

Job Title	CLERK I-III/CLERK TYPIST I-IV
Closing Date/Time	Friday, May 27, 2022, 4:30 PM
Salary	\$1,205.84-\$2,259.76 biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are being accepted beginning Friday, May 13, 2022 through 4:30 pm, Friday, May 27, 2022.

CLERK SALARY INFORMATION:

Grade I -	\$1,205.84-\$1,548.00 biweekly
Grade II -	\$1,234.00-\$1,666.32 biweekly
Grade III -	\$1,324.48-\$1,793.52 biweekly

CLERK TYPIST SALARY INFORMATION:

Grade I -	\$1,324.48-\$1,793.52 biweekly
Grade II -	\$1,426.48-\$1,934.96 biweekly
Grade III -	\$1,536.24-\$2,100.88 biweekly
Grade IV -	\$1,653.52-\$2,259.76 biweekly

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate.

EXAMPLES OF DUTIES:

Under supervision, Clerks and Clerk Typists perform a wide variety of general office clerical tasks which may include, filing alphabetically and numerically; compiling information for use in reports; making mathematical calculations; performing reprographic functions; assisting with the processing of financial transactions; provides customer service to the public, either in person or on the telephone; and other duties as required. In addition, Clerk Typists perform increasingly difficult and responsible clerical duties such as typing forms, memos and correspondence; creating charts, graphs and forms and preparing reports.

REQUIREMENTS TO FILE:

FOR CLERK:

Ability to file alphabetically and numerically; perform simple mathematical calculations; correct errors in grammar, spelling and punctuation; deal courteously with the public, both in person and on the telephone; and maintain confidentiality.

FOR CLERK TYPIST:

A Keyboarding Skill Certificate from an approved government, employment, or training agency recognized by the Civil Service department and obtained within the last 12 months displaying ability to type at a minimum net speed of 30 wpm (**proof required**)*. *Due to the COVID-19 delay, the Civil Service Department will continue to accept and receive a 5-minute keyboarding skills certificate obtained online during the past 12 months.*

Positions in the Police Department require the ability to pass a thorough background investigation.

Some positions may require working nights or graveyard shifts, weekends, holidays, and occasionally flex hours.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees 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 equivalence at the time of filing.

Knowledge, Skills, and Abilities (Clerk/Clerk Typist):

- Ability to file alphabetically and numerically;
- Ability to perform simple mathematical calculations;
- Ability to correct errors in grammar, spelling, and punctuation;
- Ability to deal courteously with the public, both in person and on the telephone;
- Ability to maintain confidentiality;

Knowledge, Skills, and Abilities (Clerk Typist Only):

- Ability to type accurately on a personal computer at a minimum net speed of 30 wpm

DESIRABLE QUALIFICATIONS: Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Occupational Written Exam.....	100%

(Battery-operated calculators are allowed)

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process.

If you have not received notification within two weeks after close of filing, 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.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



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.

An Equal Opportunity Employer.

Job Title	PARKING CONTROL SUPERVISOR
Closing Date/Time	Friday, May 27, 2022 4:30 PM PST
Salary	\$2,083.36 – 2,832.72 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Public Works - (CL)

REVISED

Applications are available online beginning Friday, April 15, 2022 through 4:30 pm, Friday, May 27, 2022.

PROMOTIONAL OPPORTUNITY:

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations Article I, Section 4(19)(b) and Article II, Section 7(1). This job opportunity is limited to current, permanent, City of Long Beach employees. Non-career employees are not eligible for this job opportunity. Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, 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.

EXAMPLES OF DUTIES:

Under direction, supervises the activities of a large group of Parking Control Checkers, and Special Services Officers engaged in the enforcement of state and/or municipal parking regulations; plans, schedules, assigns, and coordinates the work of Parking Control Checkers and assigned Special Services Officers in the Environmental Services Bureau of Public Works Department; sets work standards; orders equipment and supplies; enforces safety rules and regulations; accurately maintains inventories, schedules and other records; prepares concise, accurate and complete reports on work performed; selects, trains and evaluates personnel; and performs other related duties as required.

