

Agenda Item No. 10

CIVIL SERVICE DEPARTMENT REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PROVISIONAL APPOINTMENT (Promotional Classifications)

Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02

Form completed by: Paula J. Ortega, Sr. HR Bus. Partner
Name/Title/Department

Date 11 - 17 - 2017

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: # HD18-011
Has the requisition been received in the Civil Service Department?

Date received:
12/08/17

☒ Yes ☐ No

CP

Does an promotional list or priority list exist for the classification and, if not, when did the list expire. List expired 09/18/16

Yes ☒ No ☐

CP

Is any other department impacted?

Yes ☒ No ☐

CP

If yes, which department: _____

Have all required documents been submitted to the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin.

☒ Yes ☐ No

CP

☒ Yes ☐ No

CP

☒ Yes ☐ No

CP

Section 2: Points to be addressed in request.

Candidate's name and current duties. JOHN VILLAREAL
SPECIAL SERVICES OFFICER III

CP

Title of classification – brief description of duties. TRAFFIC CONTROL

CP

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. NO ELIGIBLE LIST.
DIVERS IS IMPERATIVE TO THE SAFETY & SECURITY OF THE PORT & COMMUNITY.

CP

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. Safety hazard to POLB and Community.

CP

The date the vacancy occurred and circumstances surrounding vacancy. 7/25/17
- need to replace.

CP

Does the proposed appointee meet the minimum qualifications for the classification?

☒ Yes ☐ No

CP

An explanation of the recruitment plan used to select the proposed appointee. PROVISIONAL bulletin
10/10/2017 - 10/20/17

CP

Avenues investigated for filling the vacancy including rotation, use of higher class pay, etc. DIVERS cannot rotate or be replaced by another employee due to the necessary certifications.

CP

Agenda Item No. 10

CIVIL SERVICE DEPARTMENT REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

How employees in the "feeder" classifications have had an equal and fair opportunity to demonstrate their abilities to function in the promotional position. **Feeder classification not applicable.**

CP

The employee has been notified of the conditions of a provisional appointment.

☒ Yes ☐ No

CP

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department

CP

Notes:

Please see attached document for notes and suggested action.

SUGGESTED ACTION:

NOTES: On January 2, 2018, the Civil Service Department received a Request for a Provisional Appointment and additional documentation from the Harbor Department, in accordance with the provisions of Article V, Section 43 of the Civil Service Rules and Regulations.

Requisition #HD 18-011 for the Provisional Appointment request was received on December 8, 2017 and is on file with the Civil Service Department.

The Provisional Appointment is for John Villarreal and the Harbor Department is requesting the appoint him to the position of Commercial Diver II in the Maintenance Division. Mr. John Villarreal is currently a Special Services Officer III in the Security Division of the department, and has concurrently performed the duties of a Commercial Diver while working under the Security Division.

The Harbor Department has an immediate need for the Commercial Diver position, which currently has one budgeted vacancy. There are 6 classified employees in this classification for the Harbor Department, all of whom are at the Grade Level II. The Commercial Diver II is responsible for conducting underwater and topside inspections of all structures and vessels within the Port of Long Beach. The current vacancy is critical to the Department's operations in ensuring safety and security of the Port and the citizens of Long Beach. Other duties include: performing preventative maintenance on an ongoing basis to keep property and assets in working order, repairing vessels, bridge foundations, and other structures below the water line.

Harbor Department completed the provisional recruitment from October 10, 2017 through October 20, 2017 and will be present at the Civil Service Commission meeting if other questions arise. Civil Service staff is currently in the recruitment process for Commercial Diver. The list is expected to be established by the beginning of March.

