

**FINAL**

Job Title	<b>HOUSING AIDE I-II</b>
Closing Date/Time	Friday, February 17, 2023, at 4:30 PM
Salary	\$1,455.04 - \$2,142.88 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Health and Human Services- (CL)

**Applications are available online beginning Friday, February 3, 2023, through 4:30 p.m., Friday, February 17, 2023.**

**The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department.**

**Salary Information:**

Grade I –	\$1,455.04- \$1,973.68
Grade II –	\$1,566.96- \$2,142.88

**EXAMPLES OF DUTIES:** Under supervision, performs a variety of clerical and technical tasks for grant funded housing assistance programs under the Housing Authority. Reviews violations of tenant obligations and responsibilities for referral to the Housing Assistance Coordinator; logs, tracks and maintains detailed and accurate records on applicants, clients, owners and rent data; reviews eligibility and affordability information and assists in determining reasonable rents; prepares contractual documents and/or verifies ownership information for participating properties; performs data entry for an automated record keeping system; provides technical support for the delivery of HUD funded and other grant funded programs; handles, reviews and secures confidential client information; assists in the investigation of possible fraud cases; research of various housing and participant issues; preparation of reports and correspondence, and archiving of files requiring boxing and transporting to storage facilities; may assist with special studies related to Housing Assistance Programs, policies and procedures; may coordinate a particular assignment for various housing units; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

One-year (paid, full-time equivalent) responsible experience providing service to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management.

**Knowledge, Skills and Abilities:**

- Ability to understand and operate computers and complete various calculations accurately with calculator or computer software;
- Ability to input data into specialized database software;
- Ability to comprehend written information and effectively communicate orally and in writing;
- Ability to deal tactfully and effectively with the general public; and
- Ability to lift up to 20 lbs.

A valid motor vehicle operator license may be required for some positions.

Willingness to work overtime, weekend and/or holiday hours.

**FINAL**

**DESIRABLE QUALIFICATIONS:**

Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

**EXAMINATION WEIGHTS:**

Application and Supplemental Application.....	Qualifying
Occupational Exam (which may include a job simulation exercise) .....	100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of exam results. The resulting eligible list will remain in effect for one year. Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

**If you have not received notification within two weeks after close of filing 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.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



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.

An Equal Opportunity Employer.

Job Title	<b>PARKING METER TECHNICIAN I-II</b>
Closing Date/Time	Friday, March 3, 2023 at 4:30 PM
Salary	\$1,716.48 – \$2,657.20 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Public Works - (CL)

**Applications are available online beginning Friday, February 3, 2023, through 4:30 pm, Friday, March 3, 2023.**

**SALARY INFORMATION:**

Grade I - \$1,716.48 - \$2,343.12 biweekly

Grade II - \$1,956.80 - \$2,657.20 biweekly

**The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach’s Human Resources Department for the duration of the vaccine mandate.**

**EXAMPLES OF DUTIES:** Under general supervision, collects, counts and deposits coins from parking meters using an automated coin counter; removes, replaces and installs damaged or out-of-order meters; disassembles, cleans, adjusts, repairs and reassembles electronic parking meters and parking control machines; patrols an assigned parking meter route and inspects and services meters in operation; maintains multi-space parking machines; observes safety rules and regulations; may requisition necessary parts and supplies; may provide information to the police department regarding defective parking meters; may train, schedule and supervise subordinate personnel; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

One or more years of full-time equivalent paid experience in the maintenance and repair of parking meters, electronic parking meters and timing devices.

**Knowledge, Skills, and Abilities:**

- Knowledge in the use of wireless handheld computer devices and electronic parking mechanisms.
- Ability to operate concrete-breaking devices and to maneuver wheeled carts weighing up to 400 pounds.

Willingness to work an irregular work schedule, including weekends, holidays, split shifts, overtime and on call, as required.

Proof of a valid Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection.

**EXAMINATION WEIGHTS:**

Application and Supplemental Application.....Qualifying

Screening of applicants will be conducted on the basis of application and required supplemental application submitted. This selection procedure will be conducted using a continuous non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting the minimum qualifications will be placed on an eligible list. Applicants receiving Veteran’s Credit will be placed on the eligible list first and then in the order in which applications were filed.

Agenda Item 4

This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a four-month period. **Applications received by February 9, 2023, will be placed on Test #01 established eligible list.**

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