability to swim. A Small Telescopic Boom Crane certification from the National Commission for the Certification of Crane Operators (NCCCO) is desirable for some positions.

EXAMPLES OF DUTIES: Under general supervision, performs a variety of skilled maintenance and repair work on piers, wharves, docks, associated harbor facilities and mechanical equipment; installs, replaces or repairs pilings, fender systems, hanging and floating camel logs, breasting timbers, rubbing strips, floats, walkways, gangways, safety ladders and dock rails; installs, maintains and repairs associated mechanical equipment on harbor facilities; operates and maintains tools and equipment used such as trucks, trailers, truck mounted lifts or cranes, chainsaws, air-powered tools, fork lifts and oxyacetylene torches for cutting or burning purposes; observes safety rules and regulations and maintains records; may operate pile drivers and estimate job costs; performs other related duties as required.

SELECTION PROCEDURE:
Screening of ~~candidates~~ applications will be conducted on the basis of ~~completed~~ application packets submitted. ~~Candidates must clearly describe how they meet the state requirements to file.~~ Only those candidates showing ~~evidence of~~ the strongest backgrounds on the basis of ~~in~~ a comparative analysis will be invited to participate in the Performance Examination.

EXAMINATION WEIGHTS:
Application & Supplemental Application.....Qualifying
Performance Examination.....100%

A minimum rating of 70 must be attained in order to pass. ~~be placed on the eligible list.~~

The Performance Exam is tentatively scheduled the week of ~~February 22, 2016~~ April 18, 2017. If you have not received notification by April 7, 2017 ~~February 19, 2016~~ contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer 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 a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

~~An Equal Opportunity Employer~~

~~N32AN-16 SG~~	~~1/13/2016~~
N32AN-17 SG HMM	3/1/2017

Harbor Maintenance Mechanic 2017

Recruitment Plan

Recruitment Strategy

- Governmentjobs.com
- Longbeach.gov
- E-blast
- Social Media (Twitter & Facebook)
- HTTV (Hometown Television)
- 24-hour jobline

Filing Period

- 2 week filing period, with the opportunity to extend an additional 2 weeks due to low applicant.

FINAL 2.23.17

MAINTENANCE ASSISTANT

SALARY RANGE:
Grades I – III: $1,093.20 to $1,768.48 Biweekly
$2,377.00 to $3,845.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., March 10, 2017 through 4:30 p.m., March 17, 2017. (pre post for a week- March 3 – March 10, 2017)

REQUIREMENTS TO FILE:

- Ability to: understand and follow oral and written directions, lift and move medium to heavy objects, use common hand and power tools such as those used in trades, maintenance or custodial work, deal courteously with the public and co-workers, use simple arithmetic, and endure long periods of physical labor.

- Willingness to: work an irregular schedule, including various hours, shifts, weekends, and holidays; work where there are many rules and regulations which are strictly enforced, and keep their work area neat, clean, and orderly.

- Class C motor vehicle operator's license is desirable and is required for most positions. Some positions require a valid Class A or B motor vehicle operator's driver license and are subject to Department of Transportation drug and alcohol testing requirements. If required, candidates must submit a current DMV driving record to the hiring department at time of selection interview.

POSITION SPECIFIC REQUIREMENTS: Positions in the Long Beach Airport require candidates to pass a Transportation Security Administration background investigation and some positions may require candidates to pass a test for an Airfield Drivers Permit.

Some positions in the Water Department require the willingness and ability to respond to emergency calls at the Operations Service Center (1800 E. Wardlow Road) within a 30-minute timeframe.

Positions in the Police Department require candidates to pass a thorough background investigation prior to appointment.

EXAMPLES OF DUTIES: Under general supervision, performs a variety of routine maintenance, semi-skilled maintenance, and/or custodial duties. The duties may include, but are not limited to, the duties listed:

Maintenance Assistant I - Performs a variety of custodial duties, routine maintenance and minor landscaping duties, reports hazardous conditions and needed repairs, and/or receives training for semi-skilled maintenance duties; and performs other related duties as required.

Maintenance Assistant II - Performs routine semi-skilled maintenance duties, operates various light to medium vehicles and equipment, and may perform in a lead capacity over a crew performing custodial duties and/or routine maintenance duties.

Maintenance Assistant III - Performs more complex semi-skilled maintenance duties, operates various medium to heavy vehicles and equipment, and may perform in a lead capacity over a crew performing semi-skilled maintenance duties.

