

1 DATE: September 17, 2014
2 TO: Civil Service Commission
3 FROM: Kandice Taylor-Sherwood, Executive Director
4 SUBJECT: APPROVAL OF JOB BULLETINS AND CERTIFICATION OF ELIGIBLE
5 LISTS

VS

6 Staff recommends the Commission approve the proposed job opportunity bulletins:

- 7 • Civil Engineer
- 8 • Electrical Engineer
- 9 • Machinist
- 10 • Office Systems Analyst
- 11 • Refuse Operator
- 12 • Senior Civil Engineer
- 13 • Senior Equipment Operator – Bulldozer/Backhoe

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

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FINAL DRAFT

CIVIL ENGINEER

SALARY RANGE:

\$3,093.28 to \$4,209.92 Biweekly
\$6,725.00 to \$9,153.00 Monthly

Online applications are highly encouraged. Applications available: 7:30 a.m. to 4:30 p.m., September 19, 2014 through October 17, 2014. Completed application packets must be received in the Civil Service Department by 4:30 p.m., October 17, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE: Registration as a Professional Civil Engineer in the State of California. *(proof required):

- Ability to communicate effectively, both orally and in writing.
- Ability to work occasional evenings, Saturdays and holidays as needed;
- A valid driver's license may be required at the time of appointment.

*Required documents must be uploaded to the online application or included with a paper application at time of filing.

DESIRABLE QUALIFICATIONS: Experience in any of the following areas: public agency, supervisory, airport, land and building development, port/maritime, program/project management experience in construction management, planning, or design, environmental remediation/planning, sustainable infrastructure development (LEED, Envision, ENV-SP, CEEQUAL, GreenRoads), and/or water/wastewater engineering and development; working knowledge of Autodesk/Microstation, Inroads, WaterGem, SewerGem and GIS software (ESRI); scheduling software (Microsoft Project, Primavera); Water Distribution and Water Treatment Operator certifications from the California Water Environment Association and other engineering and project management software or certifications related to any of the areas stated above. Ability to operate independently in developing preliminary and final designs for projects at little or no degree of difficulty.

EXAMPLES OF DUTIES: Under direction, performs responsible professional civil engineering work in preparing, reviewing, and/or supervising the preparation of studies, designs, plans, specifications, estimates and reports relating to the design, construction, testing, operation and maintenance of a wide variety of municipal and harbor engineering or building projects; receives assignments in general terms which outline

the type and general characteristics of the projects; decides on the procedure and performs or reviews preliminary and final design work relating to civil engineering projects or building projects including structural design for code compliance, assigning to subordinate engineers the development of plans, specifications, designs, and detailed drawings of the various components of the projects; performs and/or directs field engineering activities in connection with the construction, maintenance and operation of a wide variety of engineering projects; communicates findings and recommendations both orally and in writing to both professional and lay persons; may utilize computer-aided drafting and design equipment; may act as a project manager including procurement, negotiating, budgeting, scheduling, interfacing with regulatory agencies and other stakeholders, and monitoring and evaluating the work of consultants performing engineering work for the City; may administer construction and consultant contracts, including analyzing and negotiating contract changes, evaluating claims and reviewing and processing progress payments; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
This examination will be conducted using the continuous, non-competitive procedure. Applicants may apply only once during a four month period. The eligible list will remain in effect for at least 6 months. 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 submitted. Eligible lists will be established periodically. A minimum rating of 70 must be attained in order to qualify.

If you have not received notification shortly after filing, contact the Civil Service Department at (562) 570-6202.

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

(FINAL DRAFT)

ELECTRICAL ENGINEER

SALARY RANGE:

\$3,093.28 to \$4,209.92 Biweekly
\$6,725.00 to \$9,153.00 Monthly

Online applications are highly encouraged.

Applications available: 7:30 a.m. to 4:30 p.m.,
September 19, 2014 through October 17, 2014.

