

FINAL DRAFT

Job Title	MAINTENANCE ASSISTANT
Closing Date/Time	Monday, April 27, 2020, 4:30 PM Pacific Time
Salary	\$1,160.08 – \$1,876.72 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple (CL)

Accepting online applications only. Apply online 24 hours a day beginning on Friday, April 17, 2020 through 4:30 p.m., Monday, April 27, 2020.

The classification is used in the following departments: Airport, Energy Resources, Financial Management, Harbor, Health and Human Services, Parks, Recreation and Marine, Police, Public Works, and Water.

EXAMPLES OF DUTIES/DISTINGUISHING CHARACTERISTICS:

Under general supervision, performs a variety of routine maintenance, semi-skilled maintenance, and/or custodial duties. The duties may include, but are not limited to, the duties listed:

Maintenance Assistant I - Performs a variety of custodial duties, routine maintenance and minor landscaping duties, reports hazardous conditions and needed repairs, and/or receives training for semi-skilled maintenance duties; and performs other related duties as required.

Maintenance Assistant II - Performs routine semi-skilled maintenance duties, operates various light to medium vehicles and equipment, and may perform in a lead capacity over a crew performing custodial duties and/or routine maintenance duties.

Maintenance Assistant III - Performs more complex semi-skilled maintenance duties, operates various medium to heavy vehicles and equipment, and may perform in a lead capacity over a crew performing semi-skilled maintenance duties.

REQUIREMENTS TO FILE:

- Ability to:
 - understand and follow oral and written directions;
 - lift and move medium to heavy objects;
 - use common hand and power tools such as those used in trades, maintenance or custodial work;
 - deal courteously with the public and co-workers;
 - use simple arithmetic; and
 - endure long periods of physical labor.
- Willingness to:
 - work an irregular schedule, including various hours, shifts, weekends, and holidays;

FINAL DRAFT

- work where there are many rules and regulations which are strictly enforced; and
- keep their work area neat, clean, and orderly.

Class C motor vehicle operator's license is desirable and is required for most positions. Some positions require a valid Class A or B motor vehicle operator's driver license and are subject to Department of Transportation drug and alcohol testing requirements. If required, candidates must submit a current DMV driving record to the hiring department at the time of selection.

POSITION SPECIFIC REQUIREMENTS:

Positions in the Long Beach Airport require candidates to pass a Transportation Security Administration background investigation and some positions may require candidates to pass a test for an Airfield Drivers Permit.

Some positions in the Water Department and Public Works Department require the willingness and ability to respond to emergency calls within a 30-minute timeframe.

Positions in the Police Department require candidates to pass a thorough background investigation prior to appointment.

Positions at the Public Works Department may require the willingness to work in all types of weather and outdoor conditions.

SELECTION PROCEDURE:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process. Applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

This is a continuous eligible list, which will expire in six months but may be extended. All applicants meeting the minimum requirements to file will be placed on the 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. Eligible lists may be established periodically.

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 do not receive notification by May 8, 2020, please contact the Civil Service Department at (562) 570-6202.

FINAL DRAFT

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.



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.

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FINAL DRAFT

Job Title	PUBLIC HEALTH NURSE
Closing Date/Time	Continuous
Salary	\$29.19 - \$43.91 Hourly \$2,334.88 - \$3,512.96 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Health and Human Services (CL)

Accepting online applications only. Apply online 24 hours a day, beginning April 17, 2020. Filing will remain open until vacancies are filled. Filing may close without further notice.

Grade I – Entry level, under direct supervision, provides public health nursing services in home settings with populations ranging from infants to seniors. Works closely with the Public Health Nurse Supervisor and experienced Public Health Nurses.

Grade II – Under general supervision, operates more autonomously, and provides public health nursing services in home settings or other community settings. May represent the Department at community meetings, collaboratives, and other events. Provides input into the development of programs and budgets.

Grade III – Performs Grade II duties, plus oversees specific public health programs (i.e. Maternal, Child and Adolescent Health; Childhood Lead Poisoning Prevention, and Senior Services) – including directing program staff activities, ensuring accomplishment of program deliverables, developing budgets and scopes of work, and writing reports.