EXAMINATION PROCESS:
Application Packet.....Qualifying

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. Screening of candidates will be conducted on the basis of applications submitted.

If you do not receive notification by March 31, 2017, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, 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.

J32AN-17 DE; MA 03/01/17

DRAFT 2.23.17

MAINTENANCE ASSISTANT

SALARY RANGE:
Grades I – III: $1,093.20 to $1,768.48 Biweekly
$2,377.00 to $3,845.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., March 10, 2017 through 4:30 p.m., March 17, 2017. (pre post for a week- March 3 – March 10, 2017)

REQUIREMENTS TO FILE:

- Ability to: understand and follow oral and written directions, lift and move medium to heavy objects, use common hand and power tools such as those used in trades, maintenance or custodial work, deal courteously with the public and co-workers, use simple arithmetic, and endure long periods of physical labor.

- Willingness to: work an irregular schedule, including various hours, shifts, weekends, and holidays; work where there are many rules and regulations which are strictly enforced, and keep their work area neat, clean, and orderly.

- Class C motor vehicle operator's license is desirable and is required for most positions. Some positions require a valid Class A or B motor vehicle operator's driver license and are subject to Department of Transportation drug and alcohol testing requirements. If required, candidates must submit a current DMV driving record to the hiring department at time of selection interview.

POSITION SPECIFIC REQUIREMENTS: Positions in the Long Beach Airport require candidates to pass a Transportation Security Administration background investigation and some positions may require candidates to pass a test for an Airfield Drivers Permit.

Some positions in the Water Department require the willingness and ability to respond to emergency calls at the Operations Service Center (1800 E. Wardlow Road) within a 30-minute timeframe.

Positions in the Police Department require candidates to pass a thorough background investigation prior to appointment.

EXAMPLES OF DUTIES: Under general supervision, performs a variety of routine maintenance, semi-skilled maintenance, and/or custodial duties. The duties may include, but are not limited to,the duties listed:

Maintenance Assistant I - Performs a variety of custodial duties, routine maintenance and minor landscaping duties, reports hazardous conditions and needed repairs, and/or receives training for semi-skilled maintenance duties; and performs other related duties as required.

Maintenance Assistant II - Performs routine semi-skilled maintenance duties, operates various light to medium vehicles and equipment, and may perform in a lead capacity over a crew performing custodial duties and/or routine maintenance duties.

Maintenance Assistant III - Performs more complex semi-skilled maintenance duties, operates various medium to heavy vehicles and equipment, and may perform in a lead capacity over a crew performing semi-skilled maintenance duties.

EXAMINATION PROCESS:
Application Packet.....Qualifying

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. Screening of candidates will be conducted on the basis of applications submitted.

If you do not receive notification by ~~March 26, 2014~~ March 31, 2017, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, 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.

~~J32AN-14 MA—LF~~ J32AN-17 DE; MA ~~02/10/14~~ 03/01/17

MAINTENANCE ASSISTANT

Recruitment Plan

Recruitment Strategy

- Pre-Post beginning March 3 – March 10
- Governmentjobs.com
- Longbeach.gov
- E-blast
- Social Media (Facebook, Twitter)
- HTTV (Hometown television)
- 24-hour jobline
- Santiago Canyon College
- Orange Coast College
- LA Trade Tech

Filing Period

- Continuous, Non-competitive process
- 1 week application filing period: March 10, 2017 – March 17, 2017

MAINTENANCE PLANNER

SALARY RANGE:
Grades I-II $2041.36 to $3,066.48 Biweekly
$4,438.00 to $6,667.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning on March 3, 2017 through 4:30 p.m., March 17, 2017.

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.

Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, 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.

REQUIREMENTS TO FILE:
One year (paid, full-time equivalent) of classified service in the Harbor Department performing the planning, coordinating and scheduling of the maintenance and repair of Harbor facilities and equipment;

Ability to:
- Plan, schedule, and evaluate completion of work orders to accomplish work group goals;
- Determine staffing, equipment and materials required to complete work orders;
- Operate computes and applications and work order management systems;
- Communicate effectively, both orally and in writing;
- Read and understand drawings, specifications and sketches.