SUGGESTED ACTION: Staff recommends approval of Mr. Villarreal's provisional appointment to Commercial Diver II. Staff has reviewed Mr. Villarreal's provisional application and determined that he has met the minimum qualifications for the Commercial Diver II position as stated in the current job bulletin (from 2018.) Mr. Villarreal has been notified by the department and Civil Service of the conditions of the provisional appointment and that this appointment will be an item on the Commission agenda for January 10, 2018. A representative from the Harbor Department will be present at the Commission meeting.



The Port of
LONG BEACH

Memorandum

Date: January 2, 2018

To: Civil Service Commission

From: Stacey Lewis, Director of Human Resources 

Subject: **PROVISIONAL APPOINTMENT OF JOHN VILLARREAL TO THE POSITION OF COMMERCIAL DIVER II**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Mr. Villarreal to the position of Commercial Diver II.

The Harbor Department has a budgeted vacancy (Commercial Diver II) in the Maintenance Division. Filling this vacancy, pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Currently, the Commercial Diver II position is responsible for conducting underwater and topside inspections of all structures and vessels within the Port of Long Beach, this is a critical factor in the safety and security of the Port and the citizens of Long Beach. This position also performs preventative maintenance on an ongoing basis to keep our property and assets in good working order. The Commercial Diver II position repairs vessels and bridge foundations and other structures below the water line. Mr. Villarreal would be assigned the duties and responsibilities of the Commercial Diver II position.

Mr. Villarreal has been identified as the best possible candidate. This appointment is based upon Mr. Villarreal's significant experience as a commercial diver for the Port of Long Beach, while working as a Special Services Officer in the Security Division since 2008.

Mr. Villarreal is aware of, and in agreement with the terms of the provisional assignment. He possesses the required minimum qualifications of a Commercial Diver II. He understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 18-011 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. Should you any questions, please contact Stacey Lewis, Director of Human Resources, at (562) 283-7500.



City of Long Beach Employment Opportunity

COMMERCIAL DIVER

Job Number: I46AN-18

SALARY: \$2,531.04 - \$3,717.76 Biweekly

OPENING DATE: 12/08/17

CLOSING DATE: 01/05/18 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning December 15, 2017 through 4:30 p.m. January 5, 2018.

EXAMPLES OF DUTIES:

Under general supervision, performs underwater and topside inspections on a variety of structures and vessels within the Port including vessels, etc. utilizing various non-destructive testing methods including ultrasonic, visual testing, liquid dye penetrant, and magnetic particle; performs underwater topside welding/burning on a variety of structures and vessels within the Port including vessels etc., utilizing various positions, techniques and materials; performs underwater inspections of timber fender and bearing piles, examining their condition; reports damaged, partially missing, or missing piles; performs visual inspections of concrete piles to note cracks, spalling, rust spots, deterioration of the circumference, and exposed steel of reinforcement of piles; scrapes and cleans concrete piles to remove marine growth in order to determine extent of damage to the underlying concrete; maintains continuous communications with workers on the surface and/or while under water; takes appropriate safety precautions, such as monitoring dive lengths, depths, air supply and breathing rate; repairs vessels, bridge foundations, or other structures below the water line using caulk, bolts and hand tools; cuts and welds/burns steel, using underwater welding/burning equipment, jigs and supports; recovers objects using approved underwater salvage techniques and equipment; uses and maintains diving gear in optimal condition; drives trucks to transport personnel and equipment to job sites; operates boom trucks and small outboard motor driven boats and punts and floats; operates hand tools such as chain saws, compressors, and carpentry tools; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet ALL of the following:

- Three years of experience as a dive tender or underwater construction worker.
- Certificate of Completion of an industrial deep sea diving course from an accredited Association of Commercial Diving Educators (ACDE) school, military diving school or

equivalent (proof required)*.

- NOTE: Certificates of Completion from outside the U.S. must be accredited from the International Marine Contractors Association (IMCA) (proof required)*.
- Current Commercial Diver Certification (proof required)*.
- Current First Aid/ CPR certificate (proof required)*.

