

City of Long Beach

Current Job Opportunities

Effective Friday, August 21, 2015



Apply Online! <http://www.longbeach.gov/civilservice>

JOB TITLE	MONTHLY SALARY	FILING DEADLINE
Animal Services Operations Supervisor	\$5,289 - \$7,197	September 4, 2015
Microbiologist I-III	\$4,438 - \$7,197	October 30, 2015
Public Health Nutritionist I-III	\$4,013 - \$7,014	November 25, 2015
Public Safety Dispatcher-Lateral	\$3,723 - \$5,056	September 11, 2015
Permit Technician	\$3,462 - \$5,348	September 4, 2015
Senior Equipment Operator-Crane	\$4,116 - \$5,594	September 25, 2015
Special Services Officer	\$2,871 - \$6,343	December 4, 2015

(P) = Promotional

Job opportunities change every Friday
24-Hour Job Recruitment Line (562) 570-6201
Equal Opportunity Employer

City of Long Beach Civil Service Department
333 W. Ocean Boulevard, 7th Floor, Long Beach, CA 90802
(562) 570-6202 FAX (562) 570-5293 TDD (562) 570-6638

8/21/2015



CITY OF LONG BEACH
CIVIL SERVICE DEPARTMENT

UPCOMING JOB INFORMATION

As anticipated job opportunities become available, those jobs will be listed below with an estimate of the month applications may be available for filing or instructions to check on a weekly or monthly basis. This estimate changes frequently depending upon the needs of the City, existing eligible lists and the number of anticipated vacancies. The information listed below is updated on a regular basis; however, changes may occur unexpectedly. Please call the Civil Service Department's 24-Hour Job Recruitment Line at (562) 570-6201, email us at civilservice@longbeach.gov or visit our website www.longbeach.gov/civilservice to obtain current application information. Electronic notification may also be obtained through the E-Notify option at www.longbeach.gov. When an application filing period is approved, the job title and exact filing dates will be specified. Filing deadlines are 4:30 pm. As information is available, this listing will be updated. Please check regularly.

JOB CLASSIFICATION

ANTICIPATED DATE FOR APPLICATIONS

Airport Operations Assistant	Please check weekly
Animal Services Operations Supervisor	OPEN
Aquatics Supervisor	Anticipated September 2015
Communications Center Coordinator	Please check weekly
Community Information Specialist	Please check weekly
Customer Service Supervisor	Anticipated August 24, 2015
Engineering Aide	Please check weekly
Fire Captain	Please check weekly
Microbiologist	OPEN
Motor Sweeper Operator	Anticipated September 2015
Office Systems Analyst	Anticipated September 4, 2015
Parking Control Checker	Please check weekly
Permit Technician	OPEN
Plan Checker – Mechanical	Anticipated September 2015
Police Officer – Lateral	Anticipated September 1, 2015
Public Health Nutritionist	OPEN
Public Safety Dispatcher - Lateral	OPEN
Registered Nurse	Please check weekly
Senior Equipment Operator – Crane	OPEN
Senior Estimator	Please check weekly
Senior Scheduler	Please check weekly
Special Services Officer	OPEN
Street Maintenance Supervisor	Please check weekly
Supervisor – Facilities Maintenance	Please check weekly
Surveyor	Please check weekly
Water Communications Dispatcher	Please check weekly
Water Utility Mechanic	Anticipated September 2015

(P) = Promotional

Note: Please note that filing may be limited to: 1) current City employees; 2) former classified City employees who were terminated due to layoff after July 1, 2010; 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 after July 1, 2010.

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City of Long Beach Employment Opportunity

ANIMAL SERVICES OPERATIONS SUPERVISOR

SALARY RANGE:

\$2,432.80 to \$3,310.32 Biweekly
\$5,289.00 to \$7,197.00 Monthly

Current vacancies are in the Animal Shelter Services Section and Field Services Section of the Animal Care Services Bureau.

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., August 21, 2015 through 4:30 p.m., September 4, 2015.

REQUIREMENTS TO FILE: Graduation from high school or G.E.D. equivalent (**proof required**)* **AND** four (4) years full-time equivalent progressively responsible paid experience working in an animal control agency or humane society or similar environment, **AND** a minimum of two (2) years supervisory experience **AND** knowledge of federal, state and local laws, regulations and court decisions governing the licensing, quarantining, impounding, care, destruction and disposal of animals, including Penal Code Section 832.

A valid driver's license will be required at time of appointment.

DESIRABLE QUALIFICATION: A State of California Humane Academy certification, a P.C. 832 Certificate and a Euthanasia Certificate (**proof required**)* are desirable for the Field Services Section.

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

EXAMPLES OF DUTIES: Under general supervision, plans coordinates, and oversees daily operations and activities of the City's animal shelter; plans, assigns and oversees the work of employees engaged in the impound/intake, adoption, care and disposal of animals within operation of the City's animal shelter; reviews the workload in progress at the at the animal shelter and in the field; prioritize and deploy staff as necessary to ensure

compliance with departmental practices and procedures; ensures accurate records are maintained regarding shelter operations; provides input and monitors performance against annual cost center budget; determines the disposition of animals including redemption, adoptions, vaccination, care and euthanasia and the disposal of animals; directs the enforcement pertaining to the control and licensing of animals including license fees, seizure, quarantine and delinquent license penalties; interprets and instructs subordinates in animal laws, ordinances, local and state laws, policies and proper animal control methods and techniques for the humane treatment of shelter animals; reviews written field reports and citations for completeness and accuracy and makes necessary corrections; coordinates studies, investigations and operational analyses; provides technical expertise to staff to assist with complex situations; ensures accurate records are maintained regarding field operations.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Writing Exercise.....Qualifying
Appraisal Interview.....100%

A minimum rating of 70 must be attained in each phase of the examination in order to pass.

