

# CEMENT FINISHER

**SALARY RANGE:**

Grades I - II: \$1,542.64 to \$2,211.28 Biweekly  
\$3,354.00 to \$4,808.00 Monthly

**Accepting online applications only. Apply online 24 hours a day, beginning on March 10, 2017 through 4:30 p.m., March 24, 2017.**

**REQUIREMENTS TO FILE:**

One year of recent paid (full-time equivalent) experience as a journey-level concrete/cement finisher.

A combination of a training apprenticeship (**proof required**)\* and paid experience performing the duties as a concrete/cement finisher may be substituted for the required experience on a month-to-month basis.

Ability to:

- Estimate supplies needed to complete concrete construction and repair projects;
- Correctly interpret engineering grade sheets and to use this information to provide proper grades, slopes and concrete work;
- Lift and carry objects weighing up to 75 pounds;

Knowledge of:

- Traffic control setup;
- Reading and interpreting blueprints, sketches, plans and USA marks;
- The use of expansion materials.

Willingness to work weekends, holidays and after hours as part of the Department’s Emergency Response Team.

A current DMV driving record must be submitted to the hiring department at time of selection interviews.

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

**DESIRABLE QUALIFICATIONS:** A valid Class B driver’s license; one or more years of experience as a cement finisher in a lead capacity.

**EXAMPLES OF DUTIES:** Under supervision, performs skilled concrete work; sets forms according to construction plans; molds concrete; constructs curbs, gutters, vaults, sidewalks, alleys, and driveway aprons; digs out broken concrete and builds replacements; repairs concrete footings for street signs and traffic signals; drives a truck; uses a variety of hand and power tools, concrete saws and jackhammers when necessary; orders materials and keeps records of work done; and performs other related duties as required.

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

**EXAMINATION WEIGHTS:**

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

Scope of Written Exam: Tool Identification, Math, Calculating Measurements, Work and Driving Safety, Reading Comprehension.

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

Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

This is a continuous examination. 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 are filed.

**The examination is tentatively scheduled for the week of March 23, 2017. If you have not received notification by April 7, 2017, contact the Civil Service Department at (562) 570-6202.**

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

**GAS CONSTRUCTION WORKER**

**SALARY RANGE:**

Grade I – III: \$1,464.80 to \$2,464.64 Biweekly  
\$3,185.00 to \$5,358.00 Monthly

**Accepting online applications only. Apply online 24 hours a day, beginning March 10, 2017 through 4:30 p.m., March 24, 2017.**

**REQUIREMENTS TO FILE:**

- One year paid, full time equivalent (2088 hours) experience in the construction, maintenance, or repair of natural gas or oil pipeline systems or closely related work that requires experience in the operation of earth borers, electronic pipe locators, pipe tapping machines, any other pipe related tools/equipment, or other similar construction equipment.
- Ability to:
  - Regularly lift up to 60 pounds and perform strenuous manual labor on a daily basis (dig by hand, operate jackhammers, etc.).
  - Exercise good judgment, tact, and initiative when dealing with the public.
- Willingness to work an alternative work schedule and standby rotation, weekends, holiday and overtime hours as required.
- A valid driver's license and a current DMV driving record must be submitted to the hiring department at the time of selection interview.

Successful candidates who are selected for the position will be required to obtain a valid California Class A driver license prior to passing probation and must comply with the Anti-Drug and Alcohol Misuse Prevention Program as required by the U.S. Department of Transportation regulations.

**DESIRABLE QUALIFICATIONS:** Experience with heat fusion-type plastic piping for natural gas pipeline systems; a valid California Class A driver license; a Transportation Worker Identification Card (T.W.I.C).

**EXAMPLES OF DUTIES:** Under general supervision performs semi-skilled construction and repair work on gas pipelines and related facilities; sets up and operates tapping and pressure control equipment; installs valves clamps and fittings; greases plug valves; operates combustible gas indicator, "Holiday" detector, pipe locator, soil reads and similar devices; bends and threads pipes; prepares and applies pipe protective coatings in field and shop; operates, oils, cleans and makes minor repairs to assigned departmental equipment such as earth boring equipment, pneumatic tools, compressors, etc.; works as a skilled trades helper; observes safety rules and regulations; may be assigned to cleaning and painting meters, regulators and related apparatus in field and shop; ~~or driving~~ may drive vehicles transporting crews and equipment; and performs other related duties as required.

**EXAMINATION WEIGHTS:**

Application Packet.....Qualifying  
Occupation Written Exam.....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 scores.

**The written exam is tentatively scheduled for April 17, 2017. If you have not received notification by April 14, 2017, 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. This information is available in an alternative format by request at (562) 570-6202.

# POLICE SERGEANT

**SALARY RANGE:** \$3,391.60 to \$4,316.00 Biweekly  
\$7,374.00 to \$9,383.00 Monthly

**Accepting online applications only beginning 1:00pm, March 6, 2017 through 4:30pm, March 20, 2017.**

**PROMOTIONAL OPPORTUNITY:** This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including non-career employees, are not eligible for this job opportunity.

