

1 **DATE:** December 17, 2014

2 **TO:** Civil Service Commission

3 **FROM:** Kandice Taylor-Sherwood, Executive Director

*In George for*

4 **SUBJECT: APPROVAL OF JOB BULLETINS AND CERTIFICATION OF ELIGIBLE**  
5 **LISTS**

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

- 7
- 8 • Commercial Diver
- 9 • Communication Specialist
- 10 • Police Sergeant
- 11 • Registered Nurse
- 12 • Supervisor, Commercial Diving
- 13 • Systems Support Specialist
- 14 • Systems Technician
- 15

16 Should the Commission approve the job opportunity bulletins; the Commission will also  
17 be approving the certification of eligible names of candidates, by the Executive  
18 Director, to the user departments. Civil Service Department staff will establish an  
19 eligible list shortly after the protest period is completed for the examination in the  
20 selection process. The examination results will be placed on the Commission's  
21 subsequent agenda under the consent calendar.  
22  
23  
24  
25

**FINAL DRAFT**

**COMMERCIAL DIVER**

**SALARY RANGE:**

\$2,432.80 to \$3,573.44 Biweekly  
\$5,709.00 to \$7,197.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 19, 2014 through 4:30 p.m., January 16, 2015.

**REQUIREMENTS TO FILE:** Candidates must meet all of the following:

- Three years of experience as a dive tender or underwater construction worker.
- Certificate of Completion of an industrial deep sea diving course from an accredited Association of Commercial Diving Educators (ACDE) school, military diving school or equivalent (proof required)\*.
- Current Commercial Diver Certification (proof required)\*.
- Current First Aid/ CPR certificate (proof required)\*.

Ability to pass a thorough background security investigation as required by the Port of Long Beach; willingness to comply with the U.S. Coast Guard random drug and alcohol testing regulation; skills in basic motorboat operations.

A valid driver's license will be required at time of appointment.

Current Commercial Diver Certification, ensuring that a minimum of 50 dives have been logged will be required at the time of appointment.

Current Non-Destructive (NDT) Inspection Certificate and current Underwater Welding Certificate will be required within one year from appointment.

\*Required documents must be uploaded to the online application at time of filing.

**DESIRABLE QUALIFICATIONS:** Current Association of Diving Contractors International (ADC I) certificate; current Oxygen Provider/ DAN02 Card; current Hot Tap Installation Certificate; current Hazardous Waste Operations (HAZWOPER) certificate, 8 hours minimum; current Cal/OSHA Construction Course Certificate, 10 hours minimum.

**EXAMPLES OF DUTIES:** Under general supervision performs underwater and topside inspections on a variety of structures and vessels within the Port including vessels, etc utilizing various non-destructive testing methods including ultrasonic, visual testing, liquid dye penetrant, and magnetic particle; performs underwater topside welding/burning on a variety of structures and vessels within the Port including vessels etc., utilizing various positions, techniques and materials; performs underwater inspections of timber fender and bearing piles, examining their condition; report damaged, partially missing, or missing piles; performs visual inspections of concrete piles to note cracks, spalling, rust spots, deterioration of the circumference, and exposed steel of reinforcement of piles; scrapes and cleans concrete pile to remove marine growth in order to determine extent of damage to the underlying concrete; maintains continuous communications with workers on the surface and/or while under water; takes appropriate safety precautions, such as monitoring dive lengths, depths, air supply and breathing rate; repairs vessels, bridge foundations, or other structures below the water line using caulk, bolts and hand tools; cut and welds/burns steel, using underwater welding/burning equipment, jigs and supports; recovers objects using approved underwater salvage techniques and equipment; uses and maintains diving gear in optimal condition; drive trucks to transport personnel and equipment to job sites; operates boom trucks and small outboard motor driven boats and punts and floats; operates hand tools such as chain saws, compressors, and carpentry tools; and performs other related duties as required.

