

PARKING CONTROL CHECKER



SALARY RANGE:

Grades I - II: \$1,240.48 to \$1,830.60 Biweekly
\$2,697.00 to \$3,965.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., August 10, 2012 through August 17, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., August 17, 2012. Postmarks will not be accepted. Online applications are highly encouraged.

REQUIREMENTS TO FILE:

- A valid driver's license. A current DMV driving record must be submitted to the hiring department at the time of selection interview.

Ability to:

- Effectively communicate orally, write legibly; demonstrate good customer service skills, work independently with indirect supervision, possess good judgment and follow written and/or mapped directions.
- Pass a thorough background investigation by the Long Beach Police Department is required for some positions.

Willingness to: work a 4 or 5 day week (either 10 hours per day or 8 hours per day, respectively); work irregular hours, nights, weekends, holidays and overtime as required.

DESIRABLE QUALIFICATIONS:

- High school diploma or G.E.D. equivalency;
- Bilingual ability (English/Spanish or English/Southeast Asian);

EXAMPLES OF DUTIES: Under indirect supervision, patrols a designated route or area and issues notices of violation of statutes and ordinances pertaining to the parking or standing of vehicles; in accordance with applicable provisions of the California Vehicle Code (CVC), City of

Long Beach Municipal Code, and local ordinances; operates a hand-held computer for the automated issuance of citations; communicates via hand-held radio using a 10●code system; operates City issued vehicle; travels with assigned parking enforcement or street-sweeping equipment and cites vehicles parked in violation of posted street sweeping, restricted zones and other parking violations; impounds vehicles for various CVC violations, including the recovery of stolen vehicles when applicable; observes and reports defective or missing parking and traffic regulatory signs, parkway trees in need of trimming, defective street pavement and curbing, and other obstacles to street sweeping; assist Long Beach Police Department with parking enforcement related calls; may direct traffic in accordance with applicable Code provisions; provides information to the public regarding statutes and ordinances related to parking and other matters; deals courteously and tactfully with the public; may appear in court to testify against parking or standing violators; and performs other related duties as required.

EXAMINATION WEIGHTS:

Occupational Written Test.....100%
(Battery-operated calculators permitted.)

Examination Scope: Mathematics, safe driving procedures, map reading, public relations skills. (Battery-operated calculators 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.

If you have not received notification by August 31, 2012, contact the Civil Service Department at (562) 570-6202.

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



PUBLIC SAFETY DISPATCHER

SALARY RANGE:

Grades I – IV: \$1,599.04 to \$2,723.04 Biweekly
\$3,476.00 to \$5,922.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., August 3, 2012 through August 17, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., August 17, 2012. Postmarks will not be accepted. Online applications are highly encouraged.

REQUIREMENTS TO FILE: (1) MUST BE WILLING TO WORK: Any shift assignment in either the Police or Fire Departments and work mandatory holidays, weekends and overtime (Public Safety Dispatchers work a 10-hour shift in the Police Department and a 12-hour shift in the Fire Department).

(2) MUST BE ABLE TO: Handle a high volume of emergency calls with tact, good judgment, initiative and speed; question callers while simultaneously typing information into a computer terminal; speak English clearly and understandably; comprehend, interpret and retain written and orally presented information effectively i.e., read, memorize, interpret and apply policies and procedures, State Penal Code, FCC regulations, charts and maps. **(3)** Ability to demonstrate keyboarding skills at 30 wpm. **(4)** Ability to pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department. The investigation will cover information regarding relatives, references, acquaintances, educational background, residential history, employment history, criminal history, military service records, financial status, legal history, drug use and related areas.

DESIRABLE QUALIFICATIONS: Bilingual skills in English/Spanish or English/Southeast Asian languages, experience or training as an emergency communications operator, dispatcher or similar position requiring knowledge of emergency medical or public safety operations, experience dealing with the public in a service related capacity, a First Aid, Emergency Medical Technician (EMT), Emergency Medical Dispatching (EMD), or California Peace Officer Standards and Training (POST) Public Safety Dispatcher Basic (or above) certificate.

EXAMPLES OF DUTIES: Under general supervision, receives and dispatches emergency (911) calls for police or fire and emergency medical service; enters data into

EXAMPLES OF DUTIES continued: personal computer while questioning callers for information; determines nature, validity and disposition of calls; may provide post dispatch medical instructions; utilizes computer generated messages and priorities to dispatch field units to emergency situations; operates a variety of communications equipment including radio transmitters, accessories and telephones; performs call reception and dispatch activities utilizing computer-assisted dispatch system; answers or refers inquiries and complaints regarding a wide variety of public safety and related matters; accesses, retrieves, and transmits vehicular or personal information to field units; relays relevant situational information to non-city enforcement or public safety agencies; may provide training for dispatchers and participate in evaluation of their performance; may act in a variety of dispatch supervisory positions; performs other related duties as required.

SELECTION PROCEDURE:

Application and Supplemental Application.....Qualifying
Keyboarding Test (Min. Net Speed of 30 WPM)*.....Qualifying
Written/Performance Test (Audio Based)**.....Qualifying
Job Simulation Test (Computer / Audio Based).....Qualifying

*The Keyboarding Test will be waived for candidates providing proof of acceptable keyboarding certification.

**The Written Test will be waived for candidates providing proof of a current California Peace Officer Standards and Training (POST) Public Safety Dispatcher Basic (or above) certificate or a recognized Emergency Medical Dispatching (EMD) certificate.

For additional information please see the Public Safety Dispatcher Information Packet.

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

Written examination sessions are scheduled for August 24th through August 30th. If you do not receive notification by August 22, 2012, please contact the Civil Service Department at (562) 570-6202.

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

REGISTERED NURSE – OCCUPATIONAL HEALTH



SALARY RANGE:

Grade I-II: \$2,054.32 to \$2,935.60 Biweekly
\$4,466.00 to \$6,382.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., August 3, 2012 through September 7, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., September 7, 2012. Postmarks will not be accepted. Online applications are highly encouraged.

The current vacancy is in the Occupational Health Services Clinic which serves and treats over 5,000 city employees, and provides on-site medical services to a broad spectrum of individuals ranging from office staff to public safety personnel. This is a clinical position and involves working closely with Workers' Compensation, Department, Safety Officers, administrative liaison and the Department of Human Resources in providing care and services to our employees.

REQUIREMENTS TO FILE:

1. Candidates must possess a current a California Registered Nurse license (proof required)*.
2. Current cardiopulmonary resuscitation (CPR) certificate (proof required)*.
3. A minimum of one-year (full-time equivalent) experience (Current vacancy requires one year experience in Occupational Health).

Knowledgeable of California Labor Law, Workers' Compensation and OSHA regulations.

Proficient in the use of personal computers and working knowledge of Microsoft software applications.

A valid motor vehicle operator's license and a current DMV driving record may be required at time of selection interview.

*Proof of required documents must be uploaded to the online application or included with a paper application at time of filing.

DESIRABLE QUALIFICATIONS: The following certifications are preferred: DOT Urine Drug Screen collection; Breath Alcohol Testing; Audiometry; Spirometry; Certified Occupational Health Nurse (COHN).

EXAMPLES OF DUTIES: Under general supervision, provides nursing services in a public or occupational health clinic; interview, take medical histories, and maintain patient charts and records; administer tests, treatments, and medications as prescribed; observe and document client's reactions, conditions, and symptoms in response to treatments; clinically assess and triage patients for medical/nursing services; and perform 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 have not received notification by September 21, 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. G11AN-12 DMC

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