

**FINAL DRAFT**

Job Title **ACCOUNTING TECHNICIAN**  
Closing Date/Time **September 29, 2017, 4:30pm**  
Salary **\$1,623.68 - \$2,198.08 Biweekly**  
Job Type **Classified - Full-Time, Permanent**  
Location **Long Beach, California**  
Department **Financial Management and Police Departments**

**This bulletin is pre- posted from September 15, 2017 – September 24, 2017.**

**Accepting online applications only. Apply online 24 hours a day, September 25, 2017 through 4:30 p.m., September 29, 2017.**

**Current vacancies are with Financial Management and Police Departments. Other departments that use this classification are Development Services, Gas & Oil, Harbor, Health and Human Services and Public Works.**

**EXAMPLES OF DUTIES:** Under general supervision, performs technical accounting support functions in the preparation, maintenance, and processing of accounting records and financial transactions; audits, reviews, and approves financial transactions and data in accordance with GAAP and City policy for accuracy and resolves discrepancies; balances accounts and makes adjusting and closing entries; prepares and analyzes schedules, statements and reports; computes and distributes labor, material and overhead costs; prepares financial statements; designs spreadsheets; performs computations utilizing specialized and complex financial data; reconciles accounts between systems; establishes and maintains systems to assure accountability and financial control; processes accounting and financial transactions; reconciles and monitors accounts; identifies, researches and resolves discrepancies; provides technical information and instruction regarding applicable procedures and methods to City departments and staff; participates in the training of various departments in the use of computer accounting programs; may supervise the work of assigned staff and provide training; performs other related duties as required.

**REQUIREMENTS TO FILE:**

**Applicants must meet Option A, B or C:**

- A. Education equivalent to an Associate of Arts degree (60 semester credit hours or 90 quarter credit hours) with accounting coursework or a related field (proof required)\* AND one year of full-time equivalent, paid experience performing complex clerical accounting duties\*\*.

**OR**

- B. Any combination of education equivalent to 12 semester credit hours or 18 quarter credit hours (proof required)\* AND full-time equivalent, paid experience performing complex accounting duties\*\* totaling three years.

**OR**

- C. Three years of full-time equivalent paid experience performing complex clerical accounting duties.\*\*

**\*\*Complex clerical accounting duties include: bank reconciliations, review and reconciliation of accounts payable and accounts receivable transactions, creation, review and maintenance of vendor records, creation and posting of journal entries and inventory reconciliations.**

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#### Additional Requirements to File Include:

##### Ability to:

- Work within a computerized financial system utilizing spreadsheets;
- Operate a 10-key by touch;
- Communicate effectively both orally and in writing.

**\*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 equivalence at the time of filing.**

**DESIRABLE QUALIFICATIONS:** Knowledge of accounting principles and theory as they apply to a municipal organization. Experience with financial accounting systems (e.g. ADPICS, FAMIS and/or EZFAMIS); lead and/or supervisory experience in accounts payable, accounts receivable, payroll, purchasing, auditing, revenue collections, transaction review, and/or account reconciliations are desirable.

#### EXAMINATION WEIGHTS:

Application Packet.....Qualifying  
Occupational Written Test.....100%  
(Battery operated calculator permitted.)

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

**The written exam is tentatively scheduled for October 18, 2017. If you do not receive notification by September 20, 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.

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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**FINAL**

Job Title CAPITAL PROJECTS COORDINATOR  
Closing Date/Time Fri. 09/29/17 4:30 PM Pacific Time  
Salary \$2, 678.24 – \$4, 831.04 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 7:30 a.m. September 15, 2017 through 4:30 p.m. September 29, 2017.**

**VACANCY INFORMATION:**

The current vacancies are in the Harbor Department. Please [CLICK HERE](#) for more information on Harbor's vacancies.

**EXAMPLES OF DUTIES:** Under direction, plans and coordinates one or more capital improvement projects or programs in the Engineering Bureaus of the Public Works, Harbor, or Water Departments; plans and coordinates definition, design and implementation of capital improvement projects; prepares project budgets and schedules; monitors multiple-project program schedules and budget compliance of assigned projects and recommends corrective action as needed; represents the Engineering Bureau in meetings regarding assigned projects and serves as their liaison within the Bureau; facilitates project risk assessments; monitors project risks, changes and trends; prepares grant and permit applications, requests for proposals, consultant agreements, public notices and other project documents; assures that projects conform to Citywide policies, goals and objectives; leads or participates in consultant selection procedures; administers consultant contracts, grant agreements and approved permits; assists in bidding and administration of construction contracts; makes presentations to governmental bodies and citizen groups; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

- Bachelor's degree from an accredited four-year college or university in Engineering, Architecture, Construction Management, Public or Business Administration or a closely-related field **(proof required)\***

AND

- Three years of paid, professional-level full-time equivalent experience relating to the administration of capital improvement projects, project controls, or management of construction projects as described.

WITH

- Experience interpreting plans, writing specifications, and preparing plan documents; working effectively with clients and consultants to determine project requirements, including selection and administration of contracts; and working with development and administration of contract or project management software in complex capital improvement programs.

Additional related 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.

