

# BUYER



## SALARY RANGE:

Grades I - II: \$1,906.00 to \$3,090.88 Biweekly  
\$4,144.00 to \$6,720.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., June 8, 2012 through June 22, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., June 22, 2012. Postmarks will not be accepted. Online applications are highly encouraged.**

**REQUIREMENTS TO FILE:** Open to: 1) current City employees, 2) former classified City employees who were terminated due to layoff since 2009, 3) former classified City employees on an active Civil Service priority list, and 4) former unclassified City employees, identified by the Human Resources Department as terminated by the City's reduction in force since 2009.

- A Bachelor's degree from an accredited college or university with major coursework in business or public administration or closely-related field (proof required)\*; **AND** two or more years (full-time equivalent) paid experience in purchasing a wide variety of industrial and governmental equipment, supplies and materials for use rather than for resale.
- Purchasing related technical and professional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.
- Knowledge of ADPICS and/or Microsoft computer applications and familiarity with PlanetBids or comparable bidder management systems.
- A valid motor vehicle operator'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 online application or included with a paper application at time of filing (see additional information sheet.)**

**DESIRABLE QUALIFICATIONS:** Governmental purchasing experience and any of the following certifications are desirable: Certified Purchasing Manager (CPM), Accredited Purchasing Professional (APP), or Certified Public Purchasing Officer (CPPO).

**EXAMPLES OF DUTIES:** Under direction, purchases a variety of materials, services, supplies and equipment for use by operating departments; receives and analyzes requisitions, consolidates annual requirements for assigned commodities used by multiple departments; solicits bids, compares costs and evaluates the quality and suitability of products or services, makes or recommends purchases; sources potential vendors and, when necessary, coordinates local and small business outreach efforts; confers with vendors and requisitioning officers concerning purchases; analyzes material requirements and commodity specifications; prepares specifications for contracts and for purchases requiring written bids; analyzes and awards bids; interviews vendors, sets up evaluation committee and arranges for tests and demonstrations of products; determines the best sources of supply and the reliability of vendors; issues purchase orders; maintains detailed records and prepares reports of purchasing activities; prepares letters to the City Council to recommend contract awards; uses computer in performing buying functions; may supervise subordinates; may serve as assistant to the Purchasing Agent and act in that capacity during his/her absence; and performs other related duties as required.

## EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying  
Occupational Written Test .....50%  
(Battery-operated calculator permitted)  
Appraisal Interview.....50%  
(A written and oral exercise will be given as part of the interview process.)

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

**The written examination is scheduled for June 29, 2012. If you have not received notification by June 25, 2012, contact the Civil Service Department at (562) 570-6202.**

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

# ENGINEERING AIDE



## SALARY RANGE:

Grade I - III: \$ 1,074.96 – \$1,864.64 Biweekly  
\$ 2,337.00 – \$4,054.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., June 15, 2012 through June 22, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., June 22, 2012. Postmarks will not be accepted. Online applications are highly encouraged.**

**REQUIREMENTS TO FILE:** Six months of recent, paid (full-time equivalent) experience in an engineering environment. Successful completion of engineering related college coursework such as algebra, geometry or basic drafting from an accredited college or university (proof required)\* may be substituted for the required experience. **AND**

Ability and willingness to:

- Perform filing, indexing, and file maintenance;
- Perform problem-solving mathematical computations;
- Utilize a personal computer and applications such as Microsoft Word and Excel;
- Work overtime and weekends as necessary.

Knowledge of basic engineering terminology.

Proof of a valid motor vehicle operator's license may be required at time of appointment. If required, 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 online application or included with a paper application at time of filing (see additional information sheet.)**

