

I, Nikolas Steven Emerson
would like to file an appeal to submit
a late application for the City of Long Beach's
Water Department as a Water Utility mechanic.
I submitted an application via internet, but
later realized I was using governmentjobs.gov.
I still didn't receive a confirmation email
or test date. I understand that this inconvenience
is my fault, but would greatly appreciate an
application for this position.



9/8/2014

RECEIVED
2014 SEP - 8 PM 2:28
CIVIL SERVICE DEPT.

1 **DATE:** July 2, 2014
2 **TO:** Civil Service Commission
3 **FROM:** Melinda George, Deputy Director 
4 **SUBJECT: REQUEST TO FILE LATE APPLICATION FOR WATER UTILITY**
5 **MECHANIC – NIKOLAS STEVEN EMERSON**

6 Correspondence has been received from Nikolas Emerson requesting Civil Service
7 Commission's approval to file a late application for the Water Utility Mechanic
8 examination. The following information is presented for your consideration.

9 **Facts for Consideration:**

- 10 • As background, on August 6, 2014, the Civil Service Commission approved the job
11 opportunity bulletin for Water Utility Mechanic. The bulletin was posted for two
12 weeks with applications available August 8 through August 22, 2014. Completed
13 application packets were due in the Civil Service Department by 4:30 p.m., August
14 22, 2014. In order to qualify for the Water Utility Mechanic examination, candidates
15 were required to submit, either online or paper, completed applications,
16 supplemental questionnaires and any documentation, such as a coursework or
17 water related certifications, as necessary to meet the minimum requirements. A
18 copy of the bulletin is attached.
- 19 • During the filing period, 100 applications were received. Sixty-three candidates
20 were invited to the written examination held on September 9 and 11, 2014, with 54
21 candidates participating. To date, Mr. Emerson is the only individual to submit a
22 formal request for a late application.
- 23 • Mr. Emerson contacted Civil Service on September 3, 2014 to inquire about the
24 status of his application for Water Utility Mechanic. Staff attempted to locate Mr.
25 Emerson's online application and was unable to find any record. Mr. Emerson was
also provided contact information for the online service, Neogov, in case additional

1 access might be available to him as an individual. On September 8, 2014, Mr.
2 Emerson informed Civil Service staff that he believes he submitted his application
3 to the wrong website. Staff advised Mr. Emerson that he must receive Civil Service
4 Commission approval to file a late application.

- 5 • The correspondence submitted by Mr. Emerson describes his situation with
6 attempting to submit an online application. His request indicates that he believes
7 he went to a website that was not the City of Long Beach and filed an application
8 with governmentjobs.gov which is not affiliated with the City of Long Beach and/or
9 governmentjobs.com. Accordingly, Mr. Emerson's application was not filed with
10 the Civil Service Department, the City of Long Beach, or through
11 Neogov/governmentjobs.com.
- 12 • Civil Service staff has attempted to locate a governmentjobs.gov website; however,
13 the search for this website is forwarded to many interconnected Internet services
14 that offer information on government job opportunities, typically at the federal level.
15 Staff has not been able to locate a site that directly forwards or ties to City of Long
16 Beach opportunities. Anyone viewing the City of Long Beach or Civil Service
17 Department websites for job opportunities would not be directed to this site.
- 18 • Mr. Emerson has not informed staff as to any specific date or time as to when he
19 attempted to file his application. Staff has recommended that Mr. Emerson provide
20 any documents that might assist the Commission in considering his request such
21 as verification to what was the date, time and position title for which he submitted
22 an application with governmentjobs.gov.
- 23 • Today's request falls under Civil Service Commission Policy 1.05, which states that
24 the Civil Service Commission may consider a late application due to a death of an
25 immediate family member, a catastrophic natural disaster, or an error by Civil
Service Department staff.

- 1 • If the Civil Service Commission approves Mr. Emerson's request, he would be
2 given an application packet to complete. Once his application packet has been
3 received and evaluated, if Mr. Emerson meets the minimum requirements, he
4 would be scheduled for a special administration of the written examination on
5 Thursday, September 19, 2014.
- 6 • Mr. Emerson has been informed that his request is on today's agenda.

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8 Based on the preceding information, staff does not find that Mr. Emerson's request
9 falls under the criteria of Policy 1.05.

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City of Long Beach Employment Opportunity

WATER UTILITY MECHANIC

SALARY RANGE:

Grades I-IV \$1,408.16 to \$2,526.24 Biweekly
\$3,185.00 to \$5,492.00 Monthly

Online applications are highly encouraged.
Applications available: 7:30 a.m. to 4:30 p.m., August 8, 2014 through August 22, 2014.
Completed application packets must be received in the Civil Service Department by 4:30 p.m., August 22, 2014. Postmarks will not be accepted.

REQUIREMENTS TO FILE:

- A minimum of one year of (paid, full-time equivalent) experience in one or more of the following areas: pipeline construction; installation, maintenance and repair of water meters, backflow units, services, mains, valves water production and distribution systems; or waste water systems.
- A valid Grade 1 Water Distribution Operator Certificate issued by the State of California Department of Public Health (proof required)* or completion of 15 or more units of Water Utility Science coursework (proof required)* may be substituted for up to 6 months of experience.
- Willingness and ability to respond to emergency call-outs on a 24-hour basis and to report to the Operations Service Center for emergency calls within a 30-minute timeframe
- A valid driver's license will be required at time of appointment.
- A Class B driver's license with tanker endorsement will be required before the completion of probation.

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

DESIRABLE QUALIFICATIONS: Collection System Certification issued by the California Water Environment Association and/or Water Treatment Operator Certification issued by the State of California Department of Public Health

EXAMPLES OF DUTIES: Under general supervision, performs a variety of heavy manual, semi-skilled and

skilled work in the installation, maintenance, operation, repair and testing of water distribution and waste water collection system facilities, equipment and components; installs, maintains, repairs and replaces water mains, water services, control valves, meters, fire hydrants, and other water distribution system components; locates and repairs water pipeline defects; cuts, threads, fits and joins pipes and tubing; makes taps on water mains; excavates, shores, backfills and compacts trenches; operates trucks, pneumatic and hydraulic tools and related construction equipment; inspects and cleans sanitary sewer lines; locates and clears sewer pipeline blockages; locates and repairs sewer manholes; notifies customers and effects water distribution shutdowns; collects water samples for subsequent analysis; reads, exchanges, repairs and tests water meters; answers customer calls for main breaks, fire hydrant breaks, service breaks, meter turn-offs and turn-ons, no water and low pressure reports, meter leaks, dirty water and noise in water lines reports; conducts fire hydrant flushing operations; investigates improper or unusual conditions of water utilization; inspects private or public premises for water leaks and sewage overflows; under direction, installs, repairs, and otherwise maintains critical sewer pump station components; conducts pressure and fire hydrant flow tests; repairs, exchanges and otherwise maintains fire hydrants; tests, repairs or replaces backflow assemblies; and performs other related duties as required.

EXAMINATION WEIGHTS:

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

(Scope: Tool Identification, Pipeline Construction, and Customer Service)

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.

If you have not received notification by September 4, 2014, contact the Civil Service Department at (562) 570-6202.

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

JOB M42AN-14 MG

8/6/14

Apply to:
City of Long Beach
Civil Service Commission
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
Phone: (562) 570-6202

Apply online: www.longbeach.gov/civilservice
For recorded announcement of other jobs available,
Call (562) 570-6201
TDD (562) 570-6638 (for hearing impaired)
An Equal Opportunity Employer



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.