

Job Title	Electrical and Instrumentation Technician I-II
Closing Date/Time	03/26/2021, 4:30 PM
Salary	\$2,593.92 - \$3,603.12 biweekly
Job Type	Classified-Full-Time - Permanent
Location	Long Beach, California
Department	Water (CL)

Applications are available online beginning Friday, March 5, 2021 through 4:30 PM, Friday, March 26, 2021.

**SALARY INFORMATION:**

Grade I	\$2,593.92 - \$3,522.16 biweekly
Grade II	\$2,647.44 - \$3,603.12 biweekly

Effective October 1, 2020 through September 2, 2021, current salary ranges may be impacted by the City-wide furlough.

**EXAMPLE OF DUTIES:**

Under general supervision, positions in this series perform a wide range of highly technical duties in the installation, calibration, troubleshooting, testing, maintenance, and repair of complex electronic and mechanical instrumentation and control systems, equipment, and facilities, including the Water Department's SCADA system. *The functions of the classification may include, but are not limited to:* tests, troubleshoots, diagnoses, repairs, and performs preventative maintenance on a variety of electronic equipment, instrumentation control systems, Programmable Logic Controllers (PLC), Distributed Control Systems (DCS), components and devices associated with the Supervisory Control and Data Acquisition (SCADA) system at multiple facilities operated by the Department including water treatment plant and distribution system, reclaim distribution system and waste water collection system; maintains, calibrates, troubleshoots, repairs, designs, builds and installs hardware used with SCADA, water quality monitoring instruments, and other control systems; rebuilds equipment, including motor controllers, flow and pressure transmitters, cathodic protection systems, data radios, digital modems, networked communications, programmable logic controllers and specialized testing equipment and devices using operational performance standards; isolates electronic and telecommunications equipment / system failures in the field and in the control room by researching system logs, databases, codes and other system and field documentation to correlate events and diagnose the root cause of the problems; performs work to program, troubleshoot, debug, test, and monitor software related to SCADA/PLC and electrical systems; designs and implements changes to software and hardware systems to provide an accurate and reliable control system; installs, troubleshoots, repairs, and maintains electrical and/or instrument problems in all systems at plants, pumping and lift stations, turnout and Department facilities. Equipment may include low and high voltage electrical motors; switchgear; distribution panels and enclosures, transformers, exciters, generators, pneumatic and hydraulic devices, electrical conduit, wires, pull boxes, lighting panels, motor control circuits, soft starters, variable frequency/speed drives, pumps, valve actuators, motor control panels, and all associated control circuits ranging from low voltage (<120 volts) to medium/high voltage (>600 volts); performs preventive maintenance of electrical and

electronic systems at all facilities with the above listed equipment; may troubleshoot, align and calibrate equipment with such devices as frequency generators, voltmeters, ohm meters, high voltage meters, high potential testers, calibrators, oscilloscopes, multimeters, logic analyzers, meggers, amp meters, micro-computers, thermo-imaging devices, digital analyzers and other specialized test equipment; identifies and isolates faulty electric, electronic, pneumatic, hydraulic and computerized parts, components, circuits or panels; modifies, alters and installs motor control equipment circuits, planning, laying out and wiring the work; disconnects electrical sources, approves lockout/tagout procedures to block electrical sources; thoroughly documents and records all programming, testing and updates to software programs detailing work completed, for example, after changes have been implemented, timely update and maintain the updated records of drawings, programs, testing records, operation & maintenance manuals in designated storing locations (digital or hard copy); maintains a library of documentation and licenses for all software and hardware used in PLCs and PLC programming, including license agreements and product warranty information; reviews design drawings, blueprints, submittals and assists in ensuring compliance with codes and department standards; obtains quotes in accordance with organization's purchasing processes and procedures by preparing scopes of work and leading prospective contractors on job walks describing the specifics of a Request for Proposal; requisitions and maintains an adequate inventory of necessary spare parts, shop and vehicle supplies; plans and lays out jobs from blueprints, drawings, sketches, work orders or verbal instructions while maintaining records in the form of blueprints, plans and specifications for equipment and devices and review electric piping and instrumentation diagram (P&ID) drawings; schedules and coordinates preventative maintenance, obtain necessary permits, and repair activities with other sections, City departments, vendors, and outside agencies; monitors compliance testing and performance issues associated with contracts and assists in project or contract completion; ensure that work is performed safely at all times by complying with safety and health policies, procedures, and practices while attending all mandatory safety training courses and events.

