

1 **DATE:** November 19, 2014

2 **TO:** Civil Service Commission *KB*

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

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

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

- 7
 - Animal Health Technician
 - Traffic Painter

9 Should the Commission approve the job opportunity bulletins; the Commission will also
10 be approving the certification of eligible names of candidates, by the Executive
11 Director, to the user departments. Civil Service Department staff will establish an
12 eligible list shortly after the protest period is completed for the examination in the
13 selection process. The examination results will be placed on the Commission's
14 subsequent agenda under the consent calendar.

DRAFT

ANIMAL HEALTH TECHNICIAN

SALARY RANGE:

\$1,502.16 to \$2,050.72 Biweekly

\$3,266.00 to \$4,458.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., November 21, 2014 through 4:30 p.m., January 9, 2015.

REQUIREMENTS TO FILE:

A valid Registered Veterinary Technician Certificate issued by the State of California Veterinary Medical Board. (Proof required)*

Willingness to work weekends, holidays and/or on call for consultation by shelter staff is required.

Ability to frequently lift, carry, restrain and/or handle animals weighing 50-75 pounds.

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:

Bilingual skills in Tagalog, Khmer and Spanish are highly desirable.

EXAMPLES OF DUTIES: Under supervision of a consulting licensed veterinarian, examines animals and injects drugs for immunization, tranquilization or euthanasia; provides basic medical care and treatment to all animals; ensures the health and welfare of the animal population; prevents the spread of disease and infection through daily health examinations and observations; administers emergency treatment, first aid and follow-up care to those animals in need; examines animals to determine age and general physical condition;

reviews accuracy of description those lists of animals to be: examined by a veterinarian, made available to the general public, or to be euthanized; maintains records related to animal impoundment, medical care and euthanasia; provides control and inventory reports of drugs and related medical supplies and usage; assists in the investigations of cruelty to animals and prepares documentation for presentation at court; prepares and presents educational programs on animal care, including spay and neuter information; assists in the development of policies, procedures and protocols for animal care; and performs other related duties as required.

SELECTION PROCEDURE:

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. A minimum rating of 70 must be attained in order to pass the examination.

If you have not received notification of the status of your application by January 16, 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.

Animal Health Technician JOB J79NN-15 DLB 11/19/14

TRAFFIC PAINTER

(DRAFT)

SALARY RANGE:

Grades I - II: \$1,429.84 –\$2,050.72 Biweekly
\$3,109.00 –\$4,458.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning 7:30 a.m., December 5, 2012 through December 19, 2014.

REQUIREMENTS TO FILE:

- Two years (full-time equivalent) of recent experience in spray and brush painting of streets, curb markings and legends;
- Willingness to work weekends, holidays, on call as needed, and modified (4/10) work schedule as required;
- Compliance with the Anti-Drug and Alcohol Misuse Prevention Program as required by the Department of Transportation.

A current California DMV driving record will be required at the time of selection interview.

A valid Class B California driver license will be required before the completion of probation.

EXAMPLES OF DUTIES: Under general supervision, applies various traffic and parking control markings utilizing both conventional and airless type systems on streets and curbs; performs thermoplastic pavement marking operations/application; may operate pusher type, self-propelled or truck-mounted equipment; posts and maintains traffic regulatory, warning and guide signs; performs in a lead capacity and participates in the layout of new work according to traffic engineering blue prints and established legal requirements; plans work and places traffic control devices to insure proper safety precautions and minimum traffic interference;

strictly observes and enforces safety regulations; cleans and maintains spray guns, brushes, compressors and other related equipment; operates a City vehicle; orders equipment and materials; prepares reports of materials used and work performed; may create and explain specific work assignments; may train and oversee the work of subordinates; works on-call shifts and responds to emergencies; uses a two-way radio in accordance with FCC standards; operates a City vehicle; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Performance Test.....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 have not received notification by January 6, 2015 contact the Civil Service Department at (562) 570-6202.

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