

1 **DATE:** August 20, 2014

2 **TO:** Civil Service Commission

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 • Equipment Operator
- 8 • Gardener
- 9 • Neighborhood Services Specialist
- 10 • Public Safety Dispatcher
- 11 • School Guard
- 12 • Senior Survey Technician

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

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EQUIPMENT OPERATOR

SALARY RANGE:

Grades I - III: \$1,328.56 to \$2,154.96 Biweekly
\$2,888.00 to \$4,685.00 Monthly

Online applications are highly encouraged. Applications available: 7:30 a.m. to 4:30 p.m., August 22, 2014 through September 5, 2014. Completed application packets must be received in the Civil Service Department by 4:30 p.m., September 5, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE:

One year of full-time (equivalent) paid experience in the safe and efficient operation of construction, landscaping, or public utilities maintenance type equipment such as articulated front wheel loader, skip loaders, trucks and trailers, root cutters, hydra hammers, three blade riding mower, etc., and adjustment and minor repair of such equipment.

Willingness to work weekends, holidays, split shifts, overtime and on call, as required.

A current DMV driving record, including proof of a valid Class C motor vehicle operator's license, must be presented to the hiring department at time of selection interview.

Some positions require: a Class A or B license or commercial driver's license with a tank vehicle endorsement prior to completion of probation; Willingness to respond to emergency calls within a thirty-minute timeframe and available to serve on a rotating emergency callout list may be required.

Airport positions require shift work, working on weekends, holidays and nights and require passing a thorough background screening (necessary to obtain and maintain an Airport Security Identification Display Area (SIDA) access badge) and an Airfield Driving Permit prior to passing probation.

DESIRABLE QUALIFICATIONS: Possession of a Forklift certificate or Crane Operator certificate recognized by the National Commission for Certifying Agencies (NCCA) is highly desirable in the Harbor Department. Landscape experience is highly desirable in the Water Department.

EXAMPLES OF DUTIES: Under supervision, operates and maintains various mechanized equipment used in construction, landscaping, and maintenance work; makes minor repairs and adjustments in the field; loads and unloads heavy objects; keeps records and reports operating conditions; observes safety regulations; performs incidental construction work and manual labor as necessary; may supervise others in conjunction with duties; and performs other related duties as required.

EXAMINATION WEIGHTS:

ApplicationQualifying
Performance Examination.....100%
Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. Only applicants showing the strongest backgrounds in a comparative analysis will be invited to the Performance Examination weighted 100%. Performance examination will be conducted on applicant's choice of any 2 of the 4 categories of equipment listed below:

- A valid driver's license will be required at time of testing.**
- Skip loader, front loader, or articulating loader
 - Small street sweeper
 - Three blade riding mower
 - Pick-up truck with trailer or medium dump truck with trailer
- (A valid Class B license is required at time of testing)**

A minimum rating of 70 must be attained in the examination to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

The written exam will be scheduled shortly after the close of filing. If you have not received notification by September 12, 2014, please contact the Civil Service Department at (562) 570-6202.

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

GARDENER

SALARY RANGE:

Grades I - II: \$1,295.76 to \$1,903.12 Biweekly
\$2,817.00 to \$4,138.00 Monthly

Online applications are highly encouraged.
Applications available: 7:30 a.m. to 4:30 p.m., August 29, 2014 through September 8, 2014.
Completed application packets must be received in the Civil Service Department by 4:30 p.m., September 8, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE: One year of paid full-time equivalent experience in gardening and grounds maintenance work and knowledge of the care and maintenance of flowers, shrubs, plants, trees and lawns **OR** Education equivalent to one year of training at an accredited college or university with major course work in Environmental Horticulture or related fields may be substituted for the one year of work experience (proof required)* **OR** A combination of related education (proof required)* and related experience totaling one or more years.

***Proof of required documents must be uploaded to the online application or included with a paper application at time of filing.**

Ability and willingness to:

- Work independently
- Drive City vehicles
- Lift and carry up to 50 pounds
- Work in or near streets with heavy traffic
- Work evenings, weekends, holidays and overtime.

