

Agenda Item No.

DATE: December 19, 2012

TO: Civil Service Commission

FROM: Mario R. Beas,  Executive Director

**SUBJECT: APPROVAL OF JOB BULLETINS AND CERTIFICATION OF ELIGIBLE
LISTS**

Staff recommends the Commission approve the proposed job opportunity bulletins:

- Building Maintenance Engineer
- Department Librarian

Should the Commission approve the job opportunity bulletins; the Commission will also be approving the certification of eligible names of candidates, by the Executive Director, to the user departments. Civil Service Department staff will establish eligible lists shortly after the protest periods are completed for the examinations in the selection process. The examination results will be placed on the Commission's subsequent agenda under the consent calendar.

BUILDING MAINTENANCE ENGINEER



SALARY RANGE:

\$2,044.64 to \$2,778.40 Biweekly

\$4,445.00 to \$6,041.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., January 4, 2013 through February 1, 2013. Completed application packets must be received in the Civil Service Department by 4:30 p.m., January 18, 2013. Postmarks will not be accepted. Online applications are highly encouraged.

REQUIREMENTS TO FILE:

- Three years (full-time equivalent) paid, journey-level experience in the operation, repair and maintenance of heating, refrigeration, air conditioning, and related equipment of a large structure, which must include one year in the operation and maintenance of a large central air conditioning system.
- An Environmental Protection Agency (EPA) mandated Universal Certification for the handling of high and low-pressure refrigerants (proof required.)*
- Completion of an Air Conditioning and Refrigeration certificate program from a community college, trade school or equivalent union approved apprenticeship program (proof required.)*
- Ability to read/troubleshoot from electronic system schematics and experience with computerized building automation control systems.
- Willingness to work shifts, alternate work schedules, nights, weekends, holidays and overtime as required.
- 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.
- Desirable Qualifications: experience with large structures (high-rise and/or 100,000 sq. ft) and/or pneumatic controls.

*Proof of required documents must be uploaded to the online application or included with a paper application at time of filing (see additional information sheet).

EXAMPLES OF DUTIES: Under direction, operates, maintains, repairs and adjusts heating, instrument lighting, air conditioning, ventilating, refrigeration, water treatment, pneumatic control, fire life safety and other systems; operates, repairs and maintains control panels, compressors, pumps and exhaust fans; calibrates and installs thermostats; repairs, maintains and makes emergency repairs to low-pressure steam boilers and to water, air and refrigeration and lines; cleans tubes and tests valves, gauges and other equipment; installs replacement parts and makes minor additions or modifications to existing equipment; performs minor plumbing and electrical repair work on related subsystem equipment; keeps charts and makes oral and written reports; orders and receives supplies; may supervise maintenance personnel; may operate a computerized energy and building maintenance management system; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Occupational Written Examination100%
(Battery-operated calculators are permitted)

A minimum rating of 70 must be attained in the examination. Certification by score bands will be considered based on an analysis of test results. This is a continuous examination. Applicants may take the exam only once during a four month period. Names of qualified applicants will be placed on the eligible list in file order within the appropriate band regardless of date tested. Eligible lists will be established periodically.

If you have not received notification by February 12, 2013, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request to (562) 570-6202. JOBI09NN-13 DMD 01/03/13

DEPARTMENT LIBRARIAN

SALARY RANGE:

Grades I - II: \$2,260.56 to \$3,318.32 Biweekly
\$4,915.00 to \$7,214.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m.
January 4, 2013 through January 18, 2013.**

**Completed application packets must be received in
the Civil Service Department by 4:30 p.m., January
18, 2013. Postmarks will not be accepted. Online
applications are encouraged.**

REQUIREMENTS TO FILE:

- A Master's Degree in Library Science (MLS) or Library Information Science (MLIS) from an American Library Association accredited college (proof required.)*
- Three years' increasingly responsible professional librarian experience, including supervision or lead responsibility for professional or technical staff. For Automated Services positions, experience in cataloging, acquisitions, contract management and/or working with automated library systems is required.
- A working knowledge of management principles and techniques, including budgeting, employee supervision, communication and team building.
- Ability to: manage and supervise in a changing library environment; effectively relate to a multicultural, multi-ethnic population; and effectively utilize a personal computer, various online databases, and Windows software including MS Word and Excel.
- Willingness to work shift assignments in different locations and work evenings and weekends.

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

***Proof of required documents must be uploaded to the online application or included with a paper application at time of filing (see additional information sheet).**

DESIRABLE QUALIFICATIONS: For some positions: Automated Services - cataloging, acquisitions, contract management and/or working with automated library systems experience; and/or bilingual skill in English/Spanish or an English/Southeast Asian language.

EXAMPLES OF DUTIES: Under direction, manages and provides leadership for a neighborhood library or a main library department; performs complex library work; assigns, supervises and reviews the work of professional and non-professional staff members; trains and develops staff members; manages contracts with outside vendors; uses the automated library system; uses electronic databases, including the internet; selects books and other materials to purchase and manages budgets; catalogs materials; performs community outreach functions; gives book reviews and talks to community groups; develops and maintains the collection for relevancy and currency; performs reference work; assists and advises readers in the selection of materials; prepares reading lists, bibliographies and special indexes; prepares regular and special statistical and narrative reports; oversees facility maintenance, upgrades and special projects; assists managers in implementation of library policies, services and budget decisions; and performs other related duties as required.

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the 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 and required documents submitted. As vacancies occur, the names of qualified applicants will be submitted to the department for consideration. The eligible list will remain in effect for at least six months.

If you have not received notification by January 31, 2013, please contact the Civil Service Department at 562.570.6202.

This information is available in an alternative format by request at (562) 570-6202. JOB. MG E30AN-13 12/19/12