Knowledge of:
- Practices, methods, and equipment used in installation, maintenance and repair of systems, facilities and equipment;
- Maintenance work order management and other work-related applications;
- Methods, practices and techniques of work order estimating and scheduling, with emphasis on computerized scheduling and tracking systems;
- City of Long Beach and/or Port of Long Beach ordinances, codes, procedures and practices applicable to assigned work responsibilities;
- City of Long Beach and/or Port of Long Beach purchasing and contracting policies, procedures and legal requirements;
- Applicable safety policies and safe work practices;
- Knowledge of State and Federal OSHA requirements and regulations applicable to work equipment used.

Willingness to:
- Work overtime, weekends and holidays as required;

A valid driver's license is required by the hiring department.

***Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS:
Knowledge of computer applications related to the Port of Long Beach maintenance work order management system.

EXAMPLES OF DUTIES: Under general supervision, writes up, plans and schedules regular, preventative maintenance and emergency work orders on a daily, weekly, or longer-term basis to maximize efficiency and productivity; assigns or assists in the assigning work orders to crews on the basis of work to be performed; plans maintenance and repair projects; estimates material, equipment and labor requirements and plans for safety requirements; distributes estimates for reimbursable work orders to responsible parties for information; identifies work to be performed by outside vendors; performs purchasing activities to acquire parts and equipment needed for work orders; shops availability of parts and materials; enters data in the maintenance management system; sets up tasks and activities, including preventative maintenance, scheduled and unscheduled work orders; enters data to update information in the preventative maintenance database; participates in the work of section crews as necessary on a backup or emergency basis; coordinates the auction of surplus equipment and vehicles; performs other duties as required.

EXAMINATION WEIGHTS
Application Packet.....Qualifying

This is a continuous examination. A minimum of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on an analysis of test scores.

If you have not received notification of the status of your application by March 31, 2017, please contact the Civil Service Department at (562) 570-6202.

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

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

NG2AN-17 DE: MP 3/1/17

MAINTENANCE PLANNER

SALARY RANGE:
Grades I-II $2041.36 to $3,066.48 Biweekly
$4,438.00 to $6,667.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning on March 3, 2017 through 4:30 p.m., March 17, 2017.

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.

Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, 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.

REQUIREMENTS TO FILE:
One year (paid, full-time equivalent) of classified service in the Harbor Department performing the planning, coordinating and scheduling of the maintenance and repair of Harbor facilities and equipment;

Ability to:
- Plan, schedule, and evaluate completion of work orders to accomplish work group goals;
- Determine staffing, equipment and materials required to complete work orders;
- Operate computes and applications and work order management systems;
- Communicate effectively, both orally and in writing;
- Read and understand drawings, specifications and sketches.

Knowledge of:
- Practices, methods, and equipment used in installation, maintenance and repair of systems, facilities and equipment;
- Maintenance work order management and other work-related applications;
- Methods, practices and techniques of work order estimating and scheduling, with emphasis on computerized scheduling and tracking systems;
- City of Long Beach and/or Port of Long Beach ordinances, codes, procedures and practices applicable to assigned work responsibilities;
- City of Long Beach and/or Port of Long Beach purchasing and contracting policies, procedures and legal requirements;
- Applicable safety policies and safe work practices;
- Knowledge of State and Federal OSHA requirements and regulations applicable to work equipment used.

Willingness to:
- Work overtime, weekends and holidays as required;

A valid driver's license is required by the hiring department.

***Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS:
Knowledge of computer applications related to the Port of Long Beach maintenance work order management system.

EXAMPLES OF DUTIES: Under general supervision, writes up, plans and schedules regular, preventative maintenance and emergency work orders on a daily, weekly, or longer-term basis to maximize efficiency and productivity; assigns or assists in the assigning work orders to crews on the basis of work to be performed; plans maintenance and repair projects; estimates material, equipment and labor requirements and plans for safety requirements; distributes estimates for reimbursable work orders to responsible parties for information; identifies work to be performed by outside vendors; performs purchasing activities to acquire parts and equipment needed for work orders; shops availability of parts and materials; enters data in the maintenance management system; sets up tasks and activities, including preventative maintenance, scheduled and unscheduled work orders; enters data to update information in the preventative maintenance database; participates in the work of section crews as necessary on a backup or emergency basis; coordinates the auction of surplus equipment and vehicles; performs other duties as required.

EXAMINATION WEIGHTS
Application Packet.....Qualifying

This is a continuous examination. A minimum of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on an analysis of test scores.

If you have not received notification of the status of your application by March 31, 2017, please contact the Civil Service Department at (562) 570-6202.