Additional Requirements to File

- Ability to pass a thorough background security investigation as required by the Port of Long Beach.
- Willingness to comply with the U.S. Coast Guard random drug and alcohol testing regulation.
- Skills in basic motorboat operations.
- Current Non-Destructive (NDT) Inspection Certificate or current Underwater Welding Certificate will be required within one year from appointment.
- A valid driver's license will be required at time of appointment.

*Proof of required documents 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 equivalency.

DESIRABLE QUALIFICATIONS: Current Association of Diving Contractors International (ADCI) certificate; current Oxygen Provider/ DAN02 Card; current Hot Tap Installation Certificate; current Hazardous Waste Operations (HAZWOPER) certificate, 8 hours minimum; current Cal/OSHA Construction Course Certificate, 10 hours minimum.

SELECTION PROCEDURE:

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Written Test.....Qualifying
(Battery-operated calculator permitted)

This is a continuous examination. A minimum rating of 70 must be attained in order to pass.

If you do not receive notification by January 19, 2018 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.

I46AN-18 CP 12/6/17



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.
An Equal Opportunity Employer.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

Provisional Job Bulletin 2018



The Port of
LONG BEACH

PORT OF LONG BEACH
Human Resources Division
4801 Airport Plaza Drive
Long Beach, CA 90815-1263
Paula.Ortega@polb.com
(562) 283-7500

<http://agency.governmentjobs.com/polb/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Commercial Diver I-II (PROVISIONAL)**

An Equal Opportunity Employer

SALARY

\$31.41 - \$44.67 Hourly

OPENING DATE: 10/10/17

CLOSING DATE: 10/20/17

THE POSITION

The Port of Long Beach is the second busiest container seaport in the United States and is a leading gateway for international trade. Founded in 1911, it has grown to more than 3,200 acres and moves \$180 billion in trade a year. East Asian trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China, South Korea, Japan, Hong Kong and Taiwan.

Also referred to as the City of Long Beach's Harbor Department, the Port of Long Beach is governed by the Board of Harbor Commissioners. The Port's Executive Director is appointed by the Commission and is responsible for overall Port activities. The Port employs over 500 staff and generates annual operating revenues of approximately \$375 million. The Port is a recognized environmental leader, with award-winning environmental programs such as the Green Port Policy.

For more information go to: www.polb.com

The Maintenance Division of the Engineering Bureau is responsible for maintaining the Port's Infrastructure and Port-owned facilities. This work is in response to work requests from other Divisions of the Harbor or Port's tenants. Factors that affect their work would be inclement weather, special events and shipping schedules. Preventative maintenance work is on an ongoing basis to keep our properties and assets in good condition. This position will report to the Director of Maintenance.

Examples of Duties:

- Performs underwater and topside inspections on structures and vessels within the Port, utilizing non-destructive testing methods including ultrasonic, visual testing, liquid dye penetrant and magnetic particle. Performs underwater topside welding. Performs underwater inspections on timber fender and bearing piles.
- Performs visual inspections of concrete piles to note cracks, spalling, rust spots, deterioration of the circumference and exposed steel.
- Maintains continuous communications with workers on the surface and while under water takes the appropriate safety precautions such as monitoring dive lengths, depths, air supply and breathing rate.

- Repairs vessels, bridge foundations or other structures below the water line using caulk, bolts and hand tools, cuts and welds/burns steel, using underwater welding/burning equipment, jigs and supports.
- Drives trucks to transport personnel and equipment to job sites. Operates boom trucks and small outboard motor driven boats, punts and floats.
- Operates hand tools such as chain saws, compressors and carpentry tools.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Candidates must meet all of the following:

