

Job Title	GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I-II
Closing Date/Time	Friday, November 20, 2020, 4:30 PM Pacific Time
Salary	\$1,830.88 - \$2,742.88 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Accepting online applications only. Apply online beginning on November 6, 2020 through 4:30 p.m., November 20, 2020.

Effective October 1, 2020 through September 30, 2021, current salary ranges are impacted by the city-wide furlough. Additional information is outlined in the City's Memorandum of Understandings (MOUs) with its labor unions at <http://www.longbeach.gov/hr/about-us/labor-relations>.

SALARY INFORMATION:

Grade Level I - \$1,830.88 - \$2,479.60

Grade Level II - \$2,017.28 - \$2,742.88

EXAMPLE OF DUTIES: Under general supervision, performs increasingly responsible duties involving geographic information systems including installation, maintenance, support, and input of data; inputs graphic and non-graphic information into the Geographic Information System using GIS software; converts existing source documents into digital computer format; verifies accuracy of input data; Configures operating systems software and hardware; develops computer programs to enhance and customize system capabilities; interacts with vendors and user departments; researches and/or prepares records, drawings, maps, legal descriptions, reports and other information; prepares and updates graphics and maps, maintains and modifies system databases and programs; may perform field data collection or participate in field infrastructure/utility investigations; may troubleshoot plotter hardware; may train system users; operates City vehicle as necessary; performs other related duties as required.

REQUIREMENTS TO FILE:

Education equivalent to a two-year degree in computer science, business administration, engineering, mathematics, geography, planning, environmental science, or related field **(proof required)*** AND a minimum of one year of paid, full-time, experience in a computer-aided design or mapping environment or related field; up to two years of experience may be substituted for education requirements on a year-for-year basis.

One year as an Engineering Aide, Engineering Technician or Systems Analyst with the City of Long Beach may be substituted for one year of experience in a computer-aided design or mapping environment.

***Required documents, such as transcripts, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

KNOWLEDGE, SKILLS AND ABILITIES:

For the Harbor Department, must be able obtain a Transportation Worker Identification Credential (TWIC) within the probationary period.

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

A valid motor vehicle operator's license will be required at the time of selection

DESIRED QUALIFICATIONS: Knowledge and experience using ESRI GIS and CAD using either Bentley and/or Autodesk are desired for some positions.

SELECTION PROCEDURE:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting minimum qualifications will be placed on an eligible list.

Applicants receiving Veteran’s Credit will be placed on the eligible list first and then in the order in which applications were filed.

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.

If you have not received notification of the status of your application by December 7, 2020, please contact the Civil Service Department 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.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
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EF1AN-21 SV:GIS Tech

11.4.2020

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Job Title **SAFETY SPECIALIST I-III**
 Closing Date/Time Friday, November 20, 2020, 4:30 PM Pacific Time
 Salary \$2,175.60 - \$4,006.72 Biweekly
 Job Type Classified - Full-Time, Permanent
 Location Long Beach, California
 Department Multiple Departments - (CL)

Accepting online applications only. Apply online beginning Friday, November 6, 2020 through 4:30 p.m. Friday, November 20, 2020.

SALARY INFORMATION:

Grade Level I – \$2,175.60 - \$2,954.48
 Grade Level II – \$2,530.96 - \$3,436.72
 Grade Level II -- \$2,941.92 - \$4,006.72

Effective October 1, 2020 through September 30, 2021, current salary ranges are impacted by the city-wide furlough. Additional information is outlined in the City's Memorandum of Understandings (MOUs) with its labor unions at <http://www.longbeach.gov/hr/about-us/labor-relations>.

Current vacancies are in the Harbor and Public Works Department. Other departments that use this position include the Water and Human Resources Department.

EXAMPLES OF DUTIES:

Under general supervision, participates in developing, implementing, coordinating and administering a comprehensive health and safety management program for the City including industrial safety, occupational health and safety, hazardous materials and hazard abatement, and accident prevention programs; participates in developing, implementing, coordinating and administering a comprehensive health and safety management program for the City including industrial safety, occupational health and safety, hazardous materials and hazard abatement, and accident prevention programs; to ensure compliance with all federal and state laws and regulations for employee occupational health and safety; coordinates and conducts a variety of training classes and programs to ensure employee compliance with City safety measures, including confined space, air monitoring, personal protective equipment, respiratory protection, construction and work zone traffic safety, fall protection, alcohol and drug awareness, lifting techniques, CPR and first aid, hearing protection, hazard communications, hazardous waste operations and emergency response and others; tracks dates and schedules required annual retraining classes—conducts manager and supervisor training on managing employee health and safety; conducts and participates in safety meetings with departments; conducts special and periodic health and safety inspections of City facilities and operations to identify safety and environmental hazards; performs routine job safety analyses of facilities, equipment, work areas and work practices and prepares reports of findings and recommendations; performs industrial hygiene and noise monitoring of specific work sites and locations; performs ergonomic evaluations of employee work stations and processes; performs periodic special inspections and investigations, including noise level analyses, indoor air quality and others; follows up to ensure action on safety and other abatement notices; responds to the scene of employee personal injury accidents and environmental-related incidents and conducts accident/incident investigations; analyzes details, devises effective countermeasures and prepares detailed reports of findings and recommended remedial actions; prepares incident documentation and necessary reporting; participates in drafting new safety policies and procedures; reviews work specifications for safety and health regulations and codes; enforces City

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safety and health policies and procedures; maintains departmental records for federal and state occupational health and safety regulatory compliance; periodically checks the operation of, monitors and calibrates safety equipment to ensure conformance with City standards in use; performs other related duties as required.