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

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

NG2AN-17 DE: MP 3/1/17

MAINTENANCE PLANNER

Recruitment Plan

Recruitment Strategy

- Governmentjobs.com
- Longbeach.gov
- POLB.com
- E-blast
- Social Media (Facebook, Twitter)
- HTTV (Hometown television)
- 24-hour jobline

Filing Period

- Continuous, promotional process
- 2 week application filing period: March 3, 2017 – March 17, 2017

FINAL DRAFT

POLICE SERGEANT

SALARY RANGE: $3,391.60 to $4,316.00 Biweekly
$7,374.00 to $9,383.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning March 3, 2017 through 4:30pm, March 17, 2017.

PROMOTIONAL OPPORTUNITY: 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.

REQUIREMENTS TO FILE:
Open to current classified Police Officers in the Long Beach Police Department (LBPD) with at least three (3) years of permanent service* as a LBPD Police Officer and/or Police Recruit prior to March 17, 2017 and to current classified LBPD Police Corporals.

*Note: In accordance with Article VII, Section 102 of the Civil Service Rules and Regulations, a resigned employee severs all previously accrued Civil Service seniority and status.

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

Candidates who achieve a qualifying score on the Written Examination MUST submit an Assessment of Promotability (AP) packet to the Civil Service Department by **4:30 p.m., May 5, 2017**. Candidates failing to provide a completed Assessment of Promotability packet by the stated deadline will be eliminated from the examination process.

EXAMPLES OF DUTIES: Under direction of a Lieutenant, Commander, Civilian Manager, Deputy Chief or Chief of Police, coordinates and supervises the activities of a patrol shift or a specialized unit of police and/or civilian personnel engaged in various phases of law enforcement and performs other related duties as required.

EXAMINATION WEIGHTS:
Completed Application.....Qualifying
Occupational Written Examination.....25%
Job Simulation Writing Exercise.....10%
Critical Incident Management Exercise.....25%
Assessment of Promotability 20%
Appraisal Interview 20%

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

The Written Examination is tentatively scheduled for March 27, 2017. The Job Simulation Writing Exercise is tentatively scheduled for April 11, 2017. The Critical Incident Management Exercise (Tactical Scene Simulation) and Appraisal Interview are tentatively scheduled for the week of May 1st. The Assessment of Promotability is tentatively scheduled for the week of May 15th.

SELECTION PROCEDURE: Information on the selection procedure and score calculations is included on page two of the Job Opportunity Bulletin.

If you have not received notification by March 23, 2017, contact the Civil Service Department at (562) 570-6202, by 4:30 pm, March 23, 2017.

This information is available in an alternative format by request 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.

POLICE SERGEANT
SELECTION PROCEDURE / SCORE CALCULATIONS

The selection procedure will consist of a Written Examination (25%), a Critical Incident Management Scene Exercise (25%), an Appraisal Interview (20%), a Job Simulation Writing Exercise (10%), and an Assessment of Promotability (20%). All candidates successfully passing the Written Examination will be required to submit a completed Assessment of Promotability packet to the Civil Service Department by May 5, 2017.

Written Examination – 25%

All candidates meeting the minimum requirements will be invited to the Written Examination. The Written Examination will cover specific job knowledge and skill required for the position of Police Sergeant. Questions related to the tasks performed and knowledge required will be based on the published final source list and may cover the following: knowledge of rules, regulations, policies, procedures, mission, goals and objectives; knowledge of court decisions affecting departmental operations; knowledge of administrative rules, regulations and directives or procedures affecting operations; knowledge of laws; knowledge of how to conduct specialized or technical police operations. A minimum rating of 70 must be attained in order to pass the written examination.

Job Simulation Writing Exercise – 10%

The Job Simulation Writing Exercise will be administered receiving qualifying scores on the Written Examination to all candidates and may cover the following: written communication skills, candidate's ability to convey thoughts and ideas in a job related memorandum, proper use of grammar, spelling and punctuation, and the general use of the English language. A score of 70 will be the minimum passing score on the Job Simulation Writing Exercise.

Critical Incident Management Exercise – 25%

The Critical Incident Management Exercise (Tactical Scene Simulation) will be administered to all candidates receiving qualifying scores on the Written Examination. Candidates will be evaluated on their performance in a Critical Incident Management Scenario. Candidates will be instructed to consider himself/herself a Police Sergeant in the Patrol Bureau and will be presented with a real-time incident driven field scenario. Raters will assess each candidate's knowledge and comprehension of the resources, policies, and procedures of the Long Beach Police Department (as captured in the Reading List for 2017 Sergeants Examination) and ability to supervise a tactical problem(s) as a Police Sergeant. A minimum score of 70 will be required on the CIME in order to pass the examination.