REQUIREMENTS TO FILE:

Open to current City employees who have a total of two (2) years or more of seniority in the classification(s) of Parking Control Checker, Special Services Officer, Harbor Patrol Officer, and/or Customer Service Supervisor performing duties that require interpreting, applying and/or enforcing applicable rules and regulations related to parking enforcement, including one (1) year or more of lead/ supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and best practices of employee supervision including selection, training, discipline and performance management;
- Knowledge of federal, state, local and municipal codes, ordinances, and regulations pertaining to parking control;
- Skill in organizing work of assignments, setting priorities, and meeting critical deadlines;
- Ability to interpret and apply municipal codes and regulations;
- Ability to use tact, diplomacy and discretion in dealing with sensitive and complex situations;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

A valid driver's license must be submitted to the hiring department at the time of the selection.

SPECIAL NOTICE: Prior to appointment selected candidate must successfully pass a thorough background investigation conducted by the Long Beach Police Department.

EXAMINATION WEIGHTS:

Application and Supplemental Application.Qualifying
Appraisal Interview..... 100%

A minimum rating of 70 must be attained in order to pass the examination. Names will be placed on the promotional eligible list in the rank order of total score achieved. The resulting list will be in effect for two (2) years. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification of the status of your application within two weeks of filing closing, please contact the Civil Service Department at (562) 570-6202.

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570-6638. An Equal Opportunity
Employer.

Job Title	Systems Support Specialist I-VI
Closing Date/Time	Friday, May, 27, 2022
Salary	2,246.88- \$5,067.76 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	TECHNOLOGY & INNOVATION - (CL)

Applications are available online beginning Friday, May 13, 2022 through 4:30 pm, Friday, May 27, 2022.

SALARY INFORMATION:

Grade I	-	\$2,246.88 - \$3,051.20 biweekly
Grade II	-	\$2,483.76 - \$3,376.08 biweekly
Grade III	-	\$2,746.24 - \$3,736.80 biweekly
Grade IV	-	\$3,038.24 - \$4,137.92 biweekly
Grade V	-	\$3,359.84 - \$4,577.04 biweekly
Grade VI	-	\$3,721.12 - \$5,067.76 biweekly

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EXAMPLES OF DUTIES: Under immediate supervision, performs specialized technical work involved in the installation and maintenance of systems software, including operating systems, database systems and software utilities and tools; Installs, customizes, maintains, and integrates operation system software; installs and maintains database management systems, data communications systems and software utilities and tools; defines backup, recovery, and security procedures for all databases and systems software products/programs; analyzes operating systems and software, defines problems and develops problem solutions or coordinates resolutions through the use of vendors; monitors systems performance and reports capacity status; develops, maintains, and/or updates system procedures and documentation; ensures systems integrity and reliability to minimize downtime; may evaluate end user requests and concerns and analyze current systems to determine appropriate steps to be taken to meet needs or prevent problems; may perform feasibility analysis and evaluate potential solutions; may prepare reports, documentation, and plans for designs and system enhancements; may plan, prioritize and schedule work and tasks for project team members; may prepare or evaluate training materials and manuals; performs other related duties as assigned.

REQUIREMENTS TO FILE:

(A) Bachelor's degree from an accredited college or university with major coursework in computer science, computer engineering, business information systems or related field **(proof required)* AND** one year of paid, full-time equivalent experience to a [Systems Technician](#).

OR

(B) Associate's from an accredited college or university degree with major coursework in computer science, computer engineering, business information systems or related field **(proof required)* AND** three years of paid, full-time equivalent experience, one of which must be equivalent to a [Systems Technician](#).

OR

(C) Completion of a certificate program or technical school in computer science or related field **(proof required)* AND** four years, of paid, full-time equivalent experience, one of which must be equivalent to a [Systems Technician](#).

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees 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 equivalence at the time of filing.**

Knowledge, Skills, and Abilities

- Knowledge of principles, techniques, and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software;
- Ability to work effectively with others through use of good interpersonal/people skills;

Willingness to work occasional nights, weekends, holidays and overtime as required.

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

A valid driver's license must be submitted to the hiring department at the time of the selection.

DESIRABLE QUALIFICATIONS: Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying

Screening of applicants will be conducted on the basis of application and required supplemental application submitted. 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 the 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. The resulting eligible list remains in effect for at least one year.

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

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