**REQUIREMENTS TO FILE:**

A minimum of four (4) years full-time equivalent, paid experience in the electrical and instrumentation field or electrical repair and maintenance working in the water industry.

**AND**

Candidates must possess at least one of the following certifications before passing probation. (***\*Proof Required***).

1. California Water Environment Association (CWEA) Electrical Instrumentation Technologist Grade 2,  
**Or**
2. EPRI (Electrical Power Research Institute) Instrumentation and Controls, Part A, such as that issued by IBEW-NECA,  
**Or**

3. ISA (International Society of Automation) Certified Control System Technician (CCST) Level 1 certification in combination with one of the following:
  - Long Beach Journeyman Electrician's Certificate or
  - State of California Electrical Contractor's License

**\*Proof of 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. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

### **Knowledge, Skills, and Abilities:**

- Knowledge of water hydraulics, pneumatic, electrical and mechanical equipment and systems and be skilled in the use of precision measurement devices.
- Knowledge of practices, methods, techniques, tools, and equipment used in the design, installation, testing, calibration, maintenance and repair of industrial electrical and mechanical instrumentation and control equipment and devices common to water and wastewater systems.
- Knowledge of principles, theory, and practices of electricity, electronics, pneumatics, hydraulics, and mechanics as they apply to maintenance and repair of equipment and instruments commonly found in water, wastewater, and reclaimed system.
- Knowledge of programmable logic controller (PLC) ladder logic, PLC and Supervisory Control and Data Acquisition (SCADA) programming theory.
- Knowledge of the National Electric Code, OSHA safe practices, and ISA standards.
- Knowledge of computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and SCADA operation.
- Knowledge of digital electronic symbols and operations.
- Skill in utilizing applicable software including, but not limiting to departmental application programs and electrical/instrumentation programs.
- Ability to test, diagnose, correct, calibrate and repair a wide variety of electrical and electronic instrumentation devices such as flowmeters, level transmitters, motors, motor starters, machinery and equipment common to the water and wastewater system.

- Ability to read and interpret blueprints, schematics, PLC ladder logic, P&ID drawings, operating and maintenance manuals and software to aid in troubleshooting and/or installing instrumentation, control systems, and electrical equipment.
- Ability to plan, organize, schedule, and monitor work for efficiency, quality, and timeliness.
- Ability to establish and maintain positive, cooperative working relationships with employees, contractors, and vendors.
- Ability to respond to call-out or emergencies as required; handle emergency situations as directed.
- Ability to make mathematical calculations involving fractions, decimals, and percentages with speed and accuracy

**EXAMINATION WEIGHTS**

Application and Supplemental Application ..... Qualifying

Screening of applicants will be conducted on the basis of application and supplemental questionnaire submitted. This selection procedure will be conducted using a non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting minimum qualifications will be placed on an 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. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification within two weeks after filing closing, please contact the Civil Service Department at (562) 570-6202.

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 examination at (562) 570- 6202. For hearing impaired, call (562) 570-6638.

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**FINAL**

Job Title **HOUSING AIDE I-II**  
 Closing Date/Time Friday, March 26, 2021 at 4:30 PM Pacific Time  
 Salary \$1,381.28 – \$2,034.24 Biweekly  
 Job Type Classified - Full-Time, Permanent  
 Location Long Beach, California  
 Department HEALTH & HUMAN SERVICES (CL)

**Applications are available online beginning Friday, March 12, 2021 through 4:30 p.m., Friday, March 26, 2021.**

**SALARY INFORMATION:**

Grade I - \$1,381.28-\$1,873.60 Biweekly  
 Grade II - \$1,487.52-\$2,034.24 Biweekly

Effective October 1, 2020 through September 30, 2021, current salary ranges may be impacted by the City-wide furlough.

**EXAMPLES OF DUTIES:**

Under supervision, performs a variety of clerical and technical tasks for grant funded housing assistance programs under the Housing Authority. Reviews violations of tenant obligations and responsibilities for referral to the Housing Assistance Coordinator; logs, tracks and maintains detailed and accurate records on applicants, clients, owners and rent data; reviews eligibility and affordability information and assists in determining reasonable rents; prepares contractual documents and/or verifies ownership information for participating properties; performs data entry for an automated record keeping system; provides technical support for the delivery of HUD funded and other grant funded programs; handles, reviews and secures confidential client information; assists in the investigation of possible fraud cases; research of various housing and participant issues; preparation of reports and correspondence, and archiving of files requiring boxing and transporting to storage facilities; may assist with special studies related to Housing Assistance Programs, policies and procedures; may coordinate a particular assignment for various housing units; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

One-year (paid, full-time equivalent) experience, providing service to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management.