**DESIRABLE QUALIFICATIONS:** Familiarity with CAD, and/or GIS; completion of coursework in trigonometry and surveying.

**EXAMPLES OF DUTIES:** Under supervision, performs a variety of routine engineering-related duties in the field and/or office; assists engineering technicians, engineers, and inspectors as required; indexes, files, catalogs and maintains engineering maps, drawings, blueprints, plans and reports; uses basic engineering tools and equipment; uses common engineering terminology; lays out, draws, and traces simple maps, plans, sketches, charts, and exhibits; shades, colors, and maintains charts, maps and plans; uses Geographic Information Systems (GIS); prepares reports and memoranda; uses various filing systems for both retrieval and storage of information; performs minor project research, including property lines, ownership, and substructures; prepares simple cross section and profile work sheets; makes preliminary mark sheets for street, sewer, storm drain, gas and water plans; makes minor engineering calculations; performs basic field studies and inventories; performs cost estimate calculations, statistical tabulations and analysis; provides efficient and tactful service to the public; may perform field surveys; may coordinate the purchasing of office supplies, engineering tools, and equipment; may maintain and track leak survey information for D.O.T. reports and audits; may assist in field surveys; and performs other related duties as required.

## EXAMINATION WEIGHTS:

Written Examination.....100%  
(Scope of Exam: Basic engineering terminology, computer applications, filing and record keeping, algebra, geometry, drafting, reading and interpreting drawings.)

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.

**The written examination will be scheduled shortly after the close of filing. If you have not received notification by July 7, 2012, contact the Civil Service Department at (562) 570-6202.**

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

J.O.B. K22AN-12 DMD

06/06/12

# OIL FIELD GAUGER



## **SALARY RANGE:**

Grades I - II: \$1,777.76 to \$2,585.28 Biweekly  
\$3,865.00 to \$5,621.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., June 8, 2012, through July 18, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., July 18, 2012. Postmarks will not be accepted. Online applications are highly encouraged.**

## **REQUIREMENTS TO FILE:**

- Three years of recent technical experience in oil field production of which one year of the required experience must have been in oil field gauging and related field record processing.
- Ability to work holidays, weekends, split shifts and unscheduled overtime as required.
- A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at time of the selection interview.

**\*Proof of required documents must be uploaded to the online application or included with a paper application at time of filing. (See additional sheet.)**

**DESIRABLE QUALIFICATIONS:** Wilmington Oil Field and/or OMNI meter experience.

**EXAMPLES OF DUTIES:** Under general supervision, makes accurate determinations of the quality and quantity of oil produced, shipped and sold for all City leases and tideland properties to ensure proper accounting of oil and gas production; witness tests of sales metering equipment and shipping tickets; run oil samples for gravity, temperature, basic sediment and water; work with shipping and receiving companies operators to address metering and related issues; witness safety inspections of oil producing locations 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. Screening of candidates will be conducted on the basis of completed applications and required documents submitted. As vacancies occur, names of qualified applicants will be submitted to the requesting department for consideration. The eligible list will remain in effect for at least 6 months.

**If you have not received notification of the status of your application by July 31, 2012, 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 J41AN-12 MG

06/06/12

# PETROLEUM OPERATIONS COORDINATOR



## **SALARY RANGE:**

Grades I - II: \$3,170.16 to \$ 4,637.76 Biweekly  
\$6,892.00 to \$10,083.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., June 8, 2012 through July 18, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., July 18, 2012. Postmarks will not be accepted. Online applications are highly encouraged.**

## **REQUIREMENTS TO FILE:**

- Ten years of increasingly responsible experience in reservoir and/or petroleum drilling, production and surface facilities operations.

### **OR**

A Bachelor's degree in engineering or science from an accredited college or university and five years of experience in reservoir and/or petroleum drilling, production and facilities operations. (proof required)\*.

- Knowledge of spreadsheets, word processing, and other business and technical software pertaining to petroleum engineering.
- A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of the selection interview.

**\*Proof of required documents must be uploaded to the online application or included with a paper application at time of filing. (See additional information sheet.)**

**DESIRABLE QUALIFICATION:** Wilmington Oil Field experience.

**EXAMPLES OF DUTIES:** Under direction, coordinates, inspects and reports on all oil drilling production operations, reservoir evaluations, contractual obligations, budgets, and facilities work conducted by the City, its contractors or other operators in Long Beach; conducts environmental and safety inspections of oil leases and prepares reports on these inspections; coordinates oil spill clean-up operations with oil field partners; gathers, analyzes and prepares operating data and estimates for production operations and engineering evaluation; assist with field development planning; identify well perforation intervals; conducts special reservoir studies and makes use as required of decline curve analysis, material balance and reservoir simulation studies; serves on various committees with contractors to address oil field related issues; 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. Screening of candidates will be conducted on the basis of completed applications and required documents submitted. As vacancies occur, names of qualified applicants will be submitted to the requesting department for consideration. The eligible list will remain in effect for at least 6 months.

