

**OFFICE SYSTEMS ANALYST (VACANCY IN SECURITY DIVISION)**

Job Number: ND4AN-19

**SALARY:** \$2,856.24 - \$5,026.24 Biweekly

**OPENING DATE:** 04/12/19

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**Accepting online applications only. Apply online 24 hours a day, beginning April 12, 2019. Filing will remain open until vacancies are filled. Filing may close without further notice.**

**VACANCY INFORMATION**

The Port of Long Beach is one of the world's busiest seaports and is a leading gateway for international trade. Credited with moving \$180 billion in trade, the Port is the second busiest container port in North America and serves as a critical hub for international commerce and is a major transportation center.

Under limited supervision, the Office Systems Analyst for the Port of Long Beach, (Harbor Department for the City of Long Beach) is a member of the Security Division, serves as a Security Technology Project Manager. For more information on the Port's vacancy, click [HERE](#).

**EXAMPLES OF DUTIES:** Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

**REQUIREMENTS TO FILE:**

**Candidates MUST meet both A and B requirements:**

A. Bachelor's degree from an accredited college or university (**proof required**).\*

NOTE: Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

**AND**

B. Two years paid, (full-time equivalent) of experience managing large information technology projects or managing and maintaining large, complex business systems.

**Additional Requirements to File**

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

**\*Required documents, such as transcripts, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree 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 equivalency at the time of filing.**

**DESIRABLE QUALIFICATIONS:** Ability to work under pressure and tight deadlines; Ability to manage numerous diverse projects and priorities simultaneously; Project Management Professional (PMP), Certified Protection Professional (CPP), or other similar certifications; Ability to obtain and maintain a SECRET security clearance from the Department of Homeland Security; Familiarity with video management, access control, or other similar systems.

**SELECTION PROCEDURE:**

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process. Applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

This is a continuous eligible list, which will expire in six months, but may be extended. All applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants 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 in two weeks, 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.



ND4AN-19 SV:OSA Sec  
4/10/19

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

Position #ND4AN-19  
OFFICE SYSTEMS ANALYST (VACANCY IN SECURITY  
DIVISION)  
VR

Civil Service Department  
333 W. Ocean Blvd., 7th FL  
Long Beach, CA 90802  
(562) 570-6202

[civilservice@longbeach.gov](mailto:civilservice@longbeach.gov)

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### **OFFICE SYSTEMS ANALYST (Vacancy in Security Division) Supplemental Questionnaire**

- \* 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
- Yes    No
- \* 2. **REQUIREMENTS TO FILE** Candidates MUST meet both A and B requirements: A. Bachelor's degree from an accredited college or university (proof required)\*. NOTE: Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis. B. Two years paid, (full-time equivalent) of experience managing large information technology projects or managing and maintaining large, complex business system Indicate which option you qualify for this position:
- I have a Bachelor's degree and two years of paid, (full-time equivalent) experience managing large information technology projects or managing and maintaining large, complex business systems
- I do not have a Bachelor's degree, however I have six (6) years of paid, (full-time equivalent) experience managing large information technology projects or managing and maintaining large, complex business systems
- I do not have any of the two options stated above. Selecting this option would disqualify me from this position.
- \* 3. Do you possess thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable?
- Yes    No

- \* 4. Do you possess effective oral and written communication and interpersonal skills?  
 Yes    No
  
- \* 5. Are you willing to work an irregular schedule, including nights, weekends and holidays?  
 Yes    No
  
- \* 6. A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection. Do you understand the statement above?  
 Yes    No
  
- \* 7. **EXPERIENCE:** Describe your paid, (full-time equivalent) experience managing large information technology projects or managing and maintaining large, complex business systems. Indicate the following: 1) Name of Employer (s); 2) Job Title; 3) Specific dates of employment; 4) Hours per week; 5) Job Duties. If you do not have any related experience, type "N/A".
  
- \* 8. Describe your knowledge and/or experience of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software within the categories identified below. If you do not have any experience or knowledge in each of the categories, type "N/A". a. GIS based systems (e.g. list of projects and work performed or managed) b. Camera / surveillance systems (e.g. manufacturers, type of systems, and scale of work) c. Access control / central alarm (e.g. manufacturers, type of systems, scale of work, and role you played in the project) d. Cyber protection (e.g. experience with specific tools and level of involvement)
  
- \* 9. Describe any additional experience and/or knowledge you possess that is related to Office Systems Analyst. This would include light construction experience such as reading blueprints and utilizing Project Management software, field installations with low voltage systems, security based IT systems, Project Management related employment, and/or additional experience with a security integration firm. If you do not have this experience, type N/A.
  
- \* 10. Please identify what best describes your skill set. (check appropriate box).
  - Systems Engineer
  - Application Specialist
  - Software Developer
  - Multi-dimensional consultant
  - Project Manager
  - Other (if select this please go to question #11)
  
- \* 11. If you select "Other" in question 10, please indicate the title that best describes your skill set. If you selected an answer for question 10, please type N/A.
  
- \* 12. **DESIRABLE QUALIFICATIONS** Indicate by checking the appropriate box(es) if you possess the following desirable qualifications below. You may choose more than one answer. If you do not have any of these desirable qualifications, select "none".
  - Ability to work under pressure and tight deadlines
  - Ability to manage numerous diverse projects and priorities simultaneously
  - Project Management Professional (PMP)

- Certified Protection Professional (CPP), or other similar certifications
- Ability to obtain and maintain a SECRET security clearance from the Department of Homeland Security
- Familiarity with video management
- Experience with Access Control systems
- None. Selecting this option will not disqualify me from this position.

\* 13. Do you have a Certified Protection Professional certificate or other related certifications? If you have other certifications, please list them below. If you do not have any related certifications, type N/A.

\* 14. **GENERAL QUESTIONS:** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.

- Yes    No

\* 15. I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at the time of filing will result in my application being considered incomplete. Proofs for this position may include: • Degrees or College transcripts (must have name, college name, degree conferred date/graduation date) • Foreign degree evaluation, if degrees from colleges or universities is from outside the United States • DD-214 Member 4 Form, if claiming veteran's preference. Do you understand the information stated above?

- Yes    No

\* 16. Please note that candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

For information on evaluation services: [Education Evaluation Services](#)

Do you understand the information above?

- Yes    No

\* 17. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?

- Yes    No

\* Required Question