**Knowledge, Skills and Abilities:**

Candidates must possess all of the following:

- Understand and operate computers and complete various calculations accurately with calculator or computer software;
- Input data into specialized database software;
- Comprehend written information and effectively communicate orally and in writing;
- Deal tactfully and effectively with the general public; and
- Lift up to 20 lbs.

A valid motor vehicle operator license may be required by the hiring department at the time of selection.

**FINAL**

Willingness to work overtime, weekend and/or holiday hours.

**DESIRABLE QUALIFICATIONS:**

Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

**EXAMINATION WEIGHTS:**

Application and Supplemental Application.....	Qualifying
Written Exam .....	100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of exam results. The resulting eligible list will remain in effect for one year. Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. 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.

**The examination will be scheduled shortly after close of filing. If you have not received notification within two weeks after close of filing contact the Civil Service Department at (562) 570-6202.**

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



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Job Title                   **HOUSING SPECIALIST**  
Closing Date/Time   Monday, March 22, 2021 at 4:30 PM Pacific Time  
Salary                     \$1,562.88 - \$2,479.60 Biweekly  
Job Type                 Classified - Full-Time, Permanent  
Location                 Long Beach, California  
Department             Health and Human Services- (CL)

**Applications are available online beginning Friday, March 5, 2021 through 4:30 p.m., Monday, March 22, 2021.**

**SALARY INFORMATION:**

Grade I   -   \$1,562.88 - \$2,134.80 Biweekly  
Grade II  -   \$1,686.16 - \$2,299.28 Biweekly  
Grade II  -   \$1,830.88 - \$2,479.60 Biweekly

Effective October 1, 2020 through September 30, 2021, current salary ranges may be impacted by the City-wide furlough.

**EXAMPLES OF DUTIES:** Under general supervision, performs complex activities in the Federal Section 8 Housing Choice Voucher (HCV) and/or other housing assistance programs under the Housing Authority, which include initial eligibility and/or continued occupancy in accordance with established rules, regulations, policies, and procedures. Researches, verifies and applies CA tenant law, HUD regulations and local policy; conducts annual, special and interim interviews and certifications of participants related to changes in household composition and income in a manner prescribed by HUD; manages assigned caseload; calculates participant's rent and housing assistance payments, monitors participant compliance and cites violations of tenant obligations and responsibilities; prepares, analyzes and presents reports; respond to correspondence; conducts group and individual briefing sessions and presentations for applicants and/or stakeholders; researches possible fraud cases and makes recommendations; deals with and resolves difficult problems and issues that involve owners and/or tenants; may inspect prospective and assisted housing units to ensure conformance with HUD standards and determine necessary corrections; determines rents in accordance with HUD guidelines; may conduct interviews and briefings at the homes of tenants when necessary; may represent Housing Authority in small claims or other court cases; may serve in a lead capacity or carry out special studies; may carry out special studies related to Housing Assistance Programs, policies, and procedures; may coordinate a particular assignment for the Occupancy section; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

Two years (paid, full-time equivalent) of increasingly responsible experience providing services to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management.

**Knowledge, Skills and Abilities**

Candidates must possess all of the following:

- Understand and operate personal computers and complete various calculations accurately with calculator or computer software (such as Microsoft Excel or Word);
- Comprehend written information;
- Deal tactfully and effectively with the general public; and
- Effectively communicate orally and in writing.

Willingness and ability to participate in a City paid training and obtain certification in Housing Choice Voucher Specialist prior to the completion of probation (if not already obtained).

A valid motor vehicle operator license may be required by the hiring department.

Willingness to work overtime, weekend and/or holiday hours.

**DESIRABLE QUALIFICATIONS:**

Certification in Housing Quality Standards and Housing Choice Voucher Specialist; bilingual skills (English/Spanish) or (English/Khmer) are desirable for some positions; Bachelor’s degree from an accredited college or university in Social Sciences, Public Administration, Business Administration, Human Services or related fields (**proof required**)\*; knowledge of Veterans Affairs Supportive Housing (VASH), Continuum of Care/Shelter Plus Care (CoC/SPC), Project Based Vouchers (PBV), Housing Opportunities for Persons with AIDS (HOPWA) and Family Self-Sufficiency.

**\*Proof of required documents, such as transcripts or degree, 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. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

**EXAMINATION WEIGHTS:**

Application and Supplemental Application.....	Qualifying
Written Exam .....	100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of exam results. The resulting eligible list will remain in effect for one year. Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. 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.

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