**EXAMINATION WEIGHTS:**

Application Packet.....	Qualifying
Written Examination.....	Qualifying

A minimum rating of 70 must be attained in order to pass the performance examination. This is a continuous examination. Applicants may take the exam only once during a four month period.

**If you do not receive notification by January 23, 2015 please contact the Civil Service Department at (562) 570-6202.**

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

## FINAL DRAFT

# COMMUNICATION SPECIALIST

**SALARY RANGE: I-VI**  
**\$1,939.60 to \$4,489.28 Biweekly**  
**\$4,217.00 to \$9,760.00 Monthly**

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 19, 2014 through 4:30 p.m., January 30, 2015.

There are vacancies both in Telecommunications and Wireless divisions within the Technology and Innovation department (See position description).

**REQUIREMENTS TO FILE:** Candidates must meet A, B or C in order to qualify:

- A. An Associate of Arts degree (proof required)\* with major coursework in computer science, radio communications, telecommunications or related field **AND** two years of related experience one of which must be equivalent to a Systems Technician (see position description) **OR**,
- B. Completion of a certificate program or technical school (proof required)\* in computer science or related field **AND** two years of related experience, one of which must be equivalent to a Systems Technician (see position description) **OR**,
- C. A four-year college degree (proof required)\* with major coursework in computer science or related field and one year of experience equivalent to a Systems Technician (see position description). This requirement is required for Grade V and Grade VI positions; experience may be substituted for education on a year-for-year basis.

Strong interpersonal skills; ability to communicate effectively both orally and in writing as well as in person and by telephone; excellent customer service skills; knowledge of MS Word, Excel, and Outlook; a valid driver's license may be required at the time of appointment; ability to work an irregular schedule including nights, evenings and holidays as necessary; ability to safely lift and move up to 40 pounds; ability to work at heights of 180 feet and/or in confined spaces; accurate color perception; some positions may require an appropriate FCC license, certificate or permit; ability to pass a thorough background investigation.

\*Required documents must be uploaded to the online application at time of filing.

**DESIRED QUALIFICATIONS:** See position description (hyperlink)

**EXAMPLES OF DUTIES:** Under supervision, maintains, installs, repairs, plans and designs communications systems and equipment; may act in a lead or supervisory capacity; adapts, assembles, installs, and operates electronic equipment (e.g. mobile and portable radios, remote base stations, microwave systems); uses intercom/paging/telephone/alarm reporting systems, etc.; may install, repair, maintain, configure and upgrade TDM and VOIP telephone systems, IVRs, Call Centers and PBXs; may install, repair, maintain, configure and upgrade data communication equipment such as hubs, routers, APs, and switches; may install, repair, maintain, configure and upgrade LAN Servers; provides effective customer service by keeping customers informed of progress, ensuring satisfaction, providing advice, etc.; may develop, conduct, or implement in-service training programs, safety programs, field tests, and/or work inspections; may act as a project leader or liaison between user departments and the communications groups; may perform complex and detailed cost benefit analysis and feasibility studies; may represent the City during meetings with other regulatory bodies; may ensure strict enforcement and compliance with safety regulations; and performs other related duties as assigned.

### SELECTION PROCEDURE:

**Application Packet.....Qualifying**  
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 do not receive notification of the status of your application one month after applying, contact the Civil Service Department at (562) 570-6202.**

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

# Communication Specialist

## Recruitment Plan

### Recruitment Strategy

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

### Filing Period

- One month filing period

## POLICE SERGEANT

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

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m. January 5, 2015, through 4:30 p.m. January 16, 2015.**

**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.

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:**

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 **January 16, 2015** 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., Friday, February 13, 2015**. 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, coordinate and supervises the activities of a patrol shift or 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%
Critical Incident Management Exercise.....	25%
Assessment of Promotability .....	20%
Oral Examination.....	20%
Writing Exercise.....	10%

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

The Written Examination is tentatively scheduled for January 27, 2015. The Writing Exercise, Tactical Scenario Simulation, Oral Interview, and Assessment of Promotability are all tentatively scheduled March 5, 2015 through March 13, 2015.