**If you have not received notification of the status of your application by July 31, 2012, contact the Civil Service Department at (562) 570-6202.**

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

# PUBLIC HEALTH PROFESSIONAL



## **SALARY RANGE:**

Grade I-III \$1,954.16 - \$3,170.16 Biweekly  
\$4,249.00 - \$6,892.00 Monthly

**Current vacancy is for: Grade III  
Chief Environmental Health Programs Specialist**

**Applications available: 7:30 a.m. to 4:30 p.m.,  
June 8, 2012 through June 22, 2012. Completed  
application packets must be received in the Civil  
Service Department by 4:30 p.m., June 22 2012.  
Postmarks will not be accepted. Online  
applications are highly encouraged.**

## **REQUIREMENTS TO FILE:**

- Graduation from an accredited four-year college or university with a Bachelor's degree in a health related field (proof required)\*.
- One year (full-time equivalent) paid, professional experience coordinating environmental health program activities in a public health or human services facility.
- Registration as an Environmental Health Specialist in the State of California (proof required)\*.
- Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis.
- A valid motor vehicle operator'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 online application or included with a paper application at time of filing (see additional information sheet.)**

**DESIRABLE QUALIFICATIONS:** A Master's Degree in a health related field is desirable for some positions.

**EXAMPLES OF DUTIES:** Under direction, supervises, coordinates or directs a specialized public health or human services program; provides professional services for specialized public health or human services programs; monitors and maintains program compliance and service delivery; maintains compliance with applicable laws and regulations; supervises, trains and monitors program staff; develops, implements and evaluates various aspects of the program; may provide individual counseling and guidance to program participants; may act as a liaison, and represent the City to various agencies, committees and community groups; may coordinate program activities with public, private and community-based agencies; may analyze data and compile reports; may complete and submit grant proposals and required progress reports; may coordinate the recruitment, training and placement of program interns; may obtain and monitor contracts with community providers and performs other duties as assigned.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements for the specialized program vacancy for which they are applying, will be placed on the eligible list for that specific program only, with those receiving Veteran's credit first, and then in the order in which applications were filed.

**If you have not received notification by July 2, 2012,  
please contact the Civil Service Department at (562)  
570-6202.**

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

# SCHOOL GUARD



## **SALARY RANGE:**

\$10.856 to \$11.632 Hourly

**Applications available: 7:30 a.m. to 4:30 p.m., June 15, 2012 through June 22, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., June 22, 2012. Postmarks will not be accepted. Online applications are highly encouraged.**

**REQUIREMENTS TO FILE:** Applicants must be willing to work anytime during the hours of 6:00 a.m. and 5:00 p.m.; stand and walk for 2 ½ - 3 hours per shift; have a dependable automobile available for work; be able to report to any School Guard station within one half-hour of notification; be willing and able to work in a substitute-relief capacity for any one of the 68 School Guard stations located throughout the City; have a telephone and be available to receive calls for daily assignment; be willing to work split shifts; be willing to work in all types of weather; be willing to wear a department issued regulation uniform at all times when working.

Applicants must possess the ability to tactfully deal and communicate effectively with the public, especially children; have the ability to stand for long periods of time; repeatedly step up and down curbs; and have good vision, hearing, and depth perception.

Applicants must be able to pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department.

Proof of a valid motor vehicle operator's license and a current DMV driving record, is required at time of appointment and must be presented to the hiring department at the time of the selection interview.

**DESIRABLE QUALIFICATIONS:** Any work experience which required the ability to tactfully handle the public; a knowledge of the California Vehicle Code sections pertaining to pedestrians and school crossings; principles and practices of first aid; availability to work year-round school is desirable.

**EXAMPLES OF DUTIES:** Under minimal supervision, guides children and adults safely across city streets at assigned intersections; employs good judgment in determining timing of crossings; guides children across in groups, with minimal interruption to flow of traffic; ensures precautions such as removal of skates, carrying of skateboards and walking of bicycles before entering the crosswalks; cautions and guides pedestrians by oral instruction, hand direction, or signs; observes conditions on the job and reports to supervisor assigned to area; and performs other related duties as required.