- *Three years of experience as a dive tender or underwater construction worker
- *Certificate of Completion of an industrial deep-sea diving course from an accredited Association of Commercial Diving Educators (ACDE) school, military diving school or equivalent (proof required)
- *Current Commercial Diver Certificate (proof required)
- *Current First Aid/CPR certificate (proof required)
- *Ability to pass a thorough background security investigation as required by the Port of Long Beach; willingness to comply with the U.S. Coast Guard random drug and alcohol testing regulation; skills in basic motorboat operations
- *A valid California driver's license will be required at the time of appointment
- *Current Non-Destructive Testing (NDT) Inspection Certificate or current Underwater Welding Certificate will be required within one year of appointment

***Required documents must be uploaded to the online application at time of filing.**

Desirable Qualifications: Current Association of Diving Contractors International (ADCI) certificate; current Oxygen Provider/DAN02 Card, current Hot Tap Installation Certificate; current Hazardous Waste operations (HAZWOPER) certificate, 8 hours minimum; current Cal/OSHA Construction course certificate, 10 hours minimum.

ADDITIONAL INFORMATION "All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission."

Applications will be reviewed and the most qualified candidates will be invited to participate further in the selection process. **Please submit your application with all required documents no later than October 20, 2017 at 4:30 p.m.**

The Port reserves the right to extend the closing date without notice in order to accept additional applications or to close the recruitment prior to the initial closing date without notice if a sufficient number of applications have been received.

If you have any questions, require additional information including this information in an alternate format, or if you require an accommodation because of a disability in order to participate in any phase of the application process, please call Human Resources at (562) 283-7500 or email humanresources@polb.com.

The Port of Long Beach is an Equal Opportunity Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/polb/>

EXAM #UNCL 17-042
COMMERCIAL DIVER I-II (PROVISIONAL)
PO

If you require this information in an alternate format, contact:
4801 Airport Plaza Drive

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PERSONNEL REQUISITION

PROVISIONAL
HR Use:
Requisition # HD18-0113

1. Action	Action Fill a position for: <input type="checkbox"/> New position <input checked="" type="checkbox"/> Replacement		Requirements For replacement, please list the name of the employee that recently occupied the position that is requisitioned and the reason for position vacancy. Name of Employee: Reason: <input type="checkbox"/> Transfer/Promotion <input type="checkbox"/> Separation-Effective Date:	
2. Position Information	Date Required:	Budget:	Job Title:	
	11/16/2017	<input checked="" type="checkbox"/> In Budget <input type="checkbox"/> Not In Budget	PROVISIONAL COMMERCIAL DIVER	
	Position Type:	Time Base:	Status:	
	<input checked="" type="checkbox"/> Classified (Civil Service) <input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary: Start: 12/1/2017 <input checked="" type="checkbox"/> Provisional <input type="checkbox"/> Non-Career End:	
Bureau:	Division:			
	ENGINEERING	MAINT.		
	<input type="checkbox"/> Position Description is attached <input type="checkbox"/> Position Description needs to be developed			
3. Comments	Salary Range: _____			
4. Approvals	Originator/Supervisor Name & Signature		Date	
	Manager Name & Signature		Date	
	Director Name & Signature		Date	
	Managing Director Name & Signature		Date	
5. Flow Chart				
FOR USE BY HUMAN RESOURCES ONLY				
Date Received:		Approved - HR Director:		Return to Sender Reason:
Assigned to:		Date Assigned:		

RETURN THIS FORM TO HUMAN RESOURCES, PORT OF LONG BEACH

HD-HR-43 (12/12)



Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: COMMERCIAL DIVER 2

You are being considered for employment under the provisions of Section 43 of the Civil Service Rules and Regulations, which read in part:

"All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission."

If appointed to this position, you will not accrue seniority in this classification for any Civil Service promotional examination. Your pay will be the same as that of a permanent City employee in this classification, however, you should check with the hiring department as to your eligibility for other (fringe) benefits. If you are currently a permanent, full-time City employee, your benefits will not change.

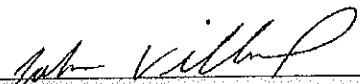
If you receive authorization from the Civil Service Commission to be appointed to the provisional position, you must file a new application during the open filing period in order to compete in the examination process. You must file a new application before the announced closing date of filing.