Appraisal Interview – 20%

The job-related Appraisal Interview will be administered to all candidates receiving qualifying scores on the Written Examination. The Appraisal Interview may cover the following: oral communication ability; problem analysis and decision-making ability; supervisory ability; planning and organization; and special and technical police operations. A score of 70 will be the minimum passing score on the Appraisal Interview.

Assessment of Promotability (AP) – 20%

Completed Assessment of Promotability packets must be submitted to the Civil Service Department by 4:30 p.m., May 5, 2017, for all candidates continuing in the examination process. The Assessment of Promotability will be administered to all candidates qualifying on the Written Examination. Candidates will be evaluated based upon their performance as it relates to the position of Police Sergeant. Candidates cannot fail the Assessment of Promotability. Scores on the Assessment of Promotability phase of the examination will range from 70-100.

Score Calculations

Raw scores on the Written Examination, at or above the cut-off point, will be converted to a scale ranging from 70-100. Written Examination scores will be multiplied by .25; Job Simulation Writing Exercise Scores of 70 or above will be multiplied by .10; Critical Incident Management Exercise (Tactical Scene Simulation) scores of 70 and above will be multiplied by .25; Appraisal Interview Scores of 70 or above will be multiplied by .20; and Assessment of Promotability Scores will be multiplied by .20. Resulting scores will be totaled to determine the final examination scores. A minimum rating of 70 must be attained in each part of the examination.

FINAL DRAFT

POLICE SERGEANT

SALARY RANGE: $3,391.60 to $4,316.00 Biweekly
$7,374.00 to $9,383.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning March 3, 2017 through 4:30pm, March 17, 2017.

PROMOTIONAL OPPORTUNITY: 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.

REQUIREMENTS TO FILE:

Open to current classified Police Officers in the Long Beach Police Department (LBPD) with at least three (3) years of permanent service* as a LBPD Police Officer and/or Police Recruit prior to March 17, 2017 and to current classified LBPD Police Corporals.

*Note: In accordance with Article VII, Section 102 of the Civil Service Rules and Regulations, a resigned employee severs all previously accrued Civil Service seniority and status.

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

Candidates who achieve a qualifying score on the Written Examination MUST submit an Assessment of Promotability (AP) packet to the Civil Service Department by **4:30 p.m., XX, XX, 2017**. Candidates failing to provide a completed Assessment of Promotability packet by the stated deadline will be eliminated from the examination process.

EXAMPLES OF DUTIES: Under direction of a Lieutenant, Commander, Civilian Manager, Deputy Chief or Chief of Police, coordinates and supervises the activities of a patrol shift or a specialized unit of police and/or civilian personnel engaged in various phases of law enforcement and performs other related duties as required.

EXAMINATION WEIGHTS:

Completed Application.....Qualifying
Occupational Written Examination.....25%
~~Writing~~ Job Simulation Writing Exercise.....10%
Critical Incident Management Exercise.....25%
Assessment of Promotability 20%
~~Oral Examination~~Appraisal Interview 20%

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

The Written Examination is tentatively scheduled for March 27, 2017. The Job Simulation Writing Exercise is tentatively scheduled for April 11, 2017. The Critical Incident Management Exercise (Tactical Scene Simulation) and Appraisal Interview are tentatively scheduled for the week of May 1st. The Assessment of Promotability is tentatively scheduled for the week of May 15th.

SELECTION PROCEDURE: Information on the selection procedure and score calculations is included on page two of the Job Opportunity Bulletin.

If you have not received notification by March 23, 2017, contact the Civil Service Department at (562) 570-6202, by 4:30 pm, March 23, 2017.

This information is available in an alternative format by request 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.

POLICE SERGEANT
SELECTION PROCEDURE / SCORE CALCULATIONS

The selection procedure will consist of a Written Examination (25%), a Critical Incident Management Scene Exercise (25%), an Appraisal Interview (20%), a Job Simulation Writing Exercise (10%), and an Assessment of Promotability (20%). All candidates successfully passing the Written Examination will be required to submit a completed Assessment of Promotability packet to the Civil Service Department by May 5, 2017.

