

Civil Service Hiring Process

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- The Long Beach Civil Service Commission maintains a set of rules and regulations to carry out the merit system through its Board of five Civil Service Commissioners who are appointed by the Mayor, subject to approval of the City Council.
- These Rules and Regulations support the merit system of maintaining a fair and impartial treatment at all times for all classified employees, classifications, positions, assignments, and the transactions which affect them.
- Over time, the Commission has endeavored to remain flexible and innovative, while ensuring the citizens of Long Beach that the merit principles of personnel administration are followed.

Classified / Unclassified / Non-career

1. Classified – Full/part time employee who has applied through the Civil Service process.
2. Unclassified - Elected officials, Management staff and their support staff, some unique and flexible positions, non-career staff.
3. Non-Career – An unclassified position in which duties are of a temporary or as-needed nature and does not exceed 1600 hours within a twelve month period.

Section 1101 – Powers and Duties

(d) Create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.

Section 1102 – Categories of Employment

- (a) The unclassified service shall include:
- (1) All officers elected by the people and all employees of such elected officers;
 - (2) Members of all appointed commissions;
 - (3) The City Manager and all employees of the CM Dept.;
 - (4) The City Clerk and all employees of the City Clerk;
 - (5) Department Heads, one assistant department head in each department, bureau heads, division heads, and one clerical position for each;

Section 1102 – Categories of Employment

- (6) Any classification which, at the discretion of the Commission, is of such a nature as to require unique and special flexibility for efficient administration;
- (7) The Executive Secretary of the Board of Harbor Commissioners and Harbor Department Sales, Traffic and Promotion personnel, the Chief Wharfinger and all personnel intermittently employed in handling cargo and freight;
- (8) All personnel serving in non-career positions, as defined by the Civil Service Rules and Regulations.

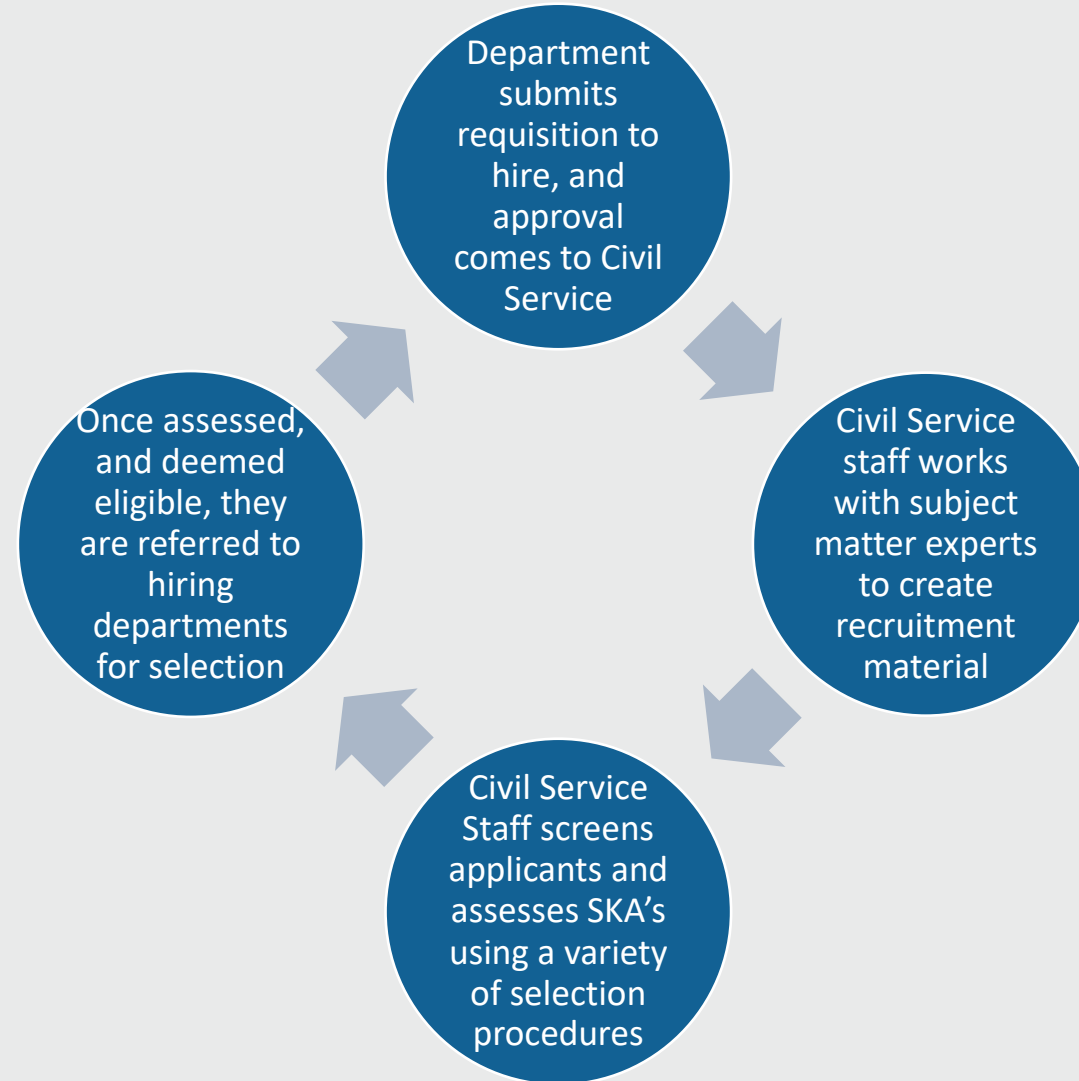
Section 1102 Categories of Employment

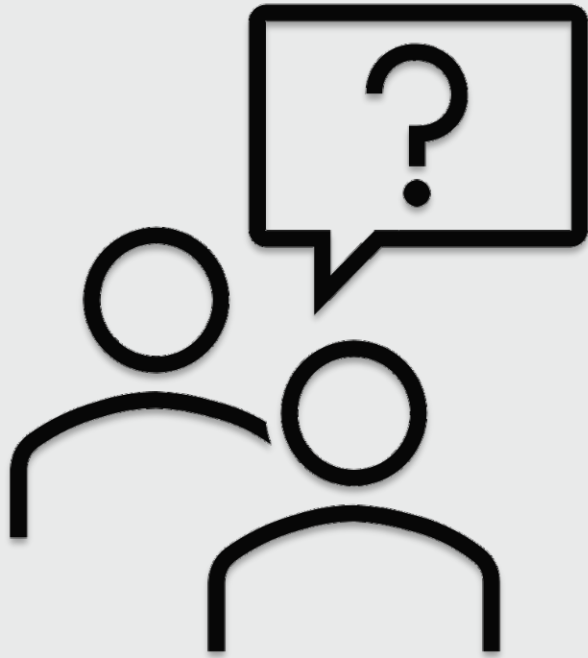
(b) The classified service shall comprise all positions not specifically included in this Charter in the unclassified service.

Departments request new positions/classifications through the budget process and are approved by City Council.

Upon approval by Council, Civil Service works in collaboration with Human Resources and subject matter experts in operating departments to develop and maintain classification specifications which are approved by the Civil Service Commission.

Hiring Process For Classified Positions





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