

FINAL

Job Title **ADMINISTRATIVE AIDE I-II**
 Closing Date/Time Friday, June 23, 2023, at 4:30 PM
 PST Salary \$1,793.92- \$ 2,638.16 Bi-Weekly
 Job Type Classified - Full-Time, Permanent
 Location Long Beach, California
 Department Multiple Departments - (CL)

Applications are available online beginning Friday, June 9, 2023, through 4:30 pm, Friday, June 23, 2023.

Salary Information:

Grade I- \$1,793.92 – \$2,446.32 Bi-Weekly

Grade II- \$1,948.00 – \$2,638.16 Bi-Weekly

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, 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 direct supervision, performs increasingly responsible administrative, technical, and paraprofessional duties; assists in the development, organization, coordination, and implementation of departmental programs; studies, investigates, evaluates, and prepares reports and recommendations on departmental and/or City-wide operations, policies, procedures, and practices; develops, implements, and maintains program information, evaluation, and reporting systems; assists with preparation and monitoring of the budget; composes correspondence, reports, and other written material; acts in a liaison capacity with other City departments in interpreting policies or evaluating needs; performs routine surveys; may administer programs/special tests and conduct interviews; may act in a lead capacity; and performs other related duties as required.

REQUIREMENTS TO FILE:

Open to current, permanent full-time or part-time City employees with six (6) months of paid full-time equivalent, City service who meet **one** of the following:

Option A: Two years of related education at an accredited community college/university (***proof of degree and/or transcript required at time of filing**).

Option B: Two years of paid full-time equivalent experience in the City of Long Beach performing complex and responsible clerical, technical, or paraprofessional duties and/or assisting in routine administrative, analytical, and/or personnel duties;

OR

Option C: Any combination of the education and experience stated under Option A and Option B totaling two years (**proof required**)*

FINAL

***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 characteristics on the form. Degrees must indicate the field of study and transcripts must indicate the 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:

Candidates must possess all of the following:

- Ability to effectively communicate both orally and in writing.
- Ability to use a computer, including knowledge of computer applications such as Microsoft Office or other related software.

Willingness to attend occasional offsite meetings and trainings. Willingness to work overtime, weekends, and/or holiday hours.

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

DESIRABLE QUALIFICATIONS:

Experience in the fields of human resources, payroll, finance, program coordination, grants administration, database/systems administration, ActiveNet system, or event management functions.

EXAMINATION WEIGHTS:

Application and Supplemental Application	Qualifying
Written Examination... ..	30%
Appraisal Interview (includes Writing Exercise)	70%

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 within two weeks after close filing, please contact the Civil Service Department at (562) 570-6202.

If you have not received notification of the status of your application within two weeks of filing your application, 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

FINAL

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 the hearing impaired, call (562) 570-6638. An Equal Opportunity Employer.

J.O.B. D80AN-23

MC:AA

CSC 05/24/2023