

PERSONNEL ASSISTANT



SALARY RANGE:

Grades I - II: \$1,370.72 to \$2,015.76 Biweekly
\$2,980.00 to \$4,382.00 Monthly

The current vacancies are in the Employee Benefits and Personnel Operations Division within the Department of Human Resources.

Applications available: 7:30 a.m. to 4:30 p.m., May 18, 2012 through June 1, 2012. Completed applications and supplemental applications must be received in the Civil Service Department on or before 4:30 p.m., June 1, 2012. Postmarks will not be accepted. Online Applications are encouraged.

REQUIREMENTS TO FILE: Open to: 1) current City employees, 2) former classified City employees who were terminated due to layoff after January 1, 2009, 3) former classified City employees on an active Civil Service priority list, and 4) former unclassified City employees, identified by the Human Resources Department as terminated by the City's reduction in force after January 1, 2009 with:

Education equivalent to two years of college from an accredited college or university (proof required)*; **AND** two years of full-time paid experience performing human resource-related functions such as employee benefits, human resources automated systems, ADA/Equal Employment; **OR**

Any combination of education and human resources related experience totaling four years.

Ability to: gather and organize data; interpret and apply the City of Long Beach Personnel Ordinance, Salary Resolution, Civil Service Rules and Regulations, Payroll/Personnel procedures, ADA/Equal Employment law, and employment benefit provisions; effectively communicate both orally and in writing. Experience with personal computers and automated human resources systems.

***Applications will not be processed until all required proofs are received. Any required proofs, such as diplomas, transcripts, or certificates, must be received in the Civil Service Department by 4:30 p.m. June 1, 2012.**

EXAMPLES OF DUTIES: Under general supervision, performs a variety of increasingly responsible para-professional and technically complex duties in a variety of human resources functional areas; provides technical assistance to City departments; interprets City-wide policies and procedures relating to a variety of human resources activities; assists managers and staff in the collection, analysis and evaluation of data related to human resources programs; may assist in coordinating employee benefits programs such as Deferred Compensation, Long-Term Care and health and dental insurance; may review, verify, edit and input personnel/benefit transactions; may perform lead supervision and training of subordinate personnel; may handle or assist with a variety of human resources issues and complaints; may assist with staff support to the Citizens Advisory Commission on Disabilities (CACOD); may develop and maintain internet/intranet web pages/sites; may organize, conduct, and participate in personnel-related training; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application Qualifying
Writing Skills Evaluation 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 each part of the examination to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

The Writing Skills Evaluation is tentatively scheduled for Thursday, June 14, 2012. If you have not received notification by June 8, 2012, contact the Civil Service Department at (562) 570-6202. Appraisal Interviews are tentatively scheduled to be Thursday, June 28, 2012.

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

J.O.B. D93AN-12 SA (PERSONNEL ASSISTANT JOB) 5/16/12

PETROLEUM ENGINEER



SALARY RANGE

Grades I - II: \$3,262.08 to \$ 4,914.80 Biweekly
\$7,092.00 to \$10,685.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., May 18, 2012 through June 8, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., June 8, 2012. Postmarks will not be accepted. Online applications are highly encouraged.

REQUIREMENTS TO FILE:

- Current registration as a Petroleum Engineer in the State of California (proof required)*; graduation from an accredited college or university with a Bachelor's degree in Petroleum Engineering, Geology or closely related field (proof required)*; and five or more years (full-time equivalent) of recent paid experience in petroleum engineering, petroleum geology, or oil field operations.

A Master's degree in Petroleum Engineering may be substituted for one year of the required experience (proof required)*.

- Knowledge of spreadsheets, word processing, and other business and technical software pertaining to petroleum engineering.
- A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of the selection interview.

***Proof of required documents must be submitted along with an application by 4:30 P.M., June 8, 2012. Required documents must be uploaded to the online application or included with a paper application at time of filing. (See additional information sheet.)**

DESIRABLE QUALIFICATIONS: Wilmington Oil Field experience.

EXAMPLES OF DUTIES: Under direction, performs increasingly more complex and responsible professional petroleum engineering work pertaining to oil field development, oil and gas production/injection operations, enhanced recovery methods, and related work; directs, reviews, evaluates, coordinates teams, and/or participates

(EXAMPLES OF DUTIES continued) in the preparation of petroleum engineering projects, studies, and programs pertaining to oil field development, production operations, reservoir performance, reserves, field equipment, enhanced recovery methods, abandonment operations and other related petroleum engineering work; monitors reservoir injection/production performance; directs and/or participates in field work in connection with drilling and production operations; plans, observes and reviews formation tests, coring, cementing, surveys, remedial and production operations; inspects field equipment; reviews and analyzes electric logs and makes well completion recommendations; evaluates contracts and regulations; develops budgets pertaining to oil operations; prepares and presents formal written and oral presentations to City, Department, contractor, and regulatory personnel; ensures compliance with environmental and safety regulations; may supervise, coordinate, plan, assign, train, direct and evaluate subordinate personnel; 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 will be established periodically. Screening of candidates will be conducted on the basis of completed applications and required documents submitted. As vacancies occur, names of qualified applicants will be submitted to the requesting department for consideration. The eligible list will remain in effect for at least 6 months.

If you have not received notification of the status of your application by June 18, 2012, contact the Civil Service Department at (562) 570-6202.

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

J.O.B K34NN-12 MG

05/16/12

1 **DATE:** May 16, 2012
2 **TO:** Civil Service Commission
3 **FROM:** Mario R. Beas, Executive Director
4 **SUBJECT:** **APPROVAL OF PETROLEUM ENGINEER JOB OPPORTUNITY**
5 **BULLETIN AND CERTIFICATION OF ELIGIBLE LISTS**

6 At today's meeting, the Civil Service Commission will be reviewing the proposed job
7 opportunity bulletin for Petroleum Engineer. Should the Commission approve the job
8 opportunity bulletin, the Commission will also be approving the certification of eligible
9 names of candidates, by the Executive Director, to the requesting City department(s).
10 As this examination is continuous, Civil Service staff will periodically establish eligible
11 lists during the recruitment period. After each eligible list is established, the creation
12 date of the eligible list will be placed on the Commission's next agenda under the
13 consent calendar.

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18 **MRB/MG**

19 APPROVAL OF JOB AND EXAM RESULTS (5/16/2012DOC
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