EXAMPLES OF DUTIES:

Under supervision, promotes health and wellness through education, referral, advocacy, case management, coordination of services, and case-findings; provides public health nursing services in a variety of settings (i.e., homes, clinics, programs and the community); recognizes multicultural practices and beliefs, and their impacts on health behaviors and tailors approaches accordingly; identifies/evaluates medical, psychosocial, and socio-economic barriers; may coordinate Nursing Division grant funded programs including development of budgets and scopes of work, and oversee the activities of other professional and para-professional staff; identifies, collects, and analyzes health data about communities and at-risk population groups; develops and participates on community advisory boards, task forces, and committees; develops and conducts educational and outreach programs for community and professional groups based on assessed need; functions as case manager/case coordinator utilizing a multi-disciplinary approach to ensure improved health status; establish and evaluate nursing plans of care based on identified client need, strengths and availability of resources; makes appropriate linkages to community resources to meet the identified needs of clients; provides individual, family, and community level crisis intervention/management and appropriate reporting as mandated by law; conducts epidemiological investigations of communicable diseases; obtains medical histories, conducts physical assessments, administers prescribed treatment and dispenses medication; performs diagnostic tests and specimen collection, reviews and interprets laboratory findings, and follows up in accordance with procedures and protocols; acquires and maintains updated knowledge of federal, state and local health laws, regulations, policies, procedures, and protocols as they relate to area of assignment and responsibility; performs required nursing documentation in accordance with the California Nursing Practice Act, and ensures documentation is clear, complete, and accurate; responds and researches inquiries from clients, social service and health care providers; may assume supervisory roles; performs other duties as required.

FINAL DRAFT

REQUIREMENTS TO FILE:

Applicants must meet **ALL** the requirements below:

- A valid California license to practice as a Registered Nurse **(proof required) ***
- A valid certificate as a Public Health Nurse in California **(proof required)***
- A valid Cardiopulmonary Resuscitation (CPR) certificate **(proof required) ***

Additional Requirements to File:

- Proficient in the use of computer and software computer applications
- Willingness to work an irregular schedule, including weekends, evenings, and emergency call backs.

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

***Required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Experience in maternal/child health and/or older adult health is desirable.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

SELECTION PROCEDURE: This process will be conducted using the continuous, non-competitive procedure. Applicants 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.

If you do not receive notification after two weeks of recruitment closing, please contact the Civil Service Department at (562) 570-6202.

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FINAL DRAFT

Job Title	PUBLIC HEALTH NURSE SUPERVISOR
Closing Date/Time	Continuous
Salary	\$34.81 - \$47.40 Hourly \$2,786.48 - \$3,792.08 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Health and Human Services Department (CL)

Accepting online applications only. Apply online 24 hours a day, beginning April 17, 2020. Filing will remain open until vacancies are filled. Filing may close without further notice.

EXAMPLES OF DUTIES: Under direction, supervises, reviews, and evaluates the work of assigned nursing and other division personnel providing preventive and primary care in public health programs; promotes professional growth and development of division staff; assists in the budgeting, planning, organizing, implementing, and directing of nursing components of public health programs; interprets agency policy to assigned nursing division staff of public health programs, community groups and individuals, and other organizations; supervises and coordinates in-service education related to nursing; monitors activities of assigned public health programs by evaluating compliance with regulations, procedures and protocols, and client utilization to ensure that operational and agency goals and objectives are being met; develops, implements, evaluates and modifies public health programs (including policies, procedures and protocols) by collecting and analyzing program data including statistical, narrative and anecdotal reports, staff input and other information to determine that programs meet community needs, grant and regulatory requirements; write grant applications and related documents; maintains required records and reporting to ensure that funding requirements continue to be met; interfaces and collaborates with county departments, public and private community agencies, expanding the scope and reach of public health programs and services. Acts for, and in the absence of, higher authority; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet **ALL** the following requirements listed below:

- Two or more years of professional experience in public health nursing
- A valid State of California license as a Registered Nurse **(proof required) ***.
- A valid State of California certificate as a Public Health Nurse **(proof required) ***.
- A valid Cardiopulmonary Resuscitation (CPR) certificate **(proof required) ***.

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

***Required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

FINAL DRAFT

DESIRABLE QUALIFICATIONS: Supervisory experience; administrative experience; and/or progressively responsible duties in previous employment.

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