

1 **DATE:** January 4, 2017

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst

4 **SUBJECT: REQUEST TO PARTICIPATE IN EXAMINATION – CIVIL**
5 **ENGINEERING ASSOCIATE**

6 Correspondence has been received from Mr. Yidnekachew Alemu, requesting the Civil
7 Service Commission's approval to be placed on the eligible list for Civil Engineering
8 Associate.

9 **Facts for Consideration:**

- 10 • As background, on November 2, 2016, the Civil Service Commission approved the
11 job opportunity bulletin for Civil Engineering Associate (see attachment). The
12 bulletin was posted October 28, 2016, through November 11, 2016. All completed
13 applications were due via online submittal by 4:30 p.m., November 11, 2016.
- 14 • During the filing period 88 applications were filed for Civil Engineering Associate.
15 Of that number, 35 candidates were accepted into the process and placed on the
16 eligible list.
- 17 • The job opportunity bulletin for Civil Engineering Associate outlined the
18 Requirements to File for option "A" as follows: "Engineer-in-Training (EIT)
19 certificate in the field of Civil Engineering recognized by the California State Board
20 of Registration for Professional Engineers (proof required)*, and Bachelor's degree
21 in civil engineering (proof required)* and three years (paid full-time equivalent)
22 experience involving primary responsibility for preparation and/or review of
23 standards, designs, construction activity and cost estimates of civil engineering
24 projects, which must have been gained after passing the EIT exam or receiving
25 Bachelor's degree."

- 1 • On November 15, 2016, Mr. Alemu was sent notification via e-mail that his
2 application was not accepted because he did not meet the minimum qualifications
3 as stated in the job opportunity bulletin. Specifically, his application was not
4 accepted because he did not provide proof of possession of an Engineer in
5 Training (EIT) certificate as outlined in the Requirements to File. Mr. Alemu
6 submitted proof of passing the Fundamentals examination but provided no proof of
7 having attained an EIT certificate; therefore, he failed to meet the Requirements to
8 File as outlined in the job opportunity bulletin.
- 9 • On November 16, 2016, Mr. Alemu contacted staff to inquire as to why his
10 application was not accepted; at that time, staff informed him that based on a
11 review of his application it was determined that he did not meet the minimum
12 requirements to file as outlined in the job opportunity bulletin. He was advised his
13 application was not accepted because he did not provide proof of possession of an
14 EIT certificate.
- 15 • In addition, staff informed Mr. Alemu that the State of California Board of
16 Professional Engineers, Land Surveyors, and Geologists outlines the steps
17 towards attaining an EIT as follows:
18 "Each applicant must register for the Fundamentals examination on the
19 NCEES website; pay the NCEES examination fee, and sit for the
20 Fundamentals examination. Examinees who pass the examination
21 then apply to the Board (and pay the application fee) to be issued a
22 certificate as either an Engineer-in-Training or a Land Surveyor-in-
23 Training, whichever is appropriate."
- 24 • Staff advised Mr. Alemu that his application would be reassessed by the Civil
25 Service Department Recruitment and Selection Officer for additional consideration.

- 1 • Staff provided management with the appropriate information and copied Mr. Alemu
2 on the communication.
- 3 • Management's review of Mr. Alemu's application and supporting documentation
4 resulted in an agreement with staff's previous assessment; he does not meet the
5 Requirements to File as outlined in the job opportunity bulletin.
- 6 • In subsequent communication, Mr. Alemu cites that he has contacted the State of
7 California Board of Professional Engineers, Land Surveyors, and Geologists for a
8 copy of his EIT.
- 9 • However, in accordance with Article II, Section 6 (1) of the Civil Service Rules and
10 Regulations, "The Commission may refuse to examine, or after an examination,
11 may remove from any eligible list, disqualify, and/or refuse to certify any person
12 who: (1) fails to submit a completed application and/or related supplemental
13 documents to the Civil Service office on or before an examination announcement's
14 established closing date"; at the time of filing Mr. Alemu did not provide adequate
15 documentation to demonstrate that he met all of the Requirements to File as
16 outlined on the job opportunity bulletin.
- 17 • The Civil Engineering Associate recruitment process was non-competitive and
18 included a review of application packets to ensure candidates met the
19 Requirements to File; all candidates meeting the Requirements to File were placed
20 on the eligible list with those receiving Veteran's credit first, and then in the order in
21 which applications were filed.

22
23 Staff recommends denial of Mr. Alemu's request as established by Article II, Section 6
24 (1) of the Civil Service Commission Rules & Regulations, because he did not meet the
25 minimum Requirements to File at the time of filing by failing to attach proof of his EIT
Certificate.

Agenda Item No 7

1 Mr. Alemu has been informed that this request is on today's agenda and the possibility
2 of reconsidering his application will be pending Commission's approval.

3
4 LF-REQUEST TO PARTICIPATE IN EXAMINATION (ALEMU - CEASSOC)



City of Long Beach

Employment Opportunity

CIVIL ENGINEERING ASSOCIATE

SALARY RANGE:

\$2,701.68 to \$3,669.12 Biweekly
\$5,874.00 to \$7,977.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning October 28, 2016 through 4:30 p.m., November 11, 2016.

REQUIREMENTS TO FILE: Candidates must meet option A, or B:

A. Engineer-in-Training (EIT) certificate in the field of Civil Engineering recognized by the California State Board of Registration for Professional Engineers (proof required)*, and Bachelor's degree in civil engineering (proof required)* and three years (paid full-time equivalent) experience involving primary responsibility for preparation and/or review of standards, designs, construction activity and cost estimates of civil engineering projects, which must have been gained after passing the EIT exam or receiving Bachelor's degree.