The examination is tentatively scheduled the week of September 21, 2015. If you do not receive notification on September 14, 2015, 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 to (562) 570-6202.

J.O.B. ED8NN-15

8/19/15

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City of Long Beach Employment Opportunity

PERMIT TECHNICIAN

SALARY RANGE:

Grades I - II: \$1,592.56 to \$2,459.68 Biweekly
\$3,462.00 to \$5,348.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., August 21, 2015 through 4:30 p.m., September 4, 2015.

REQUIREMENTS TO FILE: Graduation from high school or equivalent (**proof required**)* **AND** two (2) years of experience involving extensive public contact in a building or planning department with at least six (6) months of experience in computerized permit application processing.

OR

One (1) year full-time equivalent paid clerical and/or technical experience involving extensive public contact, preferably in a building, planning, or construction industry **AND** completion of nine (9) or more college semester units in planning, building inspection technology, engineering, architecture, code enforcement, fire science technology or a closely related field (**proof required**)*

AND

Knowledge of principles and practices of permit application review; familiarity with plans, codes, ordinances and related terminology, architectural drawing convention, record management practices.

Ability to: type and enter data accurately; communicate effectively both orally and in writing; provide excellent customer service; exercise tact, good judgment and patience in assisting the public; analyze and review permit applications; perform basic math computations; operate office equipment including computers, printers and copiers; learn, retain, interpret and communicate technical and complex information

A Permit Technician certification from International Code Council (ICC) is desirable and will be required prior to completion of probation.

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

A valid driver's license may be required at time of appointment.

EXAMPLES OF DUTIES: Under general supervision, assist architects, engineers, contractors, business owners, and homeowners with the issuance of permits; provides technical information regarding routine municipal code requirements and ordinances; assists the public in completing applications and other forms; issue permits as authorized; provide customer support at the Permit Center in person and/or over the phone regarding routine questions about municipal code requirements and ordinances, permit application process and procedures; review plans and permit applications for compliance with established codes, ordinances, policies and procedures; use architectural and engineering scales to determine dimensions and calculate areas and percentages; calculate a variety of fees for plan check, permits and other development impact fees; and determine construction valuations based on established standards; maintain computerized permit information system, computer files, and other manual logs on all permits and related documents to monitor progress of plan review and track permit status; performs other related duties as assigned.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Occupational Written Exam.....100%
(Battery-operated calculators permitted.)

Examination scope: Basic mathematics, basic engineering terminology, problem solving, reading comprehension, grammar and spelling, customer service, and reading and interpreting plans.

A minimum rating of 70 must be attained in order to pass the examination.

The examination is tentatively scheduled week of September 21, 2015. If you do not receive notification on September 14, 2015, please contact the Civil Service Department at (562) 570-6202.

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J.O.B. ED6AN-15B DWM

8/19/15

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City of Long Beach Employment Opportunity

EXTENDED

SENIOR EQUIPMENT OPERATOR-CRANE

SALARY RANGE:

\$1,893.20 to \$2,573.20 Biweekly

\$4,116.00 to \$5,594.00 Monthly

Now accepting online applications only. Apply online 24 hours a day beginning at 7:30 a.m., June 23, 2015 through 4:30 p.m., September 25, 2015.

REQUIREMENTS TO FILE: Candidates must meet both requirements **A** and **B** in order to qualify for position:

A. A valid National Commission for the Certification of Crane Operators (NCCCO) - Lattice Boom Truck Crane (LBT) certification **OR** A valid Operating Engineers Certification Program (Local 12) - Lattice Boom Truck Crane (LBT) certification (**proof of certification must be uploaded with application at time of filing**).

B. A minimum of six months of experience in the safe and efficient operation of a conventional mobile crane.

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

Compliance with the Anti-Drug and Alcohol Program as required by the Federal Department of Transportation regulations.

Willingness to work an irregular schedule including evenings, weekends and holidays.

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

DESIRABLE QUALIFICATIONS: Mobile Hydraulic Fixed Cab Crane (TSS) certificate.

EXAMPLES OF DUTIES: Under supervision, operates and maintains a conventional mobile crane or other equipment of similar complexity in accordance with safety regulations; services equipment; performs preventative maintenance; makes operating adjustments and minor repairs; keeps records and makes reports; performs incidental construction work; may participate in or assist in supervising the work of a crew; may operate less complex equipment when necessary; performs other related duties as required.

SELECTION PROCEDURE:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the minimum 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 may be established periodically.

If you do not receive notification of the status of your application by July 31, 2015, contact the Civil Service Department at (562) 570-6202.

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

J76NN JL SENIOR-EQUIPMENT-OPERATOR-CRANE 8/20/15

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