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

**Candidates will be notified shortly after close of filing. If you have not received notification by January 20, 2014 contact the Civil Service Department at (562) 570-6202, by 4:30 pm, January 20, 2014.**

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

## POLICE SERGEANT SELECTION PROCEDURE / SCORE CALCULATIONS

The selection procedure will consist of a Written Examination (25%), a Critical Incident Management Scene Exercise (25%), an Oral Examination (20%), a 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 4:30 p.m., Monday, February 9, 2015.

### 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.

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 60<sup>th</sup> candidates, the cut-off score will be moved to the next highest raw score that differentiates between candidates. (For example, if the 55<sup>th</sup> 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).

### Critical Incident Management Exercise – 25%

The Critical Incident Management Exercise 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 2014 Sergeant Examination) and ability to supervise a tactical problem as a Police Sergeant. A minimum score of 70 will be required on the CIME in order to pass the examination.

### Oral Examination – 20%

The job-related Oral Examination will be administered to all candidates receiving qualifying scores on the Written Examination. The Oral Examination 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 Oral Interview.

### Writing Exercise – 10%

The job-related Writing Exercise will be administered 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 Writing Exercise.

### Assessment of Promotability (AP) – 20%

Completed Assessment of Promotability packets must be submitted to the Civil Service Department by 4:30 p.m. April 6, 2012, 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 to 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 to 100. Written Examination scores will be multiplied by .25; Tactical Scene Simulation scores of 70 and above will be multiplied by .25; Oral Interview Scores of 70 or above will be multiplied by .20; Writing Exercise 70 or above will be multiplied by .10 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

## REGISTERED NURSE I - II

### SALARY RANGE: I-II

\$2,200.24 to \$3,144.16 Biweekly  
\$4,784.00 to \$6,836.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 19, 2014 through 4:30 p.m., March 13, 2015.**

The current vacancy is with the Long Beach Police Department - Jail Division. Additional vacancies may occur in an Occupational Health Clinic and/or the Health Department Clinics.

### REQUIREMENTS TO FILE:

Candidates must possess:

A current a California Registered Nurse license (proof required)\* **AND** a current cardiopulmonary resuscitation (CPR) certificate (proof required)\*.

Willingness to work overtime, occasional evenings or weekend and positions in the jail require willingness to work 12-hour shift schedules that include nights and weekends.

A valid California Driver's License may be required at time of appointment.

\*Required documents must be uploaded to the online application at time of filing.

### DESIRABLE QUALIFICATIONS:

Jail Nurses: Experience in Emergency Rooms, Intensive Care Units or Correctional Facilities.  
Clinical Nurses: Proficient in the use of Microsoft Office and Electronic Health Record (EHR) software applications such as NextGen.

**EXAMPLES OF DUTIES:** Under general supervision, provide general nursing services in a public health clinic, occupational health clinic or jail setting; interview clients, take medical histories, and maintain patient charts and records; administer tests, treatments, and medications as prescribed; observe and document patient's reactions to conditions, and symptoms in response to treatments; clinically assess and triage patients for medical/nursing services; and perform other related duties as required.

### EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. Applicants may take the examination only once during a four month period. The eligible list will remain in effect for at least 6 months. All applicants meeting the minimum 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 application packets submitted. Eligible lists may be established periodically.

**If you have not received notification shortly after filing period deadline, contact the Civil Service Department at (562) 570-6202.**

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

JOB G11AN-15 Registered Nurse 12/17/14

## SUPERVISOR, COMMERCIAL DIVING

**SALARY RANGE:**

\$3,188.48 – \$4,272.96 Biweekly

\$6,932.00 – \$9,290.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 19, 2014 through 4:30 p.m., January 16, 2015.