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

A State of California, Department of Agriculture, Qualified Pesticide Applicator Certificate will be required for some positions. If required, candidates must be able to obtain certification prior to the completion of probation.

DESIRABLE QUALIFICATIONS: State of California, Department of Agriculture, Qualified Pesticide Applicator Certificate; Horticulture Certificate; Arboriculture Certificate; valid Class B motor vehicle operator's license. Knowledge of pesticide use and safety, irrigation technology, drought tolerant plant materials, CALTRANS standards for setting up traffic control devices, and programming of solid-state irrigation controllers. Ability to assess, document and troubleshoot issues within the complete irrigation system including modern irrigation controllers.

EXAMPLES OF DUTIES: Under general supervision, independently or as a member of a travel crew, performs skilled gardening work; prepares soil and performs cultivation work; grades, plants and reseeds lawns; mows lawns using triplex and/or rotary riding type mowers and walk-type mowers; edges and waters lawns; adjusts and makes minor repairs to sprinkler systems; prunes shrubs and trees; transplants flowers and shrubs; leads the work of helpers performing gardening and grounds maintenance work; operates trucks and light power equipment; services and makes minor repairs to tools and equipment; observes and enforces safety regulation; orders materials and supplies, keeps time and other records; may be required to apply chemicals for weed and pest control; performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Occupational Written Examination.....100%
A minimum rating of 70 must be attained in order to pass the written examination. Certification by score bands will be considered based on an analysis of test results.

The written examination will be scheduled after the close of filing. If you have not received notification by September 22, 2014, contact the Civil Service Department at (562) 570-6202.

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

NEIGHBORHOOD SERVICES SPECIALIST

SALARY RANGE:

Grades I – III \$1,429.84 to \$2,268.56 Biweekly
 \$3,109.00 to \$4,932.00 Monthly

Online applications are highly encouraged.
Applications available: 7:30 a.m. to 4:30 p.m.,
August 29, 2014 through September 8, 2014.
Completed application packets must be received in
the Civil Service Department by 4:30 p.m.,
September 8, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE: Two years of paid, full-time equivalent of increasingly responsible experience providing services to the public in diverse neighborhoods.

- Skill and ability to provide effective verbal and written communication with persons of diverse ethnic, social, and economic backgrounds.
- Willingness to work an irregular schedule, including nights, weekends, and holidays. Applicants must be able to pass a thorough background investigation and polygraph examination for positions in the Police Department.
- A valid driver's license will required at time of appointment.

DESIRABLE QUALIFICATIONS: Bilingual ability in Spanish, Khmer, or Tagalog is desirable for some positions.

EXAMPLES OF DUTIES: Under supervision, performs increasingly more complex activities in the implementation and administration of neighborhood assistance programs; coordinates and markets neighborhood meetings, workshops, special sessions, and other events; assists in neighborhood services program development; develops necessary correspondence, forms, notices, records and documents; utilizes personal computers and prepares and presents oral and written reports; facilitates and attends meetings with internal and external agents to coordinate efforts and resources; serves as the City liaison to neighborhood

associations and other organizations; provides information and resources to residents, businesses and neighborhood associations accessing services; implements strategies to improve and beautify businesses and/or residential areas; develops marketing materials for neighborhood events; serves as a technical resource to patrons with applicable forms and applications; develops and maintains monthly event calendars for external and internal groups, in-house files, community room reservations, and evaluations and reporting systems required by federal funding sources; researches, publicizes and assists neighborhood groups to obtain grant funding for community projects; mentors neighborhood residents to become community leaders; may supervise staff and volunteers at meetings, conferences, and other community events; may perform translating services for limited or non-English speaking residents; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Evaluation of Application and	
Supplemental Application.....	100%

SELECTION PROCEDURE: Candidates will be evaluated on the basis of applications and supplemental applications submitted. Therefore, it is to the candidate's advantage to clearly document all job-related education, training, and experience. Placement in score bands will be based on an analysis of the information provided on the application and supplemental application, therefore candidates should clearly describe how they meet or exceed the requirements to file.

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

Certification by score bands will be considered based on an analysis of test results.

If you have not received notification of the disposition of your application by September 20, 2014, contact the Civil Service Department at (562) 570-6202.

