




Long Beach Water Department
The Standard in Water Conservation &
Environmental Stewardship

Agenda Item No.

6

KEVIN L. WATTIER, General Manager

Date: December 3, 2014
To: Civil Service Commission
From: Kevin L. Wattier, General Manager, Water Department 
Subject: Request for Selective Certification – Business Systems Specialist

The Water Department requests your approval for Selective Certification in the classification of Business Systems Specialist. Personnel Requisition W14-18 has been approved to permanently fill one position. The skills, knowledge, and abilities needed for this position are highly specialized; therefore, selective certification is required. The need for this position arose when the incumbent transferred to a different Bureau within the Water Department on April 5, 2014. This request is in accordance with Section 28 of the Civil Service Rules and Regulations.

This position will support the development, implementation and maintenance of the business network system and associated software platforms. It requires knowledge in the following areas: Suse Linux apache server, Active Directory, NAS Storage, Microsoft Virtual Server, RAID technologies; CISCO switch configuration, storage administration, Web server development, drupal content management, MySQL, HTML scripting, sniffer network traffic analysis, and Windows 7 desktop support. Therefore, related experience is listed in the Desirable Qualifications section of the bulletin.

Skills will be assessed through the experience stated in the application and possession of a Microsoft certified systems engineer certificate, which was also listed under the Desirable Qualifications of the bulletin.

Please contact Ken Bott, Administrative Officer, at 570-2364 if you have any questions or need additional information.

cc: B. Anatole Falagan, Assistant General Manager, Water Department
Ken Bott, Administrative Officer, Water Department
Monya Hawkins, MIS Officer, Water Department

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR SELECTIVE CERTIFICATION

Civil Service Rules and Regulations Section 28
Civil Service Commission Policy Not Applicable

Form completed by: Jessica Stoudenmire/Admin Analyst/Water
Name/Title/Department

Date: 10 - 31 - 14

Section 1: To be completed by requesting department.

To be completed by
department

Civil Service Dept.
Verification

A requisition is required. The requisition number is: # W14-18.
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

ATS

Title of classification. **Business Systems Specialist**

ATS

Number of vacancies to be filled by this selective certification request. **1**

ATS

The specific skills that are being requested. **See memo**

ATS

The reason for the need for specific skill. **Incumbent transferred out of position**

ATS

If the specific skill has been assessed. **Yes**

ATS

When the need for the specific skill was identified. **When incumbent transferred**

ATS

Was the specific skill identified on the job opportunity bulletin as a desirable qualification?

☒ Yes ☐ No

ATS

If the request will require generation of a new eligible list.

☐ Yes ☒ No

ATS

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?) **The other two employees in the Division have some but not all of the specialized skills. The employee hired for this position will spend about 30% of the time using these specialized skills. Hiring of the BSS position is to fill a vacancy left from an intradepartmental transfer.**

ATS

Attendance at the Civil Service Commission
• Requesting department.

Monya Hawkins
Ken Bitt

ATS