

1 **DATE:** July 3, 2013

2 **TO:** Civil Service Commission

3 **FROM:** Mario R. Beas, 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 • Housing Aide
- 8 • Cargo Audit Clerk

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

15

16

17

18

19

20

21

22

23

24

25

CARGO AUDIT CLERK

SALARY RANGE:

Grades I - IV: \$1,234.08 to \$2,154.96 Biweekly
\$2,683.00 to \$4,685.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., July 12, 2013 through July 19, 2013. Completed application packets must be received in the Civil Service Department by 4:30 p.m., July 19, 2013. Postmarks will not be accepted. Online applications are highly encouraged.

REQUIREMENTS TO FILE:

One (1) year of recent (full-time equivalent) paid clerical experience, which required the following:

- use of a 10-key by touch;
- computational, statistical, and/or audit work;
- collection of information and preparation of statistical reports;
- maintenance of files and records;
- clear and effective oral communication;
- tactful and effective interaction with others.

DESIRABLE QUALIFICATIONS:

Experience performing clerical and/or audit work related to marine cargoes; familiarity with documents related to the load or discharge of cargoes at a port facility (e.g. ship manifests and/or bills of lading); knowledge of wharfage rates contained in Port of Long Beach tariff; the ability to handle a large volume of paperwork/electronic documents and meet work deadlines.

EXAMPLES OF DUTIES:

Under supervision, performs clerical, statistical, and audit work related to marine cargoes; audits ship manifests, bills of lading, and other such specialized documents applicable to cargoes loaded or discharged from a ship, barge or other conveyance using port facilities; determines dockage charges using

(**Examples of Duties cont.**) information from a variety of sources (including tariff, vessel size, duration of stay, lease agreement terms, etc.); determines wharfage/tariff charges; maintains liaison with steamship companies, agents, and terminal operators to obtain manifests and other documents; prepares a summary wharfage billing report for each shipping line on every vessel; prepares wharfage statements; maintains files of specialized documents related to cargoes and shipping; prepares detailed statistical reports; may perform outside audits of cargo documents at agents' offices to verify the accuracy and completeness of documents submitted to the Harbor Department; may supervise the work of subordinate Cargo Audit Clerks; and performs other related duties as required.

SELECTION PROCEDURE:

Screening of applicants will be conducted on the basis of completed application packets. Applicants showing the strongest backgrounds on the basis of a comparative analysis will be invited to the written examination, which is weighted 100%. A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Occupational Written Examination..... 100%
(Battery-operated calculators are permitted)

If you have not received notification by August 2, 2013, contact the Civil Service Department at (562) 570-6202.

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

JOB N68AN-13 DMD 07/03/13

HOUSING AIDE

SALARY RANGE:

Grades I - II: \$1,262.68 - \$1,861.04 Biweekly
\$2,747.00 - \$4,046.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., July 5, 2013 through July 19, 2013. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., July 19, 2013. Postmarks will not be accepted.

REQUIREMENTS TO FILE: REQUIREMENTS TO FILE:

Open to: 1) current City employees, 2) former classified City employees who were terminated due to layoff after July 1, 2010, 3) former classified City employees on an active Civil Service priority list, and 4) former unclassified City employees, identified by the Human Resources Department as terminated by the City's reduction in force after July 1, 2010 and meet the following requirement:

A minimum of one year full-time (equivalent) paid experience, providing service to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management or related fields.

Ability to: understand and operate computers and complete various calculations accurately with calculator or computer software; input data into specialized database software; comprehend written information and effectively communicate orally and in writing; deal tactfully and effectively with the general public; lift up to 20 lbs.

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

EXAMPLES OF DUTIES: Under supervision, performs a variety of clerical and technical tasks for grant funded housing assistance programs under the Housing Authority. Reviews violations of tenant obligations and responsibilities for referral to the Housing Assistance Coordinator; logs, tracks and maintains detailed and accurate records on

applicants, clients, owners and rent data; reviews eligibility and affordability information and assists in determining reasonable rents; prepares contractual documents and/or verifies ownership information for participating properties; performs data entry for an automated record keeping system; provides technical support for the delivery of HUD funded and other grant funded programs; handles, reviews and secures confidential client information; assists in the investigation of possible fraud cases; research of various housing and participant issues; preparation of reports and correspondence, and archiving of files requiring boxing and transporting to storage facilities; may assist with special studies related to Housing Assistance Programs, policies and procedures; may coordinate a particular assignment for various housing units; and performs other related duties as required.

SELECTION PROCEDURE: Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the appraisal interview.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Appraisal Interview.....100%
(The appraisal interview may include a job-related simulation exercise.)

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.

Candidates will be notified of the scheduled date and time after the close of filing. If you have not received notification by July 30, 2013, contact the Civil Service Department at (562) 570-6202.

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