Completed application packets must be received in the Civil Service Department by 4:30 p.m., October 17, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE: Proof of registration as a professional Electrical Engineer in the State of California (proof required)* AND four years of paid (full-time equivalent) experience with primary responsibility for preparation or review and approval of standards, designs, and cost estimates of electrical engineering projects, which must have been gained after graduation from an accredited four year college or university with a degree in Electrical Engineering (proof required)*, or after passing the E.I.T. examination in the field of Electrical Engineering (proof of successful completion of the E.I.T. examination showing date awarded required)*.

A valid driver's license will be required at time of appointment.

*Required documents must be uploaded to the online application or included with a paper application at time of filing.

DESIRABLE QUALIFICATIONS: Electrical engineering experience related to the marine terminal operation or airport operations is desirable for some positions.

EXAMPLES OF DUTIES:

Under direction, performs responsible supervisory and specialized professional work in electrical engineering; designs, develops, and evaluates interior and exterior electrical power distribution systems including lighting, fire detection and suppression, communication, security, computer, mechanical control, railroad signalization, fiber

optic infrastructure systems, local and wide area networks, container crane power and control systems, refrigerated container unit power outlets and remote monitoring systems, and container terminal switchgear airport navigation aids, airport terminal facilities; develops and evaluates task requirements and technical standards for work performed by consultants; coordinates electrical service requirements with utility companies; estimates electrical construction costs and recommends energy-saving improvements; inspects both in-progress and completed work; applies electrical codes and standards to the design of city electrical facilities; may aid in the selection, training, work assignment, and evaluation of subordinates; prepares standards for world application of shore to ship power and controls ("cold ironing"), designs photovoltaic systems, develops procedures and requirements to restore electrical power system to port terminals within a short time after a disaster; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. Applicants may take the examination only once during a four month period. The eligible list will remain in effect for at least 6 months. All applicants meeting the minimum 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 submitted. Eligible lists may be established periodically. A minimum rating of 70 must be attained in order to pass the examination.

If you have not received notification of the status of your application shortly after filing, please contact the Civil Service Department at (562) 570-6202.

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

MACHINIST

SALARY RANGE:

\$1,801.44 to \$2,444.80 Biweekly
\$3,917.00 to \$5,315.00 Monthly

Online applications are highly encouraged.

Application packets available: 7:30 a.m. to 4:30 p.m., September 19, 2014 through October 3, 2014.

Completed application packets must be received in the Civil Service Department by 4:30 p.m., October 3, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE:

Applicants must meet either Option A, or B below:

A. Completion of a recognized four-year apprenticeship, or attainment of journey-level rank as a machinist (proof required)* and two years of journey level experience

OR

B. Six years (paid full-time equivalent) experience performing machine shop work requiring a good knowledge of the following: standard practices, processes, terminology and tools of the machinist trade; quality, machinability, and uses of metal, alloys and other materials; principles and practices of safety in machine shop work. Completion of a machine shop program at an accredited institution may be substituted on a year-for-year basis up to a maximum of two years (proof required)*.

AND

- Ability to use lathes, hydraulic tools, pneumatic tools, boring mills, milling machines, grinders, and other machine shop equipment;
- Ability to do precision machine and hand work;
- Ability to work from blueprints, drawings, sketches, and written and verbal instructions;
- Willingness to work overtime as required;
- A valid driver's license will be required at time of appointment.

***Required documents must be uploaded to the online application or included with a paper application at time of filing.**

EXAMPLES OF DUTIES: Under direction, sets up and operates machine shop tools and equipment such as lathes, grinders, milling machines, radial drills, power saws, and other similar metal working equipment; lays out, cuts, forms and shapes parts, tools, and equipment according to precision requirements; reads blueprints and prepares working sketches; makes precision measurements; performs preventive maintenance; repairs and reconditions a wide variety of hydraulic tools and pneumatic equipment; interfaces with vendors; orders parts; maintains inventory and records of repairs and service; and performs other related duties as required.

