



The **City of Long Beach** seeks qualified and motivated individuals to apply for Administrative Analyst I-IV positions. This employment opportunity offers a wide variety of exciting positions throughout the city in various departments such as: Airport, Civil Service, Community Development, Economic Development, Energy Resources, Financial Management, Fire, Harbor, Health & Human Services, Human Resources, Library Services, Parks, Recreation & Marine, Police, Public Works, Technology & Innovation, and Long Beach Utilities.

## **About the User Departments *(not an exhaustive list)***

### **Airport:**

Long Beach Airport (LGB) serves approximately four million passengers annually. LGB was established in 1923 and is one of the oldest municipal airports in the United States. Known as the Coolest Airport in America, LGB is a friendly alternative to other Southern California airports, offering preferred flight schedules, great airlines and destinations and overall accessibility. The Airport is committed to delivering an Outstanding Customer Experience in an intelligent, ecofriendly, safe, and efficient manner while being respectful of our employees and the community that we serve. The Administrative Analyst classification is present in the following Airport Divisions: Commercial & Business Development, Finance, Leasing, Personnel, Environmental Sustainability, and Security. Learn more about the Long Beach Airport at <https://www.longbeach.gov/lgb/>

### **Disaster Preparedness and Emergency Communications (DPEC):**

The Department of Disaster Preparedness and Emergency Communications (DPEC) provides four key services that are imperative to maintaining the safety and well-being of the City of Long Beach, its residents, business community and first responders: (1) disaster preparedness and response; (2) maintenance and activation of the City's Emergency Operations Center (EOC); (3) management of the 9-1-1 Emergency Communications Center and the Public Safety Dispatchers responsible for 9-1-1 call-taking and dispatching Police, Fire and Emergency Medical Services; and, (4) administration of the City's Homeland Security Grants program. <https://www.longbeach.gov/disasterpreparedness/>

### **Civil Service:**

The Administration and Support Services Division is a division within the Civil Service Department dedicated to supporting the city's most valuable asset, its employees. The Division is responsible for supporting personnel actions, employment services, and internal department functions including budget, personnel related matters and special projects. <https://www.longbeach.gov/civilservice/>

## **Community Development:**

The Long Beach Community Development Department delivers a wide variety of programs and services related to planning, building and safety, code enforcement, affordable housing, neighborhood improvement, and historic preservation to help create and maintain more safe, sustainable, and livable neighborhoods.

Comprising five bureaus, it operates with a comprehensive approach to urban development. The **Administrative and Financial Services Bureau** ensures smooth departmental operations by managing budgets, contracts, and personnel. The **Building and Safety Bureau** oversees construction projects, ensuring compliance with building codes and safety standards to safeguard residents and property. The **Code Enforcement Bureau** enforces municipal codes, preserving community aesthetics and safety through the regulation of property maintenance and land use. **The Housing & Neighborhood Services Bureau** facilitates affordable housing initiatives, fostering inclusive neighborhoods and supporting vulnerable populations. Lastly, the **Planning Bureau** orchestrates long-term urban development strategies, guiding land use, zoning decisions, and community planning efforts to shape the city's future landscape. Together, these bureaus form the backbone of the Community Development Department, playing integral roles in shaping Long Beach's sustainable growth and enhancing its livability. Prospective employees can look forward to contributing to a dynamic team dedicated to advancing the city's vision and enriching the lives of its residents. Find out more here: [www.longbeach.gov/lbcd](http://www.longbeach.gov/lbcd)

## **Economic Development:**

The mission of the City's Economic Development Department is to create economic opportunities for workers, investors, and entrepreneurs. This includes making it easier to start and grow a business, streamlining the process for property development, and providing businesses with a skilled workforce. The Department has approximately 90 employees and an annual budget of over \$22 million from six different City funds. The Department is a revenue-generating department that leverages Federal, State, and City resources to generate growth in property, sales, and transient occupancy taxes that pay for services citywide. The Department consists of five bureaus: Workforce Development, Business Development, Business Operations, Real Estate Development, and Pier H, with seven divisions located in four work sites across two cities. <https://www.longbeach.gov/economicdevelopment/>

## **Energy Resources:**

The Energy Resources Department (ER) operates two unique and distinct business operations related to expansive onshore and offshore oil operations managed on behalf of the State of California, the City of Long Beach, and thousands of Townlot Owners and overseeing operations for the Southeast Resource Recovery Facility (SERRF), the largest Waste-to-Energy municipal waste processing facility in the Western United States. <https://www.longbeach.gov/energyresources/>

## **Fire:**

The mission of the Fire Department is “to protect lives, property and the environment, improving the quality of life and safety of the community.” The Department’s core services are focused on maintaining a Citywide presence to effectively respond to fire, medical, beach, and waterway emergencies. The Fire Department provides effective prevention, education, and preparedness services to the community and has four bureaus: Operations, Fire Prevention, Support Services, and Administration. The Fire Department has over 650 employees with a Fiscal Year 2024 budget of over \$166 million. The Fire Department’s core values are pride, respect, family, commitment, trust, and teamwork. The Fire Department is composed of dynamic, team-oriented civilian and sworn personnel who are mission-driven and committed to the safety and support for the Long Beach community. Please consider joining our team: [Fire \(longbeach.gov\)](https://www.longbeach.gov)

## **Financial Management:**

The Department of Financial Management ensures a financially strong City including accurate financial reporting and transparency and provides state-of-the-art fleet and towing systems. It is responsible for preparing, explaining, and administering the city’s financial plan, as well as providing cost effective equipment and vehicles that are safe and reliable to City departments. The department consists of seven bureaus with over 265 budgeted positions and an annual operating budget of \$84 million. <https://www.longbeach.gov/finance/>