If the provisional application will be filled on permanent basis, a competitive examination to fill the position will be administered by the Civil Service Department prior to the expiration of the provisional appointment. In order to be eligible for selection for permanent appointment to the position, your examination must be among the top scores achieved.

If after you are appointed to fill a provisional position, you do not satisfactorily perform or if you are not selected from the eligible list to fill the position on a permanent basis, your appointment will be terminated. If you are a present classified City employee who holds permanent status in another classification, you will be reinstated to the position you held prior to provisional appointment without loss to status or seniority (Section 44, Civil Service Rules and Regulations).

Should you have any questions regarding your provisional appointment, you may call the Civil Service Department office at (562) 570-6058.

If appointed, I hereby certify that I understand and agree with the above conditions of employment as a "provisional" employee for the City of Long Beach.


Signature

11/19/2017
Date



Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: COMMERCIAL DIVER 2

You are being considered for employment under the provisions of Section 43 of the Civil Service Rules and Regulations, which read in part:

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If appointed to this position, you will not accrue seniority in this classification for any Civil Service promotional examination. Your pay will be the same as that of a permanent City employee in this classification, however, you should check with the hiring department as to your eligibility for other (fringe) benefits. If you are currently a permanent, full-time City employee, your benefits will not change.

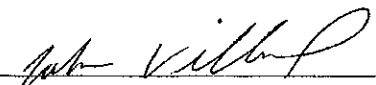
If you receive authorization from the Civil Service Commission to be appointed to the provisional position, you must file a new application during the open filing period in order to compete in the examination process. You must file a new application before the announced closing date of filing.

If the provisional application will be filled on permanent basis, a competitive examination to fill the position will be administered by the Civil Service Department prior to the expiration of the provisional appointment. In order to be eligible for selection for permanent appointment to the position, your examination must be among the top scores achieved.



If after you are appointed to fill a provisional position, you do not satisfactorily perform or if you are not selected from the eligible list to fill the position on a permanent basis, your appointment will be terminated. If you are a present classified City employee who holds permanent status in another classification, you will be reinstated to the position you held prior to provisional appointment without loss to status or seniority (Section 44, Civil Service Rules and Regulations).

Should you have any questions regarding your provisional appointment, you may call the Civil Service Department office at (562) 570-6058.

If appointed, I hereby certify that I understand and agree with the above conditions of employment as a "provisional" employee for the City of Long Beach.