SELECTION PROCESS: Screening of applications will be conducted on the basis of application packets submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the written examination.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Occupational Written Examination.....100%

A minimum rating of 70 must be attained on the written examination in order to be placed on the eligible list.

If you have not received notification by October 17, 2014, contact the Civil Service Department at (562) 570-6202.

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

J.O.B. L18NN-15

DMD

9/17/14

FINAL DRAFT

OFFICE SYSTEMS ANALYST

SALARY RANGE:

Grade I – III: \$2,691.52 to \$4,736.32 Biweekly
\$5,852.00 to \$10,297.00 Monthly

Online applications are highly encouraged. Applications available: 7:30 a.m. to 4:30 p.m., September 19, 2014 through October 17, 2014. Completed application packets must be received in the Civil Service Department by 4:30 p.m., October 17, 2014. Postmarks will not be accepted.

The current vacancy is in the Harbor Department, Information Management Division.

REQUIREMENTS TO FILE: (1) Four-year college degree with major coursework in Computer Science, Business Information Systems or a related field (proof required)*. (2) Two years (full-time equivalent) of recent experience managing large information technology projects or managing and maintaining a large, complex critical business system, such as Enterprise Resource Planning (ERP), records management, e-mail or computer aided design system. Experience may be substituted for the education on a year-for-year basis. (3) Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software. (4) Effective oral and written communication and interpersonal skills. (5) Willingness to work occasional nights, weekends, holidays and shifts as needed.

A valid driver's license will be required at time of appointment.

*Proof of required documents must be uploaded to the online application or included with a paper application at time of filing.

DESIRABLE QUALIFICATIONS: Project Management Professional (PMP), Microsoft Certified IT Professional (MCITP), ESRI Certification and training classes in ESRI/Trimble Products, Certified Cisco Network Association (CCNA), ArcGIS Desktop Associate Certificate, and Information Technology Infrastructure Library (ITIL) foundation is desirable.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying
This examination will be conducted using the continuous, non-competitive procedure. Applicants may take the examination only once during a four month period. The eligible list will remain in effect for at least 6 months. All applicants meeting the minimum 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 submitted. Eligible lists may be established periodically.

A minimum rating of 70 must be attained in order to pass the examination.

If you have not received notification shortly after filing period deadline, contact the Civil Service Department at (562) 570-6202.

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

J.O.B. ND4AN-15 SJ OSA

9/17/2014

REFUSE OPERATOR

SALARY RANGE:

\$1,360.88 to \$2,154.96 Biweekly
\$2,959.00 to \$4,685.00 Monthly

Online applications are highly encouraged.

Application packets available: 7:30 a.m. to 4:30 p.m., September 19, 2014 through October 3, 2014. Completed application packets must be received in the Civil Service Department by 4:30 p.m., October 3, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE:

- Eighteen (18) months (paid, full-time equivalent) experience operating large trucks, preferably solid waste trucks, in excess of 26,000 pounds gross weight;
- A valid unrestricted California Class "A" or "B" driver's license **;
- A current California DMV driving record (proof required)*;
- Ability to read, write, comprehend instructions, and interpret street maps; repeatedly climb in and out of a truck, regularly lift and carry up to 60 pounds, and perform strenuous manual labor; safely maneuver a refuse vehicle through narrow alleys and streets; drive and safely operate equipment in all weather or under all conditions; and maintain cooperative working relationships with co-workers and customers;
- Knowledge of mechanical operations and safety functions of all equipment including driving, backing, loading, compacting, lifting, and use of other vehicle functions; material collected and disposed of through the solid waste collection system as well as materials that are not be collected; all traffic laws, safety functions and vehicle maintenance;
- Willingness to work various hours, shifts, weekends, holidays, overtime, or during emergencies as required.

*Required documents must be uploaded to the online application or included with a paper application at time of filing.

