

## COMMUNICATIONS CENTER SUPERVISOR

### **SALARY RANGE:**

\$2,315.60 to \$3,144.16 Biweekly  
\$5,034.00 to \$6,836.00 Monthly

**Accepting online applications only. Apply online 24 hours a day, beginning October 21, 2016 through 4:30 p.m., November 4, 2016.**

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including non-career employees, are not eligible for this job opportunity.

In accordance with Article III, Section 14 of the Civil Service Rules and Regulations, Seniority Credit will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

**REQUIREMENTS TO FILE:** Open to current City employees who have a total of four or more years of experience in the classification of Public Safety Dispatcher; which includes two years in a supervisory capacity, assistant supervisory capacity, or as a Communications Training Officer.

Candidates must have the ability to schedule, assign and supervise subordinates; effectively train and direct the training of employees; prepare clear, concise and accurate written reports; perform employee evaluations to enhance job performance; and deal calmly and effectively with the public and staff under stressful situations.

Positions require current P.O.S.T. Dispatcher Certification or Long Beach Emergency Medical Dispatcher Certification. -Proof of P.O.S.T. certification or Emergency Medical Dispatcher Certification is not required at the time of filing.

Willingness to work overtime and irregular hours, shifts, weekends, holidays, on-call for emergencies and to

attend meetings during non-scheduled work hours.

**EXAMPLES OF DUTIES:** Under direction, plans, assigns, and supervises the work of Public Safety Dispatchers engaged in the receiving of requests for emergency service and dispatching of City personnel and vehicles; selects, trains, supervises, and evaluates subordinates; monitors communication equipment and reports malfunctions; participates in the development and enhancement of computerized dispatch systems with responsibility for retraining subordinates; reviews and resolves personnel issues; monitors requests for service ensuring a proper response and quality of service; investigates and reports on complaints relating to Communications Center personnel; evaluates existing procedures, practices and operational policies and makes recommendations; participates in the administrative duties of the Communications Center including, but not limited to, the development of on-going training programs and maintenance of an up-to-date operations manual; and performs other related duties as required.

### **EXAMINATION WEIGHTS:**

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

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

Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

**The appraisal interview is tentatively scheduled for November 8, 2016. If you do not receive notification by November 7, 2016, 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.

## DEPUTY FIRE MARSHAL

### SALARY RANGE:

\$3,558.08 to 4,846.56 Biweekly  
\$7,736.00 to \$10,537.00 Monthly

**Accepting online applications only. Apply online 24 hours a day, beginning October 21, 2016 through 4:30 p.m., November 4, 2016.**

### REQUIREMENTS TO FILE:

- A Bachelor's degree from an accredited four-year college or university with specialization in fire protection engineering or a closely related field (proof required)\*.
- Four years of (paid full-time equivalent) professional engineering experience in fire protection, [developing and maintaining a system for reviewing plans, specifications and permit applications to ensure compliance with fire safety codes, regulations and ordinances](#), building plan review or a closely related profession. Additional related (paid full-time equivalent) experience may be substituted for the required education on a year-for-year basis.
- Certification with International Code Council (ICC) as a Fire Plans Examiner (proof required)\*.
- Knowledge of California Building Code, California Fire Code California Administrative Code, Health and Safety Code, and related standards.
- Willingness to work weekends, nights, holidays and overtime as required.

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

**\*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 of the United States must attach proof of educational equivalency at the time of filing.**

**EXAMPLES OF DUTIES:** Under general supervision, supervises, prioritizes, coordinates and assigns the work of fire prevention personnel; serves as liaison with other Departments, Bureau supervisors, partner jurisdictions, business owners, other agencies, community groups, and the general public; develops and implements

section goals and objectives; analyzes proposals for alternative methods of compliance for code intent and makes recommendations to the Fire Marshal; participates in special projects related to fire prevention activities; reviews plans for compliance with local and State fire and life safety standards and regulations; reviews, evaluates, process, and maintains files related to fire prevention; consults with architects, builders and developers on fire protection and life safety systems; performs engineering evaluations regarding adequacy of existing and proposed fire protection systems; conducts field inspections of more hazardous and complex occupancies; investigates complaints involving violations on applicable codes, ordinances and regulations; recommends changes in design, construction or installation of equipment based on analyses of present or potential fire and fire-related hazards; recommends installation of fire fighting facilities and fire alarm detection and extinguishing systems; assists in enforcing fire codes and pursuing legal prosecution of violators; prepares correspondence and written reports; recommends changes in building and fire codes to the Fire Marshal; responds to technical inquiries from employees, the public, public agencies and consultants; assists in planning fire protection programs; performs other related duties as required.

### SELECTION PROCEDURE:

Application Packet.....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 11, 2016, contact the Civil Service Department at (562) 570-6202.**

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# PUBLIC SAFETY DISPATCHER

## SALARY RANGE:

Grades I – IV: \$1,712.56 to \$2,917.36 Biweekly  
\$3,723.00 to \$6,343.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at October 21, 2016 through 4:30 p.m., January 20, 2017.

For additional information please see the Public Safety Dispatcher Information Packet.

## REQUIREMENTS TO FILE:

(1) **MUST BE WILLING TO WORK:** Any shift assignment in the Police or Fire Departments and work mandatory holidays, weekends and overtime.

(2) **MUST BE ABLE TO:** Handle a high volume of emergency calls with tact, good judgment, initiative and speed; question callers while simultaneously typing information into a computer terminal (multi-tasking); speak English clearly and understandably; comprehend, interpret and retain written and orally presented information effectively (i.e., read, memorize, interpret and apply policies and procedures, State Penal Code, FCC regulations, charts and maps.)