Signature

11/14/2017
Date

CITY OF LONG BEACH 333 WEST OCEAN BLVD. 7 TH FLOOR LONG BEACH, CALIFORNIA 90802		CIVIL SERVICE DEPARTMENT Telephone (562) 570-6202 TDD (562) 570-6638 WWW.LONGBEACH.GOV/CIVILSERVICE				2. LAST NAME VILLARREAL FIRST NAME JOHN INITIAL R	
<h2>APPLICATION FOR EMPLOYMENT</h2> <h3>PROVISIONAL</h3> <p>Fill out this application completely and accurately by reading and responding to items 1-20. An incorrect or untrue statement may disqualify or remove you from employment. PRINT CLEARLY OR USE A TYPEWRITER</p>							
1. PRINT TITLE OF JOB YOU ARE APPLYING FOR HERE →				Commercial Diver 2			
PRINT YOUR NAME HERE →							
3. LAST NAME (PRINT)		FIRST NAME		INITIAL		4. SOCIAL SECURITY NO.	
Villarreal		John		R			
6. ADDRESS (PRINT)		CITY		STATE		ZIP CODE	
8. E-MAIL ADDRESS							
9. HAVE YOU EVER WORKED FOR THE CITY OF LONG BEACH?		IF "YES" TITLE		10. DEPT.		11. DATES (FROM-TO)	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SSO3		HARBOR SECURITY		10/2008-Present	
13. DRIVER'S LICENSE NO.		CLASS		STATE OF		14. EDUCATION: CHECK (✓) MOST APPROPRIATE BOX (Check only one box.)	
						<input type="checkbox"/> HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/> COLLEGE, BUSINESS OR TRADE SCHOOL	
14A. COLLEGE OR UNIVERSITY				MAJOR/MINOR		COMPLETED	
						SEMESTER UNITS	
						QUARTER UNITS	
						TYPE OF DEGREE EARNED	
14B. BUSINESS OR TRADE SCHOOLS				COURSE STUDIED		NUMBER OF MONTHS OF TRAINING	
National Polytechnic college of Science				Under Water Welding Technology		one year	
						COMPLETED YES NO	
						X	
15. CERTIFICATE OF PROFESSIONAL OR VOCATIONAL COMPETENCE, LICENSES, MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS							
American Welder Society surface-supplied air diver card through the association of Diving Contractors International HOT TAP Certified HAZWOPER 10-Hr OSHA							
16. MINIMUM AGE LIMIT IS 18. (IF WITH EITHER A WORK PERMIT OR A HIGH SCHOOL DIPLOMA OR EQUIVALENT.)							
• APPLICANTS DESIRING CREDIT FOR EDUCATION OBTAINED IN A FOREIGN COUNTRY MUST SUBMIT, BY CLOSE OF FILING, A WRITTEN EVALUATION BY A CERTIFIED EDUCATION EVALUATION SERVICE, ALONG WITH A COPY OF THE DIPLOMA, PROOF OF EDUCATION, OR CERTIFICATE. • THE IMMIGRATION REFORM ACT OF 1986 REQUIRES ALL NEW EMPLOYEES TO SUBMIT VERIFICATION OF IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES AT TIME OF HIRE. • EACH APPLICANT SELECTED FOR EMPLOYMENT WILL BE MEDICALLY EXAMINED AND FINGERPRINTED AT CITY EXPENSE. • CONVICTION RECORDS WILL BE CHECKED AND SUCH RECORDS WILL BE EVALUATED ON AN INDIVIDUAL BASIS.							
17. IN ORDER TO CLAIM VETERAN'S PREFERENCE YOU MUST QUALIFY UNDER ONE OF THE FOLLOWING AND SUBMIT PROPER DOCUMENTATION:							
1. VETERAN - ANY PERSON RELEASED OR DISCHARGED UNDER HONORABLE CONDITIONS FROM ACTIVE SERVICE IN THE US ARMED FORCES OR US COAST GUARD, OR A MEMBER OF AN ACTIVE MILITARY RESERVE OR NATIONAL GUARD. YOU MUST SUBMIT A LEGIBLE COPY OF FORM DD-214 OR COPY OF MILITARY ID. 2. SPOUSE OF A DISABLED VETERAN POSSESSING AT LEAST 30% SERVICE CONNECTED DISABILITY. DOCUMENTATION REQUIRED. 3. UN-REMARKED SPOUSE OF A DECEASED VETERAN KILLED IN ACTION, OR AS A RESULT OF WOUNDS, OR A SERVICE CONNECTED ILLNESS. DOCUMENTATION REQUIRED.							
 IF YOU HAVE A DISABILITY, WHICH MAY REQUIRE SPECIAL TESTING ARRANGEMENTS, YOU MUST CONTACT THE CIVIL SERVICE DEPARTMENT AT (562) 670-6202, AT LEAST 48 HOURS PRIOR TO YOUR SCHEDULED EXAMINATION.							
FOR CIVIL SERVICE DEPARTMENT USE ONLY							
<input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT AMONG BEST QUALIFIED <input type="checkbox"/> NOT ACCEPTED		<input type="checkbox"/> OPEN <input type="checkbox"/> PROMOTIONAL DATE & TIME OF EXAM PROCESS WRITTEN _____ ORAL _____ PERFORM _____ OTHER _____		APPL NO. _____ FILE NO. _____ BY _____ DATE _____ VETERANS PREFERENCE <input type="checkbox"/> YES (PROOF ATTACHED) <input type="checkbox"/> NO ELIGIBLE CODE NO. _____		EDU. _____ EXP. _____ OTHER _____	