In accordance with Article III, Section 14 of the Civil Service Rules and Regulations, Seniority Credit will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

**REQUIREMENTS TO FILE:**

Open to current classified Police Officers in the Long Beach Police Department (LBPd) with at least three (3) years of permanent service\* as a LBPd Police Officer and/or Police Recruit prior to March 20, 2017 and to current classified LBPd Police Corporals.

\*Note: In accordance with Article VII, Section 102 of the Civil Service Rules and Regulations, a resigned employee severs all previously accrued Civil Service seniority and status.

A valid California motor vehicle operator's license will be required at time of appointment.

Candidates who achieve a qualifying score on the Written Examination, Job Simulation Writing Exercise, Critical Incident Management Exercise, and Appraisal Interview **MUST** submit an Assessment of Promotability (AP) packet to the Civil Service Department by **4:30 p.m., May 15, 2017**. Candidates failing to provide a completed

Assessment of Promotability packet by the stated deadline will be eliminated from the examination process.

**EXAMPLES OF DUTIES:** Under direction of a Lieutenant, Commander, Civilian Manager, Deputy Chief or Chief of Police, coordinates and supervises the activities of a patrol shift or a specialized unit of police and/or civilian personnel engaged in various phases of law enforcement and performs other related duties as required.

**EXAMINATION WEIGHTS:**

- Completed Application.....Qualifying
- Occupational Written Examination.....25%
- Job Simulation Writing Exercise.....10%
- Critical Incident Management Exercise.....25%
- Appraisal Interview .....20%
- Assessment of Promotability .....20%

A minimum rating of 70 must be attained in each component of the examination in order to continue to the next examination component. Therefore, a minimum overall rating of 70 must be attained in order to be placed on the eligible list.

The Written Examination is tentatively scheduled for March 27, 2017. The Job Simulation Writing Exercise is tentatively scheduled for April 11, 2017. The Critical Incident Management Exercise (Tactical Scene Simulation) and Appraisal Interview are tentatively scheduled for the week of May 1<sup>st</sup>. The Assessment of Promotability is tentatively scheduled for the week of May 22<sup>nd</sup>.

**SELECTION PROCEDURE:** For more information, click on the following: Police Sergeant Information Sheet.

**If you have not received notification by March 23, 2017, contact the Civil Service Department at (562) 570-6202, by 4:30 pm. March 23, 2017.**

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

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.

# POLICE SERGEANT INFORMATION SHEET

The selection procedure will consist of a Written Examination (25%), a Job Simulation Writing Exercise (10%), a Critical Incident Management Scene Exercise (25%), an Appraisal Interview (20%), and an Assessment of Promotability (20%). All candidates successfully passing all the exam components will be required to submit a completed Assessment of Promotability packet to the Civil Service Department by May 15, 2017.

## Written Examination – 25%

All candidates meeting the minimum requirements will be invited to the Written Examination. The Written Examination will cover specific job knowledge and skills required for the position of Police Sergeant. Questions related to the tasks performed and knowledge required will be based on the published final source/study list and may cover the following: knowledge of rules, regulations, policies, procedures, mission, goals and objectives; knowledge of court decisions affecting departmental operations; knowledge of administrative rules, regulations and directives or procedures affecting operations; knowledge of laws; knowledge of how to conduct specialized or technical police operations.

The following criteria will be applied to the distribution of scores to determine those candidates that will be invited to the Job Simulation Writing Exercise: **A maximum of 60 candidates will be invited to participate in the Job Simulation Writing Exercise.** The candidates with the 60 highest raw scores on the Written Examination will be invited to the Job Simulation Writing Exercise; however, in the event of a tie score with the 60<sup>th</sup> candidates, the cut-off score will be moved to the next highest raw score that differentiates between candidates. (For example, if the 55<sup>th</sup> highest raw score was 72 and 8 candidates received raw scores of 71, the cut-off would be set at 72 since accommodating the next lowest raw score [71], or 8 candidates, would bring the total passing candidates to 63 which would exceed the maximum of 60 candidates). Therefore, depending on the score distribution, fewer than 60 candidates may be invited to the Job Simulation Writing Exercise. In no instance will more than 60 candidates be invited to the Job Simulation Writing Exercise.

## Job Simulation Writing Exercise – 10%

The Job Simulation Writing Exercise will be administered to a maximum of 60 candidates receiving qualified scores on the Written Examination and may cover the following: written communication skills, proper use of grammar, spelling and punctuation, the general use of the English language and candidate's ability to convey thoughts and ideas in a job related memorandum. A minimum score of 70 will be required on the Job Simulation Writing Exercise in order to pass the examination.