**SPECIAL CONDITIONS:** Work is seasonal (no guarantee of work during the summer), part-time (typically, a maximum of 6 hours per day in 2 hour blocks), and split shifts. The hours assigned will depend upon the location of the crossing station. As an example, a School Guard might work from 7:30 a.m. to 9:15 a.m., 11:00 a.m. to 1:00 p.m., and 2:15 p.m. to 5:00 p.m. New School Guards will be used to relieve other School Guards located throughout the City, and must be available to meet all time schedules, from 6:00 a.m. to 5:00 p.m. All School Guards may be temporarily moved to other work locations as needed. Uniforms are furnished by the City.

## **SELECTION PROCEDURE:**

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements 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 July 7, 2012, contact the Civil Service Department at (562) 570-6202.**

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

# SPECIAL SERVICES OFFICER



## SALARY RANGE:

Grades I - IV: \$1,233.12 to \$2,342.96 Biweekly  
\$2,681.00 to \$5,094.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., June 8, 2012 through June 22, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., June 22, 2012. Postmarks will not be accepted. Online applications are highly encouraged.

**IMPORTANT INFORMATION:** *At this time, a written exam is not scheduled and only those applicants who qualify for a waiver of the written exam will be considered for placement on the eligible list. As needed, filing will be reopened to offer applicants the opportunity to participate in a written exam for Special Services Officer.*

## REQUIREMENTS TO FILE:

**Ability to:** maintain the physical security of premises in a public environment; patrol or guard public buildings and property; enforce rules, regulations, and laws; guard and supervise persons in detention facilities; monitor pedestrian, vehicular or marine traffic; read and interpret a variety of written documents (regulations, policies, and procedures); write clear, accurate and legible reports; deal tactfully and courteously with the public; respond appropriately to emergency situations; speak clearly and effectively; stand and walk for extended periods of time.

**Willingness to:** work nights, shifts, holidays and/or weekends as scheduled, and to attend training programs. Some positions require the use of firearms and to carry them during duty hours. Positions in the Airport will be required to obtain a P.O.S.T. Level II certification prior to the completion of probation.

Applicants must be able to pass a thorough background investigation prior to appointment.

A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

Applicants who meet one of the following will be placed on the eligible list:

A. California Peace Officer Standards and Training certification as a Peace Officer (Proof required\*).

B. California P.O.S.T. Certificate as a Reserve Peace Officer, Level I, II or III. (Proof required\*)

C. Placement on the City of Long Beach Police Recruit eligible list on or after December 10, 2008.

**\*Proof of required documents must be uploaded to the online application or included with a paper application at the time of filing. (See additional information sheet.)**

**DESIRABLE QUALIFICATIONS:** Completion of accredited coursework in laws of arrest and use of firearms, water safety or lifesaving; certificates in CPR/First Aid; PC830, PC830.32, PC832 and/or PC832.1; effective use of personal computers and related software applications; bilingual skills in English/Spanish or English/Southeast Asian languages. The ability to swim is a desirable for some positions in the Harbor Department.

**EXAMPLES OF DUTIES:** Under general supervision, patrols or guards assigned areas in any one of several City departments on specified shifts; protects property; regulates vehicular, pedestrian or marine traffic; enforces rules, regulations and laws; issues warnings, citations or notices of violations; investigates and may apprehend and detain persons suspected of illegal activity; may guard, direct and/or supervise the activities of persons held in police detention facilities or in transport; may patrol or guard property owned by Long Beach City College; observes and corrects safety hazards; assists and performs other related duties as required.

## SELECTION PROCEDURE:

Application & Supplemental Application.....Qualifying  
Occupational Written Test.....Waived  
The written exam will be waived for candidates providing proof of one of the qualifying options. This is a continuous examination. Applicants may take this exam only once during a four month period. 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. Eligible lists will be established periodically.

**If you do not receive notification by July 9, 2012, contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request (562) 570-6202. F33AN-12 SSO MRB 6/6/12