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18. EXPERIENCE

Read the experience requirements in the employment bulletin before completing this section. BEGIN WITH YOUR MOST RECENT JOB. List ALL jobs for the last ten years or more. List separately each position held even with the same employer. Include ALL experience which may help you to qualify you for the job you are seeking including volunteer and/or non-paid work. Resumes WILL NOT be accepted in place of a completed application. DO NOT state, "see resume" to replace explanation of duties for each position. If you need more space, attach a separate sheet and duplicate the same format used on this application.

FROM (MO. & YR.) 10/2008	TITLE OF YOUR PRESENT OR MOST RECENT POSITION Special Service Officer 3	ORGANIZATION NAME Port of Long Beach Harbor Patrol
TO (MO. & YR.) Present	DUTIES PERFORMED Perform asset protection and patrols facilities in assigned areas. Monitors and regulates public and commercial vehicular, pedestrian and/or marine traffic within the port. Conducts traffic control as needed, while enforcing all applicable laws, rules, and tariffs in the port.	NUMBER AND STREET CITY STATE 1249 Pier F Ave, Long Beach CA
TOTAL TIME YRS. 10 MO.		EMPLOYER'S BUSINESS Security
HOURS EACH WEEK 40		SUPERVISOR'S NAME, TITLE, & PHONE NUMBER Michael Vandermeer, SS04,
SALARY PER month	DO YOU SUPERVISE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO HOW MANY?	REASON FOR LEAVING
FROM (MO. & YR.) 10/2008	TITLE OF POSITION YOU HELD BEFORE THE ONE ABOVE Commercial Dive Officer	ORGANIZATION NAME Port of Long Beach Harbor Patrol
TO (MO. & YR.) 2015	DUTIES PERFORMED Dive and inspect pier face structures/quarry walls. Salvage boat hull inspections, weld/burn, and repair pilings and various other structures. Perform maintenance on compressor manifolds and various types of motors.	NUMBER AND STREET CITY STATE 1249 Pier F Ave, Long Beach CA
TOTAL TIME YRS. 7 MO.		EMPLOYER'S BUSINESS Security
HOURS EACH WEEK 40		SUPERVISOR'S NAME, TITLE, & PHONE NUMBER Lamar Howard, SS04
SALARY PER month	DO YOU SUPERVISE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO HOW MANY?	REASON FOR LEAVING
FROM (MO. & YR.)	TITLE OF POSITION YOU HELD BEFORE THE ONE ABOVE	ORGANIZATION NAME
TO (MO. & YR.)	DUTIES PERFORMED	NUMBER AND STREET CITY STATE
TOTAL TIME		EMPLOYER'S BUSINESS
YRS. MO.		SUPERVISOR'S NAME, TITLE, & PHONE NUMBER
HOURS EACH WEEK		REASON FOR LEAVING
SALARY	DO YOU SUPERVISE? <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY?	ORGANIZATION NAME
PER FROM (MO. & YR.)	TITLE OF POSITION YOU HELD BEFORE THE ONE ABOVE	NUMBER AND STREET CITY STATE
TO (MO. & YR.)	DUTIES PERFORMED	EMPLOYER'S BUSINESS
TOTAL TIME		SUPERVISOR'S NAME, TITLE, & PHONE NUMBER
YRS. MO.		REASON FOR LEAVING
HOURS EACH WEEK		
SALARY	DO YOU SUPERVISE? <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY?	
PER		

19. ADDITIONAL REMARKS: (Use additional sheets of plain paper if more room is needed.)

APPLICATIONS MUST BE RECEIVED IN THE CIVIL SERVICE DEPARTMENT ON OR BEFORE THE FINAL FILING DATE.