Written Examination – 25%

All candidates meeting the minimum requirements will be invited to the Written Examination. The Written Examination will cover specific job knowledge and skill required for the position of Police Sergeant. Questions related to the tasks performed and knowledge required will be based on the published final source list and may cover the following: knowledge of rules, regulations, policies, procedures, mission, goals and objectives; knowledge of court decisions affecting departmental operations; knowledge of administrative rules, regulations and directives or procedures affecting operations; knowledge of laws; knowledge of how to conduct specialized or technical police operations. A minimum rating of 70 must be attained in order to pass the written examination.

~~The following criteria will be applied to the distribution of scores to determine those candidates that will be invited to the Tactical Scene Simulation, Oral Examination, Writing Exercise, and Assessment of Promotability (AP): **A maximum of 60 candidates will be invited to continue in the examination process.** The candidates with the 60 highest raw scores on the Written Examination will be invited to continue in the examination process; however, in the event of a tie score with the 60th candidates, the cut-off score will be moved to the next highest raw score that differentiates between candidates. (For example, if the 55th highest raw score was 72 and 8 candidates received raw scores of 71, the cut-off would be set at 72 since accommodating the next lowest raw score [71], or 8 candidates, would bring the total passing candidates to 63 which would exceed the maximum of 60 candidates.) Therefore, depending on the score distribution, fewer than 60 candidates may be invited to the Tactical Scene Simulation, Oral Examination, Writing Exercise, and Assessment of Promotability (AP). In no instance will more than 60 candidates be invited to the Tactical Scene Simulation, Oral Examination, Writing Exercise, and Assessment of Promotability (AP).~~

Job Simulation Writing Exercise – 10%

The Job Simulation Writing Exercise will be administered receiving qualifying scores on the Written Examination to all candidates and may cover the following: written communication skills, candidate's ability to convey thoughts and ideas in a job related memorandum, proper use of grammar, spelling and punctuation, and the general use of the English language. A score of 70 will be the minimum passing score on the Job Simulation Writing Exercise.

Critical Incident Management Exercise – 25%

The Critical Incident Management Exercise (Tactical Scene Simulation) will be administered to all candidates receiving qualifying scores on the Written Examination. Candidates will be evaluated on their performance in a Critical Incident Management Scenario. Candidates will be instructed to consider himself/herself a Police Sergeant in the Patrol Bureau and will be presented with a real-time incident driven field scenario. Raters will assess each candidate's knowledge and comprehension of the resources, policies, and procedures of the Long Beach Police Department (as captured in the Reading List for 2017 Sergeants Examination) and ability to supervise a tactical problem(s) as a Police Sergeant. A minimum score of 70 will be required on the CIME in order to pass the examination.

Appraisal Interview – 20%

The job-related Appraisal Interview will be administered to all candidates receiving qualifying scores on the Written Examination. The Appraisal Interview may cover the following: oral communication ability; problem analysis and decision-making ability; supervisory ability; planning and organization; and special and technical police operations. A score of 70 will be the minimum passing score on the Appraisal Interview.

Assessment of Promotability (AP) – 20%

Completed Assessment of Promotability packets must be submitted to the Civil Service Department by 4:30 p.m., May 5, 2017, for all candidates continuing in the examination process. The Assessment of Promotability will be administered to all candidates qualifying on the Written Examination. Candidates will be evaluated based upon their performance as it relates to the position of Police Sergeant. Candidates cannot fail the Assessment of Promotability. Scores on the Assessment of Promotability phase of the examination will range from 70-100.

Score Calculations

Raw scores on the Written Examination, at or above the cut-off point, will be converted to a scale ranging from 70-100. Written Examination scores will be multiplied by .25; Job Simulation Writing Exercise Scores of 70 or above will be multiplied by .10; Critical Incident Management Exercise (Tactical Scene Simulation) scores of 70 and above will be multiplied by .25; Appraisal Interview Scores of 70 or above will be multiplied by .20; and Assessment of

POLICE SERGEANT
SELECTION PROCEDURE / SCORE CALCULATIONS

Promotability Scores will be multiplied by .20. Resulting scores will be totaled to determine the final examination scores. A minimum rating of 70 must be attained in each part of the examination.

POLICE SERGEANT

Recruitment Plan

Recruitment Strategy

- Governmentjobs.com
- Internal recruitment within Police Department

Filing Period

- Promotional opportunity.
- Two week application filing period (March 3, 2017 through March 17, 2017)