**REQUIREMENTS TO FILE:** Candidates must meet all of the following requirements:

- A minimum of five years of experience as an underwater construction worker and a minimum of two years of supervisory experience, or lead experience, providing direction and guidance to other divers;
- Current industrial deep sea diving course certification from an accredited Association of Commercial diving Educators (ACDE) school, military diving school or equivalent (proof required);
- Current First Aid/CPR certificate (proof required);
- Current Non-Destructive Test Inspection Certificate will be required within a year from appointment;
- Current Underwater Welding Certificate will be required within a year from appointment; **AND**

Ability to pass a thorough background security investigation as required by the Port of Long Beach; willingness to comply with the U.S. Coast Guard random drug and alcohol testing regulation; skills in basic motorboat operations; ability to effectively communicate both orally and in writing; ability to operate a personal computer; a valid driver's license will be required at time of appointment.

**\*Required documents must be uploaded to the online application at time of filing.**

**DESIRABLE QUALIFICATIONS:** Oxygen Provide/DAN02 Card; Hot tap Installation Certificate; Cal/OSHA Construction Course Certificate (minimum 30 hours); current Hazardous Waste Operations (HAZWOPER) certificate (minimum 40 hours)

**EXAMPLES OF DUTIES:** Under general direction, plans, organizes, assigns, directs; controls and participates in the work of the Harbor Department Dive Team engaged in inspecting, maintaining and repairing Harbor waterfront structures; including piles, wharves, piers, bulkheads, drains and open channels; initiates and carries out the development

of preventative maintenance programs and activities in coordination with Maintenance and other Harbor staff to ensure routine inspection and maintenance of waterfront facilities; establishes performance goals and production standards for planned and preventative maintenance programs; supervises, trains, and evaluates the Harbor Department's diving staff employees; advises Harbor Marine Manager of all critical issues regarding dive team, diving equipment and other related issues; acts as lead individual for dive operations, or appropriately delegates the responsibility to a selected qualified individual; assigns the duties of all members of the dive team and personally directs them throughout the diving operation; ensures that divers are tended at all times during diving operations and that continuous communications are maintained; remains at dive site during all critical dive operations, or appropriately delegates the responsibility to a selected qualified individual; conducts pre-dive checks by ensuring that prior to commencing a diving operation, all persons responsible for anything that affects the operations are advised that diving or underwater operations are to be taken; executes judgment to terminate dive if conditions warrant it; ensures that all personnel on the dive team are qualified and physically capable to perform the assigned tasks; operates boom trucks and motor driven boats; drives trucks to transport personnel, equipment, and job sites; performs other related duties as assigned.

**EXAMINATION WEIGHTS:**

Application Packet.....	Qualifying
Written Examination.....	100%

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

**If you do not receive notification by January 30, 2015 please contact the Civil Service Department at (562) 570-6202.**

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

# FINAL DRAFT

## SYSTEMS SUPPORT SPECIALIST

### SALARY RANGE:

Grades I – VI: \$1,990.32 to \$4,489.00 Biweekly  
\$4,327.00 to \$9,760.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 19, 2014 through 4:30 p.m., January 30, 2015**

### Classification Title: Systems Support Specialist

See [position descriptions](#) for Technology and Innovation Department positions within this classification.

**REQUIREMENTS TO FILE:** Candidates must meet either A, B or C.

**A)** A four-year college degree with major coursework in computer science or related field (proof required)\* **AND** one year of (full-time equivalent) paid experience equivalent to a [Systems Technician](#).

**B)** A two-year college degree with major coursework in computer science or related field (proof required)\* **AND** two years, (full-time equivalent) paid related experience, one of which must be equivalent to a [Systems Technician](#).

**C)** Completion of a certificate program or technical school in computer science or related field (proof required)\* **AND** two years, (full-time equivalent) paid related experience, one of which must be equivalent to a [Systems Technician](#).

Related experience offering specific and substantial preparation for the duties of the position may be substituted for education on a year-for-year basis.

- Willingness to work occasional nights, weekends, holidays and overtime as required.
- A valid driver's license may be required at time of appointment.
- Ability to work effectively with others through the use of good interpersonal/people skills.
- Applicants must be able to pass a thorough background investigation prior to appointment.