20. CERTIFICATION: I hereby certify that all statements made in this application are true and complete, and that any misstatement of material fact may subject me to disqualification or dismissal. I further authorize investigation of all statements contained in this application form if I am considered for employment. Previous employers, named personal references, and any other persons to whom the City refers, are authorized to provide any and all information, regarding my employment, scholastic history, and any other information, personnel or otherwise, that may or may not be included in their records.

SIGNATURE

John V. [Signature]

DATE **11/19/2017**



PROTECTING
OUR WORKFORCE
FOR FUTURE
GENERATIONS

ENVIRONMENTAL, HEALTH & SAFETY CERTIFICATE OF COMPLETION

Nº 1404551

This is to verify that

John R. Villarreal
Port of Long Beach

has successfully completed the following program

HAZWOPER First Responder Operations

29 CFR 1910.120 and CCR Title 8 Section 5192


Rogelio Horta
Certified Instructor


Marjorie Del Toro
President/Chief Executive Officer

August 14, 2014

Certification Date

Contact Hours Earned: 4





ENVIRONMENTAL, HEALTH & SAFETY CERTIFICATE OF COMPLETION

No 1404552

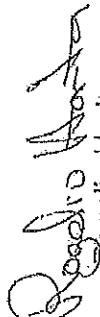
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Certified Instructor


Marjorie Del Toro
President/Chief Executive Officer

August 14, 2014

Certification Date

Contact Hours Earned: 4



Certificate of Completion

Presented to:

JOHN VILLARREAL

On 12/3/2014, JOHN VILLARREAL successfully completed the 10-Hr OSHA
Training for the Construction Industry.

Taylor Allen Smith

OSHA TRAINING
INSTITUTE
EDUCATION CENTER

USF UNIVERSITY OF
SOUTH FLORIDA

American
Safety Council
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OSHA Authorized Trainer
As an OSHA authorized trainer, I verify that I have conducted the
OSHA outreach training class in accordance with OSHA Outreach
Training Program requirements. I will document this class to my
authorizing OSHA training organization. Upon successful review of
my documentation, I will provide each student their completion card
within 90 days of the end of the class.

OSCA

OCCUPATIONAL SAFETY
COUNCILS OF AMERICA

www.osca.com



**JOHN
VILLARREAL**



233251



AWS Certified Welder
Welders, Brazers and Operators

John R Villarreal

Cert # 1401203W

1-800-443-9353 x273

Information relating to identification and certification of the
bearer of this card may be verified by calling or writing:
Certification Department of the American Welding Society
8669 NW 36th St., #130, Miami, FL 33166

Verification of the information on this card, including the test date and expiration date can be obtained
by visiting the AWS website at www.aws.org/certification/cw_search.html.

Agenda Item No. 10

Association of Diving Contractors
International



Cert. # 50910

Expires 12/17/2019



SURFACE-SUPPLIED AIR DIVER
JOHN VILLARREAL I.D. 7019
Commercial Diver Certification Card

Agenda Item No. 10

HEARTSAVER FIRST AID CPR AED

Heartsaver®
First Aid CPR AED



John Villarreal

The above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA Heartsaver First Aid CPR AED Program. Optional completed modules are those NOT marked out.

12/21/2019

Infant CPR

12/2019

Issue Date

Recommended Renewal Date

HEARTSAVER FIRST AID CPR AED

Training TC ID #
Center Name Code 3 Life Support Edu. CA20827
TC 376 N. Allen Ave (866) 906-0090
Info Pasadena, CA 91106
911 Medical Education Inc.
Course (562) 989-8040
Location
Instructor Jeff Schauster 07091444763 ID #
Name
Holder's Signature *John Villarreal*

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