(3) Ability to demonstrate keyboarding skills at 35 wpm. **Keyboarding Certificate Information:** Applicants must have a Keyboarding Skill Certificate from an approved government, employment or training agency recognized by the Civil Service department and obtained within the last 12 months \*(proof required).

(4) Ability to pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department. The investigation will cover information regarding relatives, references, acquaintances, educational background, residential history, employment history, criminal history, military service records, financial status, legal history, drug use and related areas.

(5) Must not have any felony convictions (you must not have been convicted of any crime punishable by imprisonment in a penitentiary).

\*Proof of required documents must be uploaded to the online application.

**DESIRABLE QUALIFICATIONS:** Bilingual skills in English/Spanish or English/Southeast Asian languages, experience or training as an emergency communications operator, dispatcher or similar position requiring knowledge of emergency medical or public safety operations, experience dealing with the public in a service related capacity, Emergency Medical Technician (EMT), Emergency Medical Dispatching (EMD), or California Peace Officer Standards and Training (POST) Public Safety Dispatcher Basic (or above) certificate.

**EXAMPLES OF DUTIES:** Under general supervision, receives and dispatches emergency (911) calls for police or fire and emergency medical service; enters data into personal computer while questioning callers for information; determines nature, validity and disposition of calls; may provide post dispatch medical instructions; utilizes computer generated messages and priorities to dispatch field units to emergency situations; operates a variety of communications equipment including radio transmitters, accessories and telephones; performs call reception and dispatch activities utilizing computer-assisted dispatch system; answers or refers inquiries and complaints regarding a wide variety of public safety and related matters; accesses, retrieves, and transmits vehicular or personal information to field units; relays relevant situational information to non-city enforcement or public safety agencies; may provide training for dispatchers and participate in evaluation of their performance; may act in a variety of dispatch supervisory positions; performs other related duties as required.

## SELECTION PROCEDURE:

Application Packet.....Qualifying  
Performance Examination (Video Based)\*\*...Qualifying

The Public Safety Dispatcher performance examination consists of the National Testing Network (NTN) Emergency Communications Test titled ECOMM. Applicants must schedule a testing date through [nationaltestingnetwork.com](http://nationaltestingnetwork.com). In order to complete the application process, candidates must take the NTN exam and complete the online application.

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

## PUBLIC SAFETY DISPATCHER – POST WAIVER

**APPLICANTS:** The NTN performance examination will be waived for candidates who have taken the POST Entry-Level Dispatcher Selection Test Battery (POST Dispatcher Test) examination with an approved agency and achieved a T-score of 50.8 or above within one year of the time of filing \*(proof required). Applicants submitting the POST Dispatcher Test examination score must complete the application for Public Safety Dispatcher-POST WAIVER.

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 are filed. Eligible lists may be established periodically.

If you do not receive notification shortly after filing please contact the Civil Service Department at (562) 570-6202.

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

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# SENIOR SURVEY TECHNICIAN

## SALARY RANGE:

\$2,305.60 to \$3,133.84 Biweekly

\$5,013.00 to \$6,813.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at October 21, 2016 through 4:30 p.m., November 4, 2016.

## REQUIREMENTS TO FILE:

Candidates must meet either Option A, B, or C below:

A. One year (paid, full time equivalent) experience on a survey party engaged in land surveying AND either 15 units of land surveying courses from an accredited college or 30 units of pre-engineering courses from an accredited college (proof required)\*.

B. One year (paid, full time equivalent) experience on a survey party engaged in land surveying AND a valid State of California Land Surveyor-in-Training Certificate (proof required)\*.

C. Three year (paid, full time equivalent) experience on a survey party engaged in land surveying.

## AND

- Working knowledge of the care and use of modern electronic surveying instruments;
- Ability to perform physical labor involved in surveying;
- Willingness to work overtime, nights, weekends, holidays, split shifts and possible shift work;
- Proficiency with personal computers, including knowledge of computer applications such as Microsoft Office or other related software.
- A valid driver's license will be required at time of appointment.

\*Proof of required documents must be uploaded to the online application or included with a paper application at time of filing.

**DESIRABLE QUALIFICATIONS:** Engineering-in-Training Certificate, experience with computer applications, such as AutoCAD Civil 3D, MicroStation InRoads or other related software is desirable for some positions.

**EXAMPLES OF DUTIES:** Under general supervision, operates, adjusts and maintains survey instruments including total stations, levels, theodolites, electronic hydrographic and distance measuring equipment, GPS/RTK receivers, High Definition Laser Scanner, and other precision equipment used in conducting large varieties of survey work; performs varied field and office survey calculations including traverse, triangulation and level adjustments using a computer or programmable calculator; computes areas, volumes and grades; prepares grade sheets; reduces survey notes; plots profiles; provides project research; prepares maps, drawings and plats; may be assigned to furnish field technical experience to assist office engineering personnel; assists in operation of boat and special equipment on hydrographic surveys; operates a City vehicle; collects, downloads, processes, adjusts, plots and creates necessary digital and hard-copy records of data; uploads, checks and lays out data in the field; creates spreadsheets and reports, and accesses databases; and performs other related duties as required.

## EXAMINATION WEIGHTS:

Application

Packet.....Qualifying

Occupational Written Examination.....100%

A minimum rating of 70 must be attained on the written examination in order to be placed on the eligible list.

The Written exam is tentatively scheduled for of November 16, 2016. If you have not received notification by November 11, 2016 contact the Civil Service Department at (562) 570-6202.

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

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J.O.B. JA2AN-17

SG

10/19/16