**Additional Requirements to File**

Ability to:

- Operate a personal computer, including a working knowledge of spreadsheet, database, and project management applications;
- Communicate effectively, both orally and in writing.

May be required to work evenings, weekends, and shift work.

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

**\*Proof of required documents must be uploaded to the 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 at the time of filing.**

**DESIRABLE QUALIFICATIONS:** Related municipal work experience. Professional certifications in project, construction management, or project systems. Experience with Microsoft Access, Microsoft Projects, or Oracle Unifier.

### EXAMINATION WEIGHTS

Application Packet..... Qualifying

This is a continuous exam. 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.

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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### FINAL DRAFT

Job Title **NURSE PRACTITIONER**  
Closing Date/Time **October 13, 2017, 4:30 p.m.**  
Salary **\$2,886.16 - \$3,932.24 Biweekly**  
Job Type **Classified - Full-Time, Permanent**  
Location **Long Beach, California**  
Department **Health and Human Services Department**

**Accepting online applications only. Apply online 24 hours a day, September 11, 2017 through 4:30 p.m., October 13, 2017.**

**EXAMPLES OF DUTIES:** Under general supervision and within the scope of practice, provides independent direct clinical services for patients in the public health setting involving the application of skills acquired in specialized training to provide primary health care to adults, children or the elderly; provides care for a selected caseload of patients in a family-centered out-patient facility; under standardized medical procedures performs physical examinations; conducts tests and administers immunizations; provides clinical management of illnesses within the scope of practice defined by departmental medical and nursing policy; counsels patients regarding care, nutrition and medication; provides in-service training to nursing staff; and performs other related duties as required.

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

- A current California license to practice as a Registered Nurse. **(proof required)\***

**AND**

- A valid Nurse Practitioner certificate, approved by the California Board of Registered Nursing **(proof required)\***
- A current Cardiopulmonary Resuscitation (C.P.R.) certificate. **(proof required)\***

#### **Additional Requirements to File:**

- May be required to work weekends and evenings to deal with clients or emergencies.
  - A valid 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.

**\*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 characteristic on the form.**

**DESIRABLE QUALIFICATIONS:** Bilingual skills in Spanish, Khmer or Tagalog is desirable.

#### **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

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Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

If you do not receive notification within two weeks of application filing, please contact the Civil Service Department at (562) 570-6202.

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Job Title	WATER TREATMENT SUPERVISOR
Closing Date/Time	Fri. 09/29/17 4:30 PM Pacific Time
Salary	\$2,815.12 - \$4,245.76 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Water - (CL)

**Accepting online applications only. Apply online 24 hours a day, beginning September 15, 2017 through 4:30 p.m. September 22, 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, plans, coordinates, supervises, and participates in the operation and maintenance of treatment plants, wells, collection systems, reservoirs, reclaimed water facilities, sewer and storm water pump stations. Assumes responsibility for the Groundwater Treatment Plant in the absence of the Water Treatment Superintendent. Plans, assigns, trains, directs, evaluates, and participates in the selection and discipline of subordinate personnel engaged in water treatment activities; oversees treatments and systems operations which include determining and regulating chemical doses, monitoring and regulating injection points, wells, pumps, flow control valves and related equipment; performs specialized maintenance on treatment supply equipment; repairs and maintains flocculators, sludge and cross collectors, speed reducers, turbidimeters, and filtration systems; schedules deliveries of bulk chemicals such as chlorine, caustic soda, fluoride and zinc orthophosphate; ensures compliance with Water Department safety standards and procedures; prepares reports on pumped, purchased, and stored water, treatment plant operations and water quality; acts as liaison between treatment plant and contractors, outside agencies, and other departments; meets with contractors and reviews plans and specifications; participates in the preparation and review of purchase requisitions; tracks city contracts and keeps an updated inventory of all materials in stock; evaluates new equipment on the market; assists in writing specifications for new materials and equipment; coordinates special projects such as designing, installing, and maintaining chemical storage and feed stations; participates in the preparation of the section's annual budget; conducts tours of the Treatment Plant; responds to emergencies on a 24-hour basis; operates City vehicles as necessary; performs other related duties as required.

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### **REQUIREMENTS TO FILE:**

- Open to current classified City employees who have served a total of four (4) or more years in the classification of Water Treatment Operator with the City of Long Beach.
- AND**
- Valid Grade IV or higher Water Treatment Operator Certificate issued by California Department of Public Health (proof required)\*.

### **Additional Requirement to File Include:**

- Working knowledge of supervision, safety, chemistry, and the principles of water distribution facilities.
- Ability to respond to emergency call-outs on a 24-hour basis and report to the Water Treatment Plant (2950 Redondo Avenue) within a 30-minute time frame.
- Proof of a valid motor vehicle operator's license, including a current DMV driving record, is required at time of appointment and must be presented at the time of the selection interview.

**\*Required documents must be uploaded to the online application at time of filing. Any proofs submitted must contain the applicant's name or other identifying characteristic on the form.**

### **EXAMINATION WEIGHTS:**

Application Packet.....	Qualifying
Appraisal Interview.....	100%

Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified. A minimum rating of 70 must be attained in order to pass the examination.

**If you have not received notification by October 6, 2017, contact the Civil Service Department at (562) 570-6202.**

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9/20/17