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

PUBLIC SAFETY DISPATCHER

SALARY RANGE:

Grades I – IV: \$1,712.56 to \$2,917.36 Biweekly
\$3,723.00 to \$6,343.00 Monthly

Online applications are highly encouraged. Applications available: 7:30 a.m. to 4:30 p.m., August 29, 2014 through October 3, 2014. Completed application packets must be received in the Civil Service Department by 4:30 p.m., October 3, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE: (1) MUST BE WILLING TO WORK: Any shift assignment in the Police or Fire Departments and work mandatory holidays, weekends and overtime (Public Safety Dispatchers work a 10-hour shift in the Police Department and a 12-hour shift in the Fire Department). **(2) MUST BE ABLE TO:** Handle a high volume of emergency calls with tact, good judgment, initiative and speed; question callers while simultaneously typing information into a computer terminal (multi-tasking); speak English clearly and understandably; comprehend, interpret and retain written and orally presented information effectively i.e., read, memorize, interpret and apply policies and procedures, State Penal Code, FCC regulations, charts and maps. **(3) Ability to demonstrate keyboarding skills at 35 wpm. (4) Ability to pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department. The investigation will cover information regarding relatives, references, acquaintances, educational background, residential history, employment history, criminal history, military service records, financial status, legal history, drug use and related areas. (5) Must not have any felony convictions (you must not have been convicted of any crime punishable by imprisonment in a penitentiary).**

DESIRABLE QUALIFICATIONS: Bilingual skills in English/Spanish or English/Southeast Asian languages, experience or training as an emergency communications operator, dispatcher or similar position requiring knowledge of emergency medical or public safety operations, experience dealing with the public in a service related capacity, Emergency Medical Technician (EMT), Emergency Medical Dispatching (EMD), or California Peace Officer Standards and Training (POST) Public Safety Dispatcher Basic (or above) certificate.

EXAMPLES OF DUTIES: Under general supervision, receives and dispatches emergency (911) calls for police or

fire and emergency medical service; enters data into personal computer while questioning callers for information; determines nature, validity and disposition of calls; may provide post dispatch medical instructions; utilizes computer generated messages and priorities to dispatch field units to emergency situations; operates a variety of communications equipment including radio transmitters, accessories and telephones; performs call reception and dispatch activities utilizing computer-assisted dispatch system; answers or refers inquiries and complaints regarding a wide variety of public safety and related matters; accesses, retrieves, and transmits vehicular or personal information to field units; relays relevant situational information to non-city enforcement or public safety agencies; may provide training for dispatchers and participate in evaluation of their performance; may act in a variety of dispatch supervisory positions; performs other related duties as required.

SELECTION PROCEDURE:

Application and Supplemental Application.....Qualifying
Performance Examination (Video Based)**Qualifying
Keyboarding Test (Min. Net Speed of 35 WPM)*Qualifying
*The Keyboarding Test will be waived for candidates providing proof of acceptable keyboarding certification; see information packet for additional information.

**For additional information please see the Public Safety Dispatcher Information Packet.

A minimum rating of 70 must be attained in order to pass the performance examination. This is a continuous examination. Applicants may take the exam only once during a four month period.

If you do not receive notification shortly after close of filing please contact the Civil Service Department at (562) 570-6202.

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

J45AN-14C PSD LF

08/20/14

SCHOOL GUARD

Final Draft

SALARY RANGE:

\$11.627 to \$12.458 Hourly

Online applications are highly encouraged.
Applications available: 7:30 a.m. to 4:30 p.m., August 22, 2014 through September 12, 2014.
Completed application packets must be received in the Civil Service Department by 4:30 p.m., September 12, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE: Applicants must be willing to work anytime during the hours of 6:00 a.m. and 5:00 p.m.; stand and walk for 2 ½ - 3 hours per shift; have a dependable automobile available for work; be able to report to any School Guard station within one half-hour of notification; be willing and able to work in a substitute-relief capacity for any one of the 68 School Guard stations located throughout the City; have a telephone and be available to receive calls for daily assignment; be willing to work split shifts; be willing to work in all types of weather; be willing to wear a department issued regulation uniform at all times when working.