**Proof of a valid unrestricted California Class "A" or "B" driver's license will be required to participate in the performance examination.

Successful candidates will provide a current DMV driving record to the hiring department at the selection interview. Candidates who have a record of serious or frequent violations may not be considered for selection.

EXAMPLES OF DUTIES: Under general supervision, empties refuse containers; lifts, carries, and removes large or bulky items; operates a refuse collection truck; sets compaction blade to ensure capacity loading; prevents littering of streets; dumps loads at disposal sites according to assigned schedules; observes prescribed weighing and dumping procedures; practices safe lifting methods and may instruct others; observes and enforces safety regulations; washes and cleans truck and truck beds; checks vehicle with pre-trip and post-trip inspection and reports mechanical defects electronically or in writing; refers customer complaints to supervisor; tags containers not in compliance with City codes; reports unsatisfactory conditions of refuse containers; prepares written reports as required; may be assigned to special events, collections, or details; and performs other related duties as required.

SELECTION PROCEDURE: Screening of applications will be conducted on the basis of application packets. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the performance examination.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Performance Examination.....100%
A minimum rating of 70 must be attained on the performance examination in order to be placed on the eligible list.

If you have not received notification by November 6, 2014, contact the Civil Service Department at (562) 570-6202.

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

J.O.B. JA2AN-15 DMD

09/17/14

SALARY RANGE: \$3,421.20 to \$4,660.16 Biweekly
\$7,438.00 to \$10,132.00 Monthly

Online applications are highly encouraged. Applications available: 7:30 a.m. to 4:30 p.m., September 19, 2014 through October 17, 2014. Completed application packets must be received in the Civil Service Department by 4:30 p.m., October 17, 2014. Postmarks will not be accepted.

Vacancies may occur in one of the following areas:

Buildings/Plans Examination	Utilities
Project/Program Management	Airport
Construction Management	Port/Marine
Public Works	

REQUIREMENTS TO FILE: Registration as a Professional Civil Engineer in the State of California (proof required)* - AND a minimum five years of experience gained after graduation from an accredited four-year college or university with a degree in Civil Engineering (proof required)* or after passing the E.I.T. examination in the field of civil engineering (proof required)*.

One year of the required (full-time equivalent) paid experience must have been gained in a position requiring registration as a Civil Engineer.

Ability to communicate effectively, both orally and in writing.

A valid driver's license will be required at time of appointment.

*Required documents must be uploaded to the online application or included with a paper application at time of filing.

DESIRABLE QUALIFICATIONS: Certification as a Project Management Professional (PMP), Certified Construction Manager (CCM), ICC Plans Examiner, Certified Access Specialist (CASp) and/or Leadership in Energy and Environmental Design (LEED); Certified Cost Technician (CCT), Certified Scheduling Technician (CST), Certified Cost Professional (CCP), Certified Estimating Professional (CEP), Certified Forensic Claims Consultant (CFCC), Decision and Risk Management Professional (DRMP), Earned Value Professional (EVP), Planning and Scheduling Professional (PSP), Envision Sustainable Profession (ENVSP) and other Sustainable Infrastructure Professional Certifications a plus, experience in the areas of supervision, airport, land development and/or port/maritime; experience with ESRI (ArcGIS), Hydraulic Modeling, Microstation, AutoCad, In-Roads, Projectwise Primavera P6, Microsoft Project, Primavera Unifier, commercially available cost estimating software for major capital projects (i.e. HardDollar, RS Means, Sage Timberline or other engineering applications and a Master's Degree in Engineering are desirable.

