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DATE: October 1, 2014
TO: Civil Service Commission
FROM: Kandice Taylor-Sherwood, Executive Director *M. George*
SUBJECT: APPROVAL OF JOB BULLETINS AND CERTIFICATION OF ELIGIBLE LISTS

Staff recommends the Commission approve the proposed job opportunity bulletins:

- Accounting Technician
- Combination Building Inspector
- Plan Checker – Fire Prevention

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 an eligible list shortly after the protest period is completed for the examination in the selection process. The examination results will be placed on the Commission's subsequent agenda under the consent calendar.

FINAL DRAFT

ACCOUNTING TECHNICIAN

SALARY RANGE:

\$1,591.84 to \$2,154.96 Biweekly

\$3,461.00 to \$4,685.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., October 10, 2014 through 4:30 p.m., October 17, 2014.

REQUIREMENTS TO FILE: Applicants must meet option meet Option A, B or C:

- A. Education equivalent to an Associate of Arts degree with major coursework in intermediate accounting or a related field (**proof required**)* **AND** one year of full-time equivalent paid experience performing complex clerical accounting duties.
- B. Any combination of education (**proof required**)* and full-time equivalent paid experience performing complex accounting duties totaling three years (proof required)*.
- C. Three years of full-time equivalent paid experience performing complex clerical accounting.

Ability to work within a computerized financial system utilizing spreadsheets, operate a 10-key by touch, and to communicate effectively both orally and in writing.

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

DESIRABLE QUALIFICATIONS: Knowledge of accounting principles and theory as they apply to a municipal organization. Experience with financial accounting systems (e.g. ADPICS, FAMIS and/or EZFAMIS); lead and/or supervisory experience in accounts payable, accounts receivable, payroll, purchasing, auditing, revenue collections, transaction review, and/or account reconciliations are desirable.

EXAMPLES OF DUTIES: Under general supervision, performs technical accounting support functions in the preparation, maintenance, and processing of accounting records and financial transactions; audits, reviews, and approves financial transactions and data in accordance with GAAP and City policy for accuracy and resolves discrepancies; balances accounts and makes adjusting and closing entries; prepares and analyzes schedules, statements and reports; computes and distributes labor, material and overhead costs; prepares financial statements; designs spreadsheets; performs computations utilizing specialized and complex financial data; reconciles accounts between systems; establishes and maintains systems to assure accountability and financial control; processes accounting and financial transactions; reconciles and monitors accounts; identifies, researches and resolves discrepancies; provides technical information and instruction regarding applicable procedures and methods to City departments and staff; participates in the training of various departments in the use of computer accounting programs; may assign or review the work of assigned staff and provide training; performs other related duties as required.

EXAMINATION WEIGHTS:

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

The occupational written exam is tentatively scheduled the week of November 3, 2014. If you have not received notification of the status of your application by October 24, 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.

J.O.B. C50NN-15 DWM

10/1/14

FINAL DRAFT

COMBINATION BUILDING INSPECTOR

SALARY RANGE:

\$2,128.96 to \$2,890.72 Biweekly
\$4,629.00 to \$6,285.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., October 3, 2014 through 4:30 p.m., November 14, 2014

REQUIREMENTS TO FILE:

A valid International Code Council (ICC) certification as a Building and/or Dwelling Inspector (Proof required)* AND ability to qualify under option A, B, or C:

- A. Four or more years of recent paid (full-time equivalent) experience performing or inspecting work in multiple phases of construction in any combination of structural, plumbing, mechanical, or electrical work under the supervision of a journey-level worker.
- B. Two years of paid (full-time equivalent) experience at the level of Combination Building Inspector Aide or other similar inspection work involving inspection of structural, plumbing, mechanical, or electrical installations in single-family dwellings and minor commercial and industrial buildings for compliance with building codes. An Inspection Technology Certificate from a recognized college, university or trade school may be substituted for one year of experience. (Proof required)*
- C. Completion of a four-year apprenticeship in any one of the building trades.

Education at a recognized college or university with specialization in engineering or inspection technology may be substituted on a year-for-year basis for up to two years of the required experience if qualifying under "A" or "C." (Proof required)*

Effective verbal and written communication skills; and effective customer service skills.

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

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

DESIRABLE QUALIFICATIONS:

ICC certification as a Combination Building Inspector is highly desirable; and bilingual skills in English/Spanish or English/Southeast Asian languages).

EXAMPLES OF DUTIES:

Under general supervision, reviews plans and inspects existing and new building construction, plumbing, electrical, and mechanical installations on dwellings and minor commercial and industrial buildings to ensure compliance with State and Local code requirements; assists in making inspections of complex or very large buildings or facilities; orders changes in structural, plumbing, mechanical, electrical and related features to meet code requirements; obtains evidence and compiles data for legal proceedings involving code violations; advises builders, property owners, and the general public as to code requirements and interpretation of regulations; investigates complaints involving suspected code violations; keeps records and prepares reports; may process permit applications at the public counter; and performs other related duties as required.

EXAMINATION WEIGHTS:

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

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 examination will be conducted using the continuous procedure. The eligible list will remain in effect for at least 6 months. Applicants may take this examination only once during a four-month period.

If you have not received notification of the status of your application by November 24, 2014, please contact the Civil Service Department at (562) 570-6202. The written exam is tentatively scheduled for the 1st week of December.

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

Combination Bldg Inspector JOB K87NN-15 DLB 10/1/14

FINAL DRAFT

PLAN CHECKER – FIRE PREVENTION (NON SWORN - CIVILIAN)

SALARY RANGE:

Grades I-II \$2,738.56 to \$3,723.84 Biweekly
\$5,954.00 to \$8,096.00 Monthly

4% salary increase effective October 1, 2014

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., October 3, 2014 through 4:30 p.m., November 7, 2014. , 2014.

REQUIREMENTS TO FILE:

- Graduation from a four-year college or university with specialization in fire protection engineering or a closely related field (**proof required**)*

AND

Two years of professional engineering experience in fire protection and building plan review, code enforcement or a closely related field. Additional experience beyond the minimum may be substituted for education on a year-for-year basis.

- Knowledge of California Fire Code, California Building Code, National Fire Protection Association Code, California Administrative Code, and related standards.
- Willingness to work weekends, nights, holidays and overtime as required.
- A valid motor vehicle operator's license and a current DMV driving record must be presented to the hiring department at time of selection interview.

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

DESIRABLE QUALIFICATIONS: ICC Certification as a Fire Plans Examiner, Fire Inspector I and II and/or certification of completion in any of the following coursework: California State Fire Marshal Fire

Prevention/Inspector classes (1A, 1B, 1C and 1D) are highly desirable and may be required within one year of appointment.

EXAMPLES OF DUTIES: Under direction, reviews plans, specifications, permit applications and performs inspections to ensure compliance with fire life safety codes, regulations and ordinances; reviews plans for compliance with local and state fire and life safety standards and regulations; consults with architects, builders, and developers on fire protections systems; conducts field inspections for compliance with local and state fire and life safety standards and regulations; recommends changes in design, construction, or installation of equipment based on analyses of present or potential fire and fire-related hazards; recommends installation of fire fighting facilities and fire alarm detection and extinguishing systems; assists in enforcing building and fire codes and pursuing legal prosecution of violators; prepares correspondence and written reports; recommends changes in building and fire codes to the Building Official or Deputy Fire Marshal; assists in planning fire protection programs; assists in training of personnel assigned to fire prevention; 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. Eligible lists will be established periodically.

If you have not received notification by November 21, 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.