

Job Title	COMMUNICATIONS CENTER COORDINATOR
Closing Date/Time	Friday 12/2/2022, 4:30 PM PST
Salary	\$ 3,066.80 to \$ 4,172.24 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Disaster Preparedness & Emergency Communications- (CL)

Applications are available online beginning Friday, November 11, through 4:30 pm, Friday, December 2, 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. 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 of the Communications Center Officer, coordinates the activities of the Emergency Communications Centers; monitors staffing levels, workload and overtime in the Emergency Communications Centers; assigns, directs, evaluates and develops supervisors; participates in the recruitment, selection and hiring of new employees; ensures the on-going training of employees to meet Peace Officer Standards and Training (POST) standards, Emergency Medical Dispatcher (EMD) standards, and department goals; participates in the evaluation, recommendation and selection of new technology; participates in the long-range planning for the Communications Bureau and the department; resolves personnel issues and investigates complaints; reviews employee evaluations; conducts studies and prepares reports; acts as Bureau Head in the absence of the Communications Center Officer; acts as division representative during disasters and emergencies requiring the activation of the Emergency Operations Center (EOC); maintains liaison with other agencies, 9-1-1 organizations, City departments and the community; performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet the following requirements by December 2, 2022:

Open to current City employees who have a minimum of six (6) years combined classified service in the classifications of Communications Center Supervisor and Public Safety Dispatcher, of which two (2) years must have been in a lead or supervisory capacity.

Lead or supervisor experience is typically obtained while serving as a Public Safety Dispatcher III-IV or Communications Center Supervisor with the City of Long Beach.

Knowledge, Skills, and Abilities:

- The ability to effectively communicate with others both orally and in writing.
- Have a working knowledge of City and Department Policies and Procedures, MOU's, and California Penal Code and Vehicle Code.
- Have a technical understanding and a working knowledge of the Communications Center operations.

Willingness to work shifts, weekends, holidays, overtime and on call as required.

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

EXAMINATION WEIGHTS:

Application and Supplemental Application..... Qualifying
Appraisal Interview (may include a job simulation exercise)..... 100%

A minimum rating of 70 must be attained in order to be placed on the eligible list. 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.

If you have not received notification within two weeks of 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.

J80NN-23 CCC:LS CSC 11/09/2022

FINAL

Job Title	FIRE CAPTAIN
Closing Date/Time	Friday, December 2, 2022 at 4:30 PM
Salary	\$4,042.56–\$5,024.56 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Fire - (CL)

Pre-posted beginning November 11, 2022 through November 18, 2022. Applications are available online beginning November 18, 2022 through 4:30 p.m., December 2, 2022.

PROMOTIONAL OPPORTUNITY:

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations Article I, Sections 4(19)(b) and Article II, Section 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.

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.

For additional information, read the following: [**FIRE CAPTAIN INFORMATION SHEET**](#)

EXAMPLES OF DUTIES: Under direction, commands a fire fighting company and fire station during an assigned shift; analyzes emergency situations and incidents and performs the role of Incident Commander until the arrival of a higher ranking officer; supervises, directs, and evaluates assigned personnel in a fire station or a specialized 40-hour staff position, manages a specific program area in the Fire Department; writes staff reports and other correspondence using a computer requiring knowledge of various computer programs; may be assigned to serve in an administrative assignment; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet all of the following requirements by close of filing, December 2, 2022:

- A. Six years of combined service as a Fire Recruit, Firefighter, Fire Engineer, Fireboat Pilot, Firefighter/Paramedic, or any combination of these classifications in the Long Beach Fire Department;
- B. California State Company Officer certification, from the Office of the State Fire Marshal (**proof required**)*

****If Company Officer certification has not yet been received from the state, candidates may submit completion of the current Company Officer Coursework, which includes (**proof required**):**

- Company Officer 2A: Human Resource Management
- Company Officer 2B: General Administrative Functions
- Company Officer 2C: Fire Inspections and Investigations
- Company Officer 2D: All Risks Command Operations
- Company Officer 2E: Wildland Incident Operations
- Instructor I: Instructor Methodology

Refer to LBFD Training Memorandum for more information.

FINAL

- C. Opened CICCIS Engine Boss Task Book. This includes the live version of S-290 Intermediate Wildland Fire Behavior. **(Approved Engine Boss Task book will be verified by the Director of Training by the filing deadline.)**

***Required documents must be uploaded to the online application at time of filing.**

DESIRABLE QUALIFICATIONS: Possession of an Associate of Arts or Science degree in Fire Science, Public Fire Administration, Fire Engineering, Public Administration, or closely related field.

EXAMINATION WEIGHTS:

Application, Structured Resume, and Supplemental Application.....	Qualifying
Occupational Written Exam (Multiple Choice).....	20%
Job Simulation Exercise (Writing Skills).....	20%
Performance Exercises (1. Emergency Scene Simulation and 2. Mini Tactical Exercise).....	40%
Appraisal Interview.....	20%

SCORE CALCULATIONS: A minimum rating of 70 must be attained in each part of the examination in order to pass. Overall Written Exam scores of 70 or above will be multiplied by .20. Overall Job Simulation Exercises scores of 70 or above will be multiplied by .20. Overall scores of 70 or above must be attained separately on each of the Performance Exercises (Emergency Scene Simulation and Mini Tactical Exercise) and the combined score will be multiplied by .40. Overall Appraisal Interview scores of 70 or above will be multiplied by .20.

The occupational written test is tentatively scheduled for December 13, 2022. If you have not received notification by December 9, 2022, contact the Civil Service Department at (562) 570-6202.

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