EXAMPLES OF DUTIES: Under direction, supervises and coordinates the work of an engineering section involved in the

investigation, development, location, design, plan review, and construction of a wide variety of multiple municipal, harbor, airport, gas, water and wastewater engineering, and/or public and private development and building projects; performs, formulates and coordinates work assignments for the review of plans, designs, estimates, and reports regarding surveys, inspections, hydrology, soils, and geology; supervises the preparation of plans, specification, the compilation of estimates and contract terms from an engineering standpoint; performs difficult structural and architectural plan check for compliance with building code requirements, City ordinances and State/Federal statutes/laws; performs disabled access compliance review on existing, new, historic, and non-historic building projects; coordinates and manages multi-disciplinary teams of City and/or consultant staff in the delivery of complex projects; project reviews and permitting processes; administers construction contracts; performs special studies and prepares comprehensive reports; develops, manages and tracks cost estimates, budgets and schedules for assigned projects; evaluates and manages project risks; performs claims analysis; administers consultant contracts; makes presentations to governmental bodies and citizen groups; oversees subdivision activities; may oversee the management of multiple projects, including scope, schedule and budget definition; manages project execution with multiple stakeholders; procures, negotiates and manages professional services contracts; may act as a project manager including procurement, negotiation budgeting, scheduling, interfacing with regulatory agencies and other stakeholders, and monitoring and evaluating the work of consultants performing engineering work for the City; may administer construction contracts, including analyzing and negotiating contract changes, evaluating claims and reviewing and processing progress payments; act as assistant to the Division/Section Head when required; primarily responsible for project management of large and complex construction projects; performs other related duties as required.

EXAMINATION WEIGHTS:

Application	
Packet	Qualifying

This examination will be conducted using the continuous, non-competitive procedure. Applicants may apply only once during a four-month period. The eligible list will remain in effect for at least 6 months. All applicants meeting the minimum 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 submitted. Eligible lists may be established periodically. A minimum rating of 70 must be attained in order to qualify.

If you have not received notification of the status of your application shortly after filing period deadline, contact the Civil Service Department at (562) 570-6202.

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

FINAL DRAFT

SENIOR EQUIPMENT OPERATOR – BACKHOE & BULLDOZER

SALARY RANGE:

\$1,893.20 to \$2,573.20 Biweekly
\$4,116.00 to \$5,594.00 Monthly

Online applications are highly encouraged. Applications available: 7:30 a.m. to 4:30 p.m., September 19, 2014 through October 3, 2014. Completed application packets must be received in the Civil Service Department by 4:30 p.m., October 03, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE:

Valid Class A motor vehicle operator's license or permit.*

*Proof of a Class A motor vehicle operator's license or permit will be required at the time of the performance examination.

Backhoe: One year (full-time equivalent) paid experience and skill in the safe and efficient operation of a backhoe; a good knowledge of maintenance, adjustment and minor repair of a backhoe; ability to interpret associated construction markings and descriptions.

Bulldozer: One year (full-time equivalent) paid recent experience which required skill in the safe and efficient operation of a bulldozer; a good knowledge of maintenance, adjustment and minor repair of a bulldozer; and ability to interpret associated construction markings and descriptions.

DESIRABLE QUALIFICATIONS: Work experience in a beach environment, adverse conditions and/or night time operations.

EXAMPLES OF DUTIES: Under supervision, operates and maintains a bulldozer, backhoe or other equipment of similar complexity in accordance with safety regulations; services equipment; performs preventive maintenance; makes operating adjustments and minor repairs; keeps records and makes reports; performs incidental construction work; may participate in, or assist in supervising the work of a crew; may operate less complex equipment when necessary; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying Performance Examination.....	100%
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Screening of candidates will be conducted on the basis of application packets submitted. Only those candidates showing the strongest backgrounds in a comparative analysis will be admitted to the performance examination. 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.

NOTE: Due to safety considerations in this examination, candidates will be stopped, immediately removed from equipment and disqualified if they do not demonstrate the level of skill and knowledge required to operate the bulldozer/backhoe safely, efficiently and in accordance with instructions. Testing on a specific model of equipment is contingent upon availability.

If you do not receive notification by October 10, 2014 please contact the Civil Service Department at (562) 570-6202.

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