Applicants must possess the ability to tactfully deal and communicate effectively with the public, especially children; have the ability to stand for long periods of time; repeatedly step up and down curbs; and have good vision, hearing, and depth perception.

Applicants must be able to pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department.

A valid driver's license will be required at time of appointment.

DESIRABLE QUALIFICATIONS: Any work experience which required the ability to tactfully handle the public; a knowledge of the California Vehicle Code sections pertaining to pedestrians and school crossings; principles and practices of first aid; availability to work year-round school is desirable.

EXAMPLES OF DUTIES: Under minimal supervision, guides children and adults safely across city streets at assigned intersections; employs good judgment in determining timing of crossings; guides children across in

groups, with minimal interruption to flow of traffic; ensures precautions such as removal of skates, carrying of skateboards and walking of bicycles before entering the crosswalks; cautions and guides pedestrians by oral instruction, hand direction, or signs; observes conditions on the job and reports to supervisor assigned to area; and performs other related duties as required.

SPECIAL CONDITIONS: Work is seasonal (no guarantee of work during the summer), part-time (typically, a maximum of 6 hours per day in 2 hour blocks), and split shifts. The hours assigned will depend upon the location of the crossing station. As an example, a School Guard might work from 7:30 a.m. to 9:15 a.m., 11:00 a.m. to 1:00 p.m., and 2:15 p.m. to 5:00 p.m. New School Guards will be used to relieve other School Guards located throughout the City, and must be available to meet all time schedules, from 6:00 a.m. to 5:00 p.m. All School Guards may be temporarily moved to other work locations as needed. Uniforms are furnished by the City.

EXAMINATION WEIGHTS:

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 September 26, 2014, please contact the Civil Service Department at (562) 570-6202.

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

SENIOR SURVEY TECHNICIAN

SALARY RANGE:

\$2,216.96 to \$3,013.28 Biweekly

\$4,820.00 to \$6,551.00 Monthly

Online applications are highly encouraged.

Application packets available: 7:30 a.m. to 4:30 p.m., August 22, 2014 through September 5, 2014.

Completed application packets must be received in the Civil Service Department by 4:30 p.m., September 5, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE:

Applicants must meet either Option **A**, **B**, or **C** below:

A. One or more year's work experience on a survey party engaged in land surveying AND either 12 units of land surveying courses from an accredited college or 24 units of pre-engineering courses from an accredited college (**proof required**)*.

B. One or more year's work experience on a survey party engaged in land surveying AND a valid State of California Land Surveyor-in-Training Certificate (**proof required**)*.

C. Three or more year's work experience on a survey party engaged in land surveying.

AND

- Working knowledge of the care and use of modern electronic surveying instruments
- Ability to perform physical labor involved in surveying
- Willingness to work overtime, nights, weekends, holidays, split shifts and possible shift work
- A valid driver's license and a current DMV driving record will be required at time of appointment.

***Proof of required documents must be uploaded to the online application or included with a paper application at time of filing.**

DESIRABLE QUALIFICATIONS: Experience with computer applications, such as AutoCAD/Civil 3D, MicroStation/Inroads or other related software is desirable for some positions.

EXAMPLES OF DUTIES: Under general supervision, operates, adjusts and maintains survey instruments including total stations, levels, theodolites, electronic hydrographic and distance measuring equipment, GPS/RTK receivers, High Definition Laser Scanner, and other precision equipment used in conducting large varieties of survey work; performs varied field and office survey calculations including traverse, triangulation and level adjustments using a computer or programmable calculator; computes areas, volumes and grades; prepares grade sheets; reduces survey notes; plots profiles; provides project research; prepares maps, drawings and plats; may be assigned to furnish field technical experience to assist office engineering personnel; assists in operation of boat and special equipment on hydrographic surveys; operates a City vehicle; collects, downloads, processes, adjusts, plots and creates necessary digital and hard-copy records of data; uploads, checks and lays out data in the field; creates spreadsheets and reports, and accesses databases; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Occupational Written Examination.....100%

A minimum rating of 70 must be attained on the written examination in order to be placed on the eligible list.

If you have not received notification by September 12, 2014, contact the Civil Service Department at (562) 570-6202.

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