REQUIREMENTS TO FILE:

Bachelor's degree from an accredited college or university in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field (**proof required**)* **AND** one (1) year paid, full-time equivalent experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.

Additional experience offering specific and substantial preparation to perform the duties of the classification may be substituted for the required education on a year-for-year basis.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs;
- Safety Programs and its safety and environmental policies and practices;
- Safety and chemical/hazardous materials issues;
- Standard safety equipment used in public sector occupations;
- Basic research methods and statistical analysis techniques;
- Principles and practices of sound business communication;
- Federal and state laws, regulations and standards for employee health and environmental safety.

Ability to:

- Independently apply procedures and regulations affecting safety operations;
- Understand, explain, interpret and apply complex federal, and state, and City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances;
- Evaluate workplace safety programs and practices and make sound recommendations for improvement;
- Conduct effective employee training programs, and accident and workplace safety investigations;
- Exercise sound independent judgment and initiative within policy guidelines;
- Prepare clear, concise and comprehensive investigative reports and other materials;
- Effectively communicate both orally and in writing;
- Understand and follow written and oral instructions;

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- Operate a computer and standard business software;
- Establish and maintain effective working relationships with all those encountered in the course of work.

Willingness to:

- Respond to emergency calls at night and on weekends;
- Travel occasionally, as required.

A valid driver's license and DMV driving record will be required by the hiring department at the time of selection.

DESIRABLE QUALIFICATIONS:

Experience with construction project safety inspections; Associate Safety Professional by the Board of Certified Safety Professionals; Certified Safety Professional by the Board of Certified Safety Professionals; Occupational Health and Safety Technologist by the Board of Certified Safety Professionals; Certified Industrial Hygienist by the American Board of Industrial Hygiene; Construction Health and Safety Technologist by the Board of Certified Safety Professionals; other equivalent professional safety certifications that will be considered on a case-by-case basis; public sector knowledge, skills and abilities in the areas of: safety programs, environmental policies and procedures, and chemical/hazardous materials issues are desired for some positions.

EXAMINATION WEIGHTS:

Application and Supplemental Packet.....	Qualifying
Occupational Examination.....	100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test results.

Based on the number of applications accepted, the selection procedure may be changed. In the event of the need to revise the selection procedure, those affected will be notified of the details at a later date.

If you have not received notification by December 4, 2020, contact the Civil Service Department at (562) 570-6202.

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Job Title	SENIOR PROGRAM MANAGER - HARBOR
Closing Date/Time	Friday, December 4, 2020, 4:30 PM Pacific Time
Salary	\$4181.36 - \$5,693.68 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor Department - (CL)

Accepting online applications only. Apply online beginning on November 6, 2020 through 4:30 p.m., December 4, 2020.

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EXAMPLES OF DUTIES:

Under general supervision, manages the development and execution of multiple projects and programs involving a high degree of technical, functional, and organizational complexity; supervises the administration and execution of planning, design, review, bidding and quality control of multiple projects and/or programs; oversees and monitors construction activities for such projects and/or programs; performs complex economic analyses to determine project feasibility; prepares Requests For Proposals and Statements of Qualifications for hiring outside consultants and administers and participates in the consultant selection process; prepares and/or supervises the development of project scopes, budgets, schedules, preliminary study development, cost estimates, and contract documents; administers consultant contracts; assures design work meets the project requirements; actively monitors the progress of projects; reviews, validates, and recommends corrective measures for consultant invoices and contract amendments; builds and supervises an interdisciplinary team both under his/her direct report and matrix staff from other disciplines; supervises program management staff including issuing work assignments, providing direction and performance management; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Registration as a professional Civil Engineer in the United States (**proof required**)*.
- Ten or more years of increasingly responsible experience in project engineering, including two years of supervisory experience over project teams or engineering staff and including experience demonstrating direct responsibility for leading and managing at least three large, complex civil infrastructure projects or programs.

This qualifying experience must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or closely related engineering field (**proof required**)* or after passing the E.I.T. examination in the field of Civil Engineering (**proof**

required)*. If proof of degree or E.I.T. is not submitted, the qualifying time will be counted after the acquired date of the Professional Civil Engineer registration (**proof required**).*

Registration as a Civil Engineer in the State of California will be required prior to passing probation.

If an applicant has a question regarding the licensing process, please contact the California Board for Professional Engineers and Land Surveyors at 1-866-780-5370. The web address is <https://www.bpelsg.ca.gov/>

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use word processing, spreadsheet, project management software, and project scheduling applications.

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.

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DESIRABLE QUALIFICATIONS:

Project Management Professional Certification (PMP) by Program Management Institute (PMI); LEED-AP Certification (preferably in “Building Design + Construction”) by the US Green Building Council (USGBC); Envision Sustainability Professional Certification (ENVSP) by Institute for Sustainable Infrastructure (ISI); Demonstrated experience in managing municipal/public works capital improvement projects/programs, including buildings, streets, railroads, water systems, sewers and storm drains; Demonstrated experience in project management and engineering, including design, construction and/or operations are desirable for some positions.

SELECTION PROCEDURE:

Application & Supplemental Application Qualifying

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Based on the number of applications accepted, the selection procedure may be changed. In the event of the need to revise the selection procedure, those affected will be notified of the details at a later date.

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



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