## **Harbor:**

The Port of Long Beach, one of the world's busiest seaports, is an international gateway for the reliable, efficient, and sustainable movement of goods and is a leader in environmental stewardship. Credited with moving approximately \$200 billion in trade, the Port serves as a critical hub for international commerce and is a major transportation center. East Asian trade accounts for the bulk of Long Beach shipments. Port-related international trade has a wide-ranging economic impact, supporting millions of jobs that benefit the region and the entire country. The Port of Long Beach prides itself on its culture of excellent customer service and the strong relationships it maintains with industry, community, environmental advocates, and partner agencies. The Port of Long Beach has five Bureaus which include, Commercial Services, Engineering, Finance and Administration, Planning and Environmental Affairs, and Strategic Advocacy. All five bureaus work in partnership to make the Port of Long Beach the global leader in operational excellence and environmental stewardship and an international gateway for the reliable, efficient, and sustainable movement of goods for the benefit of our local and global economies. Additional information can be found at [www.polb.com](http://www.polb.com).

## **Health and Human Services:**

The Health and Human Services department uses the classification in the various bureaus: <https://longbeach.gov/health/>

- [Administrative and Finance](#)
- [Collective Impact](#)
- [Communicable Disease and Emergency Response](#)
- [Community Health](#)
- [Environmental Health](#)
- [Executive Office](#)
- [Homeless Services](#)
- [Housing Authority](#)

## **Human Resources:**

The Department of Human Resources' Mission is to strategically support the City and its departments in attracting, developing, and retaining a highly skilled and diverse workforce. We are committed to being strategic partners with all City departments to ensure that the City has the talent and resources needed to provide great services to the community.

Administrative Analysts in the Department support confidential City operations in various personnel, human resources, and administrative functions. <https://www.longbeach.gov/hr/>

## **Library Services:**

The Long Beach Public Library (LBPL) system is made up of 12 libraries, including two signature flagship libraries that were built within the past 15 years. The LBPL operates with a budget of approximately \$20 million and 200 dedicated staff. Since 1896, the LBPL has provided free and equal access to information, education, innovation, and community, enabling access to hundreds of thousands of titles and an impressive selection of digital content, books, movies, music, audio books, and more. LBPL supports lifelong learning and academic and career success through its Family Learning Centers and Makerspaces. Other focus areas include closing the digital divide, supporting literacy, providing various health services, and creating transformative community experiences. In 2017, LBPL received the National Medal for Museum and Library Service – the highest honor for institutions that make significant and exceptional contributions to their communities. <https://www.longbeach.gov/library/>

## **Long Beach Utilities:**

Long Beach Utilities serves nearly 500,000 people in 50 square miles, providing high quality, safe and delicious drinking water, and wastewater management for Long Beach, as well as natural gas services for Long Beach and Signal Hill. With the foundation of roughly 500 dedicated employees, the department maintains 1,600 miles of water and sewer mains, 1,900 miles of gas pipeline and a dedicated groundwater treatment plant, and also provides 24/7 emergency response. <https://www.lbutilities.org/Home>

## **Police:**

The Long Beach Police Department (LBPD) is the second largest municipal police agency in Los Angeles County and provides law enforcement services to the 7th largest city in the State of California. LBPD is dedicated to professional, proactive and innovative policing and is committed to building and maintaining positive relationships with the diverse community they serve. LBPD provides a diverse array of services in order to safely and constitutionally address a variety of public safety concerns. Its core services include 24/7 response to 9-1-1 emergencies and general calls for service, criminal investigations, victim support, police contract services supplied to external agencies, and a growing workload stemming from federal and state legislative mandates.

<https://www.longbeach.gov/police/about-the-lbpd/employment/join-lbpd/>

## **Public Works:**

The Public Works Department strives to operate, preserve, and enhance the City's physical infrastructure and transportation systems. The department provides a variety of community services including the repair, rehabilitation, and general upkeep of City streets, trees, sidewalks, and City structures. The department also provides emergency support services throughout the city.

The mission of Public Works is to provide outstanding City-wide services improving the quality of life for the community while being responsible stewards of the city's physical assets. Public Works does this through a customer service lens with specialized skills, innovation, and responsiveness. Core services include preserving and enhancing the city's infrastructure, transportation systems, streets, sidewalks, and urban forest. The Department has six bureaus: Business Operations, Traffic and Mobility, Engineering, Environmental Services, Public Services and Project Management. The bureaus jointly manage the collection of refuse and recycling, manage capital projects, manage the City's stormwater systems, review and issue permits, provide emergency response, and safely and efficiently manage and maintain the city's public right of way and public facilities. The Department has over 580 budgeted positions with an annual operating budget of \$250 million and an annual capital improvement program budget of \$150 million. Additional information on the Department can be found at [www.longbeach.gov/pw](http://www.longbeach.gov/pw).

## **Technology & Innovation Department:**

The Technology & Innovation Department (TID) plans and develops the technology infrastructure for the City and provides a centralized resource for technology deployment and support throughout the City. The Department integrates people, processes, and technology to increase the efficiency and effectiveness of City services through the work of its 197 FTEs while operating on a FY 2024 annual operating budget of nearly \$72 million and multi-year capital projects budget of \$101 million. TID is organized into five bureaus: Business Operations, Digital Services, Enterprise Information Services, Infrastructure Services, and Technology Engagement & Support. The Department also manages LBTV, a production studio that develops custom programming and distributes City multimedia content via its broadcast TV station and social media platforms. Additional information about the department is available at [www.longbeach.gov/ti](http://www.longbeach.gov/ti).