B. Registration as a Professional Engineer in the State of California (proof required)*.

***Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Experience with computer applications such as database management, project scheduling, spreadsheets, word processing and email.

Ability to:

- communicate effectively, both verbally and in writing;
- deal tactfully and effectively with assigned staff, the public, client departments and consultants.

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

Some positions may require willingness to work nights, weekends, holidays and/or overtime, as needed.

DESIRABLE QUALIFICATIONS: Recent seaport, airport facility or airfield pavement experience; experience with various computer applications such as: AutoCAD, Civil 3D, MicroStation, InRoads or other engineering applications including scheduling, Geographic Information Systems (GIS) programs, and computer software for hydraulic modeling; design of water, sewer, storm drains, streets, and reclaimed water systems; the processing and review of Developer projects, pilot testing; a valid Water Distribution Operator Certificate and/or Water Treatment Certificate issued by the California Department of Public Health; and/or monitoring an inspection staff.

EXAMPLES OF DUTIES: Under direction, performs difficult engineering work in the planning, design, estimating, and reviewing of plans and construction documents for City streets, natural gas distribution pipelines, potable water, reclaimed water, sanitary sewer, storm drains, buildings and structures, construction administration, developer, airport and/or harbor engineering projects; assigns work, gives instructions and acts upon engineering problems in connection with standards; prepares complete plans, specifications and estimates; directs the work of Engineering Technicians in the preparation of drawings, plans, and quantity estimates; prepares preliminary and final reports for construction and improvement projects; conducts studies and develops plans for long-range replacement and rehabilitation of structures and facilities; reviews plans and construction documents for conformance with standards and specifications; investigates and responds to citizen complaints; writes reports and makes estimates of a specialized nature in connection with various engineering projects; assists in preparing cooperative agreements; prepares and interprets legal descriptions and plat maps; monitors progress of less complex projects conducted by Civil Engineering Assistants and/or outside consultants; may review structural plans and/or water and sewer plans and supervise field inspections of construction work to check compliance with standards and safety regulations; may assist developer's with the general planning concepts of water/sewer systems and in the preparation of the Capital Improvements Program; performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying

This is a continuous examination. All applicants meeting the 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.

If you have not received notification by November 18, 2016, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request 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.

J.O.B K13NN-17 LF CEAssoc

11/02/16

Apply to:

City of Long Beach
Civil Service Commission
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
Tel: (562) 570-6202

Apply online: www.longbeach.gov/civilservice

For recorded announcement of other jobs available,

Call (562) 570-6201

TDD (562) 570-6638 (for hearing impaired)

An Equal Opportunity Employer



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

Civil Service Commission:

I want thank you for the opportunity to explain why I should get the opportunity to be on the list to be Civil Engineering Associate.

The Civil Engineering position requires three years of experience after receiving EIT or after graduation,

I have nine years of experience after receiving my Bachelor of Science Degree in Civil Engineering.

The second requirement was to have Bachelor of Science Degree which I received nine years ago.

The third requirement was to have EIT which I have; my EIT Certificate number is 159889 which can be checked with the Board of Professional Engineers at 916-263-2222.

In addition to fulfilling all the requirements, I have been reliable and devoted City of Long Beach employ for the last nine years. I go above and beyond the Job requirements on doing my job well. I look forward to serving the City of Long Beach many years to come.

I thank you again for your time and this opportunity; I look forward to hear from you.

Sincerely,

Yidnekachew Alemu

Civil Engineering Assistance

Port of Long Beach

562-283-7856 (office)

213- 200- 8255 (Cell)

alemu@polb.com

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS



This Is To Certify That Pursuant
To The Provisions of Chapter 7, Division 3 of the Business and Professions Code

Yidnekachew Alemu

IS DULY CERTIFIED AS AN

ENGINEER-IN-TRAINING

In The State of California, and Is Entitled To All the Rights and
Privileges Conferred In Said Code

WITNESS OUR HAND AND SEAL

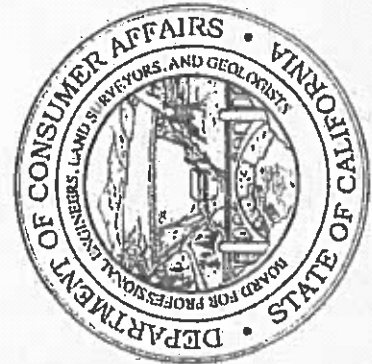
Certificate No. EIT 159889

This 1st day of December, 2016, at Sacramento, California.

VALID UNTIL PROFESSIONAL LICENSURE IS OBTAINED
BOARD FOR PROFESSIONAL ENGINEERS,
LAND SURVEYORS, AND GEOLOGISTS

Richard B. Moore
Richard B. Moore, P.L.S. - Executive Officer

Coby King
Coby King - Board President



California State University, Los Angeles

The Trustees of The California State University
on recommendation of the faculty
have conferred upon

Widnekachew Alemu

the degree of

Bachelor of Science

in

Civil Engineering

with all the rights and privileges therein pertaining.

Given at Los Angeles on this ninth day of December, two thousand and six.



André S. Brown
Governor
President of the Board

Robert F. Kennedy
Chancellor
The Board of Trustees

Clark S. Reed
Chancellor
The California State University

James M. Davis
President
California State University, Los Angeles