## Critical Incident Management Exercise – 25%

The Critical Incident Management Exercise (Tactical Scene Simulation) will be administered to candidates receiving qualified scores on the Job Simulation Written Exercise. Candidates will be evaluated on their performance in a Critical Incident Management Scenario. Candidates will be instructed to consider himself/herself a Police Sergeant in the Patrol Bureau and will be presented with a real-time incident driven field scenario. Raters will assess each candidate's knowledge and comprehension of the resources, policies, and procedures of the Long Beach Police Department (as captured in the Source/Study List for 2017 Sergeant's examination) and ability to supervise a tactical problem(s) as a Police Sergeant. A minimum score of 70 will be required on the Critical Incident Management Exercise in order to pass the examination.

## Appraisal Interview – 20%

The job-related Appraisal Interview will be administered to candidates receiving qualified scores on the Job Simulation Writing Exercise. The Appraisal Interview may cover the following: oral communication ability; problem analysis and decision-making ability; supervisory ability; planning and organization; and special and technical police operations. A minimum score of 70 will be required on the Appraisal Interview in order to pass the examination.

## Assessment of Promotability (AP) – 20%

Completed Assessment of Promotability packets must be submitted to the Civil Service Department by 4:30 p.m., May 15, 2017. The Assessment of Promotability will be administered to candidates receiving qualified scores on all of the examination components. Candidates will be evaluated based upon their performance as it relates to the position of Police Sergeant. Candidates cannot fail the Assessment of Promotability. Scores on the Assessment of Promotability phase of the examination will range from 70-100.

## Score Calculations

Raw scores on the Written Examination, at or above the cut-off point, will be converted to a scale ranging from 70-100. Written Examination scores will be multiplied by .25; Job Simulation Writing Exercise scores of 70 or above will be multiplied by .10; Critical Incident Management Exercise (Tactical Scene Simulation) scores of 70 and above will be multiplied by .25; Appraisal Interview scores of 70 or above will be multiplied by .20; and Assessment of Promotability scores will be multiplied by .20. Resulting scores will be totaled to determine the final examination scores. A minimum rating of 70 must be attained in each part of the examination.

# SENIOR COMBINATION BUILDING INSPECTOR

**SALARY RANGE:**

\$2,445.44 to \$3,324.40 Biweekly  
\$5,317.00 to \$7,228.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning March 10, 2017 through 4:30 p.m., March 24, 2017.

**REQUIREMENTS TO FILE:** Applicants must have a current valid ICC Certification as a Residential or Commercial Building Inspector (proof required)\* OR a current valid ICC Certification as a Special Inspector in Concrete, Masonry or Structural Steel (proof required)\*

**AND**

Meet one of the following options, **A, B, C, D, or E:**

- A. Three years of paid, full-time equivalent experience as the duties performed by a Combination Building Inspector;
- B. Five years of paid, full-time equivalent experience performing the duties of a Building Inspector, Plumbing Inspector, Mechanical Inspector, or Electrical Inspector within a municipal agency;
- C. Five years of paid, full-time equivalent experience performing journey-level duties of a tradesperson with supervisory experience or a Concrete Contractor, Mechanical Contractor, Electrical Contractor, Plumbing Contractor, Building Contractor or General Contractor;
- D. Five years of paid, full-time equivalent experience as a Certified and Licensed Deputy Inspector in concrete, masonry, and/or structural steel and welding (**proof required**)\*;
- E. Any combination of paid full-time equivalent experience of the above options "A" through "D" totaling 5 years.

**Ability to:**

- Perform, plan and supervise the work associated with the more complex inspections.
- Effectively operate personal computers and applications, including the use of Outlook, and other electronic devices to enter, retrieve, and update inspection data and permit information in the Hansen Land Management System, and take and upload photos.

Knowledge of Building and Code Enforcement procedures, effective supervisory methods, and disciplinary procedures

Willingness to work an irregular schedule, including nights, weekends, and holidays.

A valid driver's license and 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 application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

**DESIRABLE QUALIFICATIONS:** Bilingual language ability (English/Spanish or English/Southeast Asian), experience in commercial/industrial/high rise construction inspection; experience in performing special inspections in the category(ies) of structural steel and welding, concrete or masonry.

**EXAMPLES OF DUTIES:** Under general supervision, supervises and coordinates the inspection staff for compliance with applicable laws and ordinances relating to construction regulation, the Permit Center, code enforcement, business licenses, oil codes deputy program, zoning enforcement, Medical Marijuana Inspection Program, Multi-unit Inspection Program, and property maintenance programs; assigns, supervises, and reviews the work of subordinates; performs and/or supervises the more difficult or complex combination type inspections; investigates and reports on field problems and complaints; confers with contractors, builders, engineers, architects, and others concerning construction plans; directs the activities of the public counter including issuance of permits, acceptance of fees and maintenance of records; keeps records and prepares routine and special reports; may act for the Area Supervisor in his/her absence or at his/her direction; investigates reports on code enforcement complaints and business license applications; effectively utilizes personal computers and applications such as word processing, spreadsheets, and databases; operates a City vehicle; may issue permits, parking tickets, and citations; and performs other related duties as required.

**EXAMINATION WEIGHTS:**

Application Packet.....Qualifying

This is a continuous examination. 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. Eligible lists may be established periodically.

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