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

**DESIRABLE QUALIFICATIONS:** See [position descriptions](#).

**EXAMPLES OF DUTIES:** Under supervision, perform specialized technical work involved in the installation and maintenance of systems software, including operating systems, database systems and software utilities and tools; installs, customizes, maintains, and integrates operating system software; installs and maintains database management systems, data communications systems and software utilities and tools; defines backup, recovery, and security procedures for all databases and systems software products/programs; analyzes operating systems and software defines problems and develops problem solutions; coordinates resolutions through the use of vendors; monitor systems performance and reports capacity status; develops, maintains, and/or updates system procedures and documentation; ensures systems integrity and reliability to minimize downtime; may evaluate end user requests and concerns and analyze current systems to determine appropriate steps to be taken to meet needs or prevent problems; may perform feasibility analysis and evaluate potential solutions; may prepare reports, documentation, and plans for designs and system enhancements; may plan, prioritize and schedule work and tasks for project team members; may prepare or evaluate training materials and manuals; performs other related duties as assigned.

**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 do not receive notification of the status of your application one month after applying contact the Civil Service Department at (562) 570-6202.**

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

JOB H69AN-15 SA

12/17/14

# **Systems Support Specialist**

## **Recruitment Plan**

### **Recruitment Strategy**

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

### **Filing Period**

- **One month filing period**

FINAL

## SYSTEMS TECHNICIAN

### SALARY RANGE: I-IV

\$1,591.84 to \$2,990.72 Biweekly

\$3,461.00 to \$6,502.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 19, 2014 through 4:30 p.m., January 30, 2015.

**Classification Title: Systems Technician**

**See position descriptions for Technology and Innovation Department: Data Center Supervisor, Desktop Support, Help Desk Support, Systems Technician for Telecom, and Systems Technician for Wireless.**

### REQUIREMENTS TO FILE:

Candidates must meet either A, B, or C.

- A. A four-year college degree with major coursework in computer science or related field (proof required)\*. If applying with related non-computer science four-year degree, coursework must include at least 12 semester units in computer science (proof required)\*.
- B. A two-year college degree with major coursework in computer science or related field, or completion of a certificate program or technical school in computer science or related field (proof required)\* **AND** one year of (full-time equivalent) paid experience that is equivalent to a Technical Assistant position.
- C. One year of (full-time equivalent) paid experience in the classification of Technical Assistant with the City of Long Beach; or 6 months or more of Information Technology internship experience.

Additional related (full-time equivalent) paid experience may be substituted for education on a year-for-year basis.

- Willingness to work occasional nights, rotating shifts, weekends, holidays, and overtime as required.
- Successful candidates will be required to pass a thorough background investigation.
- Some positions may require the ability to lift up to 50 pounds and to work at heights of up to 165 feet.

A valid driver's license may be required at time of appointment.

\*Required documents must be uploaded to the online application at time of filing.

### DESIRABLE QUALIFICATIONS:

See position descriptions.

**EXAMPLES OF DUTIES:** Under general supervisor operates, installs, maintains, supports, and monitors computer and/or communications hardware and software or other electronic equipment; supports business information system; installs, assembles, upgrades, configures and tests computer hardware, software, peripheral equipment, data communication equipment, radio, telephone, and audio-visual equipment; monitors computer systems and detects documents and corrects errors or equipment failures; diagnoses basic computer, network or electronic equipment problems and makes repairs or reports information according to procedures; may repair or replace defective parts and/c contact vendors to arrange for repairs; may provide technical support for customers regarding hardware, software, network and telecommunication problems; may serve in a lead capacity and supervisory capacity; 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 do not receive notification of the status of your application one month after applying contact the Civil Service Department at (562) 570-6202.**

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

Systems Technician JOB H70AN-15 DLB 12/17/14

# **Systems Technician**

## **Recruitment Plan**

### **Recruitment Strategy**

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

### **Filing Period**

- One month filing period with possibility of extension due to vacancies in different levels and positions.