



Date: December 16, 2020
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION – SURVEY TECHNICIAN**

On November 23, 2020, correspondence has been received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval for the revised classification specification of Survey Technician. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- The classification of Survey Technician is currently used by the Harbor and Public Works Departments. The original Survey Technician classification specification was approved on October 9, 1973.
- Each section of the classification specification was updated to match the most recent changes to the bulletin.
 - **Definition and Example of Duties Sections:** Updated and/or added specific duties related to survey equipment, procedures, and operations.
 - **Requirements to File Section:** Updated language to clarify requirements for applicants as shown below:
 - Six months of paid, full-time equivalent work experience on a survey party engaged in land surveying and/ or civil engineering and six or more units of coursework in land surveying or other related coursework such as civil engineering, geology/earth science, construction management, or Geographic Information System (GIS) or any combination of the aforementioned experience or education totaling one year.
 - A valid motor operator's license is required for the position.

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- **Knowledge, Skills and Abilities Section:** Additionally, there were ability and willingness statements added to the Knowledge, Skills, and Abilities (KSAs) section and the Desirable Qualifications section was deleted from the classification specification. The following KSAs were updated or added:
 - Knowledge of basic survey methods and terms, engineering terms and aptitude, computer programs and mathematical computations, such as geometry and trigonometry.
 - Ability and willingness to work in and around heavy traffic and construction sites.
 - Ability to pass a TSA background check sufficient to obtain a Transportation Worker Identification Card (TWIC) and/or a Secure Identification Display Area (SIDA) badge.
 - Ability to perform the physical labor involved in surveying. This includes repetitive or continuous stooping, twisting, kneeling, walking, standing, lifting/carrying 25 lbs, outside in mild to harsh weather conditions.

- Civil Service staff has been in communication with the Harbor, Public Works, and Human Resources Departments along with the Long Beach Association of Engineering Employees regarding the proposed changes to the Survey Technician classification specification. All parties have been notified that this request is on today's agenda.

- A representative from the Harbor, Public Works and Human Resources Departments will be present to respond to any questions from the Civil Service Commission.

Date: November 23, 2020

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – SURVEY TECHNICIAN**

Attached for your consideration is an update to the Survey Technician classification specification. The Survey Technician classification is used by multiple departments. Subject matter experts identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to clarify duties, update the minimum qualifications and add a knowledge, skills and abilities statements.

Human Resources staff worked with Civil Service and subject matter experts to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Survey Technician classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

Attachments

Survey Technician Class Specification.

FB:DA:KC:GM

cc: Dana Anderson, Acting Deputy Director, Human Resources
Khristina Coston, Human Resources Officer

TITLE: SURVEY TECHNICIAN

DEFINITION: Under immediate supervision, performs routine surveying work on survey crew.

EXAMPLES OF DUTIES:

- Provides surveying support using various types of survey equipment;
- Expedites survey progress by selecting suitable positions for intermediate instrument points;
- Sets out and removes traffic warning flags and barrier cones;
- Clears obstacles from line of survey as directed;
- Operates survey instruments;
- Set/marks grade stakes, hubs, turning points, and recovers survey monuments.
- Performs construction staking, design surveys, monitoring surveys, monument perpetuation and other types of surveys;
- Makes survey calculations, sketches and field notes;
- Downloads, processes, and uploads survey data;
- Uses other survey equipment or CAD/computer programs;
- Cleans and cares for instruments, tools, vehicles and office spaces;
- Operates City Vehicle incidental to primary assignment;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Six months of paid, full-time equivalent work experience on a survey party engaged in land surveying and/ or civil engineering and six or more units of coursework in land surveying or other related coursework such as civil engineering, geology/earth science, construction management, or Geographic Information System (GIS)

OR

Any combination of the aforementioned experience or education totaling one year.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic survey methods and terms, engineering terms and aptitude, computer programs and mathematical computations, such as geometry and trigonometry.
- Ability and willingness to work in and around heavy traffic and construction sites.

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- Ability to pass a TSA background check sufficient to obtain a Transportation Worker Identification Card (TWIC) and/or a Secure Identification Display Area (SIDA) badge within the probationary period.
- Ability to perform the physical labor involved in surveying. This includes repetitive or continuous stooping, twisting, kneeling, walking, standing, lifting/carrying 25 lbs, outside in mild to harsh weather conditions.
- Willingness to work nights, weekends, holidays and overtime as required.

A valid motor operator's license is required for the position.

HISTORY:

Approval/Adoption Dates: 10/09/73

Approved revision: xx,xx,xx