

FINAL DRAFT

Job Title	SCHOOL GUARD
Closing Date/Time	Friday, June 4, 2021
Salary	\$14.00 - \$14.23 Hourly
Job Type	Classified - Part-Time, Permanent
Location	Long Beach, California
Department	Public Works

Per the IAM MOU 2019 - 2023, any School Guard that has accumulated four years of total City service (equivalent to over 8,350 hours) shall be placed on P Step 28 (equal to \$14.23).

Applications are available online beginning Friday, April 30, 2021 through 4:30 PM, Friday, June 4, 2021.

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; and performs other related duties as required.

REQUIREMENTS TO FILE:

All applicants must be willing and able to do all of the following:

- Work anytime during the hours of 6:00 a.m. and 5:00 p.m.;
- Work split shifts;
- Stand and walk for 2 ½ - 3 hours per shift;
- Repeatedly step up and down curbs;
- Pass a hearing and vision test;
- Have dependable transportation to 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 School Guard stations located throughout the City;
- Be available by telephone to receive calls for daily assignment prior to the start of shift;
- Work in all types of weather;
- Tactfully deal and communicate effectively with the public, especially children;
- Wear a department issued regulation uniform at all times when working.

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 Department of Public Works.

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EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying

Screening of applicants will be conducted on the basis of application and required supplemental application submitted. The 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 order in which applications were filed. This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a four-month period. Applications received by May 5, 2021, will be placed on Test #01 established eligible list for this recruitment. 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 do not receive notification within two weeks of close of filing period, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.



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.