



**City of Long Beach**  
Working Together to Serve

**Agenda Item No.**

**Memorandum**

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CIVIL SERVICE DEPT.

**Agenda Item No.**

12

Date: January 25, 2012

To: Civil Service Commission

From: <sup>RA</sup>Ronald R. Arias, Director of Health & Human Services

Subject: **Request For Selective Certification - Public Health Professional III**

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As per Section 28 of the Civil Service Rules and Regulations, I request Civil Service Commission authorization to certify candidates, on a selective certification basis, to the classification of **Public Health Professional III (Chief Environmental Health Specialist)** for Requisition #HE 12-014.

The **Public Health Professional III (Chief Environmental Health Specialist)** requires skills, knowledge and abilities to implement and oversee the administration of the following environmental health inspection programs: Food Facilities, Multi-Unit Housing, Recreational Water, Vector Control and Hazardous Materials and other programs as assigned. The successful candidate will, at minimum, possess a Bachelor of Science Degree from an accredited four-year college or university with coursework in environmental health, public health, environmental analysis, public administration, business or a closely related field.

Authorization to receive a list of selectively certified candidates from eligible lists generated by the Selective Certification Requests will increase the Department of Health and Human Services capacity to provide effective, high quality, and timely services to members of the Long Beach community in accordance with local, county, state and federal requirements.

A representative of the Department of Health and Human Services will be present at the Civil Service Commission to respond to any questions.

RRA:RU:ru

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR SELECTIVE CERTIFICATION		
Civil Service Rules and Regulations		Section 28
Civil Service Commission Policy		Not Applicable
Form completed by: <u>ROBERTA CRANFORD, HO-DPHS</u>		Date: <u>01-27-12</u>
Name/Title/Department		
Section 1: To be completed by requesting department.		To be completed by department
A requisition is required. The requisition number is: # <u>14612 014</u>		Civil Service Dept. Verification
Has the requisition been received in the Civil Service Department?		Yes No <u>DN</u>
Title of classification. <u>PHP-Care Environmental Health Scientist</u>		
Number of vacancies to be filled by this selective certification request.		1 <u>DN</u>
The specific skills that are being requested.		<u>(SEE REQUEST)</u> <u>DN</u>
The reason for the need for specific skill.		<u>(SEE REQUEST)</u> <u>DN</u>
If the specific skill has been assessed.		NO <u>DN</u>
When the need for the specific skill was identified.		<u>See note below</u> <u>DN</u>
Was the specific skill identified on the job opportunity bulletin as a desirable qualification?		Yes <input checked="" type="radio"/> No <u>DN</u>
If the request will require generation of a new eligible list.		<u>YES</u> <u>DN</u>
Quantification of the need for the request. (Do other employees in the work area have the requested skill? How much time will the employee be required to use the skill? Will this replace an employee with the same skill?)		NO <u>DN</u>
Attendance at the Civil Service Commission		
• Requesting department. <u>Health &amp; Human Svcs &amp; Human Resources Departments</u>		
Notes:		
<p><u>Specific skill will be assessed during the open recruitment period. DMcClintock</u></p> <p><small>Terms and conditions apply to all cities and states. See special offer for details, and visit SkyMiles membership guide &amp; program Rules. *Subject to government approval.</small></p>		