

BUSINESS SYSTEMS SPECIALIST – GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROJECT MANAGER

SALARY RANGE:

Grades I - VII: \$2,030.16 - \$5,199.76 Biweekly
\$4,414.00 - \$11,305.00 Monthly

Business Systems Specialist VI-GIS Project
Manager

Now accepting online applications only. Apply online
24 hours a day, beginning December 9, 2016 through
4:30 p.m February 10, 2017.

REQUIREMENTS TO FILE:

Current vacancy is with Technology and Innovation
Department for Business Systems Specialist VI- GIS
Project Manager.

Applicants must meet Option A, B or C.

A) A Bachelor's degree from an accredited college or
university in Computer Science, Geography,
Geographic Information Systems or related field (**proof
required**)* **AND** one year of (full-time equivalent) paid
experience similar to a Systems Technician,
Geographic Information Systems Technician,
Geographic Information Systems Analyst, Programmer
Analyst or related field.

B) An Associate's degree from an accredited college or
university in Computer Science, Geography,
Geographic Information Systems or related field (**proof
required**)* **AND** three years (full-time equivalent) paid
experience similar to Systems Technician, Geographic
Information Systems Technician, Geographic
Information Systems Analyst, Programmer Analyst or
related field.

C) Completion of a certificate program or technical
school in Computer Science or related field (**proof
required**)* **AND** four years (full-time equivalent) paid
experience similar to a Systems Technician,
Geographic Information Systems Technician,
Geographic Information Systems Analyst, Programmer
Analyst or related field.

Additional related experience may be substituted for the
education on a year-for-year basis.

- Willingness to work occasional nights, weekends,
holidays and overtime as required.
- A valid driver's license is required by the hiring
department.

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

DESIRABLE QUALIFICATIONS:

- Technology & Innovation Department –

EXAMPLES OF DUTIES: Under supervision, performs
specialized technical work pertaining to applications
programming and analysis, system software/hardware
analysis and design, and system administration and
support activities; prepares or code programs from
specifications; test and debug programs; updates and
modifies existing programs from detailed specifications;
develops, maintain and/or update system procedures
and documentation; performs hardware and software
maintenance on complex installations and data
communications equipment; interfaces with end users
to plan, define and implement systems modifications;
accurately interprets end user needs and requirements
and modifies or designs programs or systems to meet
those needs; prepares detailed technical specifications
for programmers to follow in program development and
modification; provides timely, accurate and effective
customer service; recommends options to end users by
considering various solutions to business needs; may
act in a lead or supervisory capacity; may prepare or
evaluate training materials and manuals; and performs
other related duties as required.

EXAMINATION WEIGHTS:

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 have not received notification within two weeks
of filing, contact the Civil Service Department at (562)
570-6202.**

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

J.O.B. H67AN-17 SV

12/7/2016

BUSINESS SYSTEMS SPECIALIST – WEB DESIGNER

SALARY RANGE:

Grades I - VII: \$2,030.16 - \$5,199.76 Biweekly
\$4,414.00 - \$11,305.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning December 9, 2016 through 4:30 p.m., February 10, 2017.

Current vacancy is with Technology and Innovation Department for Business Systems Specialist III-Web Designer.

REQUIREMENTS TO FILE:

Applicants must meet Option A, B or C.

A) A Bachelor's degree from an accredited college or university in Computer Science or related field (**proof required**)* **AND** one year of (full-time equivalent) paid experience similar to a Systems Technician, Programmer Analyst or related field.

B) An Associate's degree from an accredited college or university in Computer Science or related field (**proof required**)* **AND** three years (full-time equivalent) paid experience similar to Systems Technician, Programmer Analyst or related field.

C) Completion of a certificate program or technical school in Computer Science or related field (**proof required**)* **AND** four years (full-time equivalent) paid experience similar to a Systems Technician, Programmer Analyst or related field.

Additional related experience may be substituted for the education on a year-for-year basis.

- Willingness to work occasional nights, weekends, holidays and overtime as required.
- A valid driver's license is required by the hiring department.

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

DESIRABLE QUALIFICATIONS:

Technology & Innovation Department –
Business Systems Specialist III-Web Designer

EXAMPLES OF DUTIES: Under supervision, performs specialized technical work pertaining to applications programming and analysis, system software/hardware analysis and design, and system administration and support activities; prepares or code programs from specifications; test and debug programs; updates and modifies existing programs from detailed specifications; develops, maintain and/or update system procedures and documentation; performs hardware and software maintenance on complex installations and data communications equipment; interfaces with end users to plan, define and implement systems modifications; accurately interprets end user needs and requirements and modifies or designs programs or systems to meet those needs; prepares detailed technical specifications for programmers to follow in program development and modification; provides timely, accurate and effective customer service; recommends options to end users by considering various solutions to business needs; may act in a lead or supervisory capacity; may prepare or evaluate training materials and manuals; and performs other related duties as required.

EXAMINATION WEIGHTS:

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 have not received notification within two weeks of filing, contact the Civil Service Department at (562) 570-6202.

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

J.O.B. H67AN-17 SV

12/7/17

COMBINATION BUILDING INSPECTOR

SALARY RANGE:

\$2,214.80 to \$3,006.32 Biweekly

\$4,814.00 to \$6,536.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning December 9, 2016 through 4:30 p.m. February 10, 2017.

Current vacancies are in the new construction team and the code enforcement team of the Development Services Department.

REQUIREMENTS TO FILE:

A current certification as a Residential or Commercial Building Inspector, or Residential or Commercial Plumbing, Mechanical, or Electrical Inspector from the International Code Council (ICC) (**proof required***) AND ability to qualify under option A, B, or C.

- A. Four or more years of paid (full-time equivalent) experience performing or inspecting work in multiple phases of construction in one or a combination of the following trades: carpentry, plumbing, mechanical, or electrical, under the supervision of a journey-level worker.
- B. Two years of paid (full-time equivalent) experience at the level of Combination Building Inspector Aide or other similar inspection work involving inspection of building, plumbing, mechanical, or electrical installations in single-family dwellings and minor commercial and industrial buildings for compliance with building codes. An Inspection Technology Certificate from a recognized college, university, or trade school may be substituted for one year of experience (**proof required***).
- C. Completion of an apprenticeship in any one of the following building trades: carpentry, plumbing, electrical, or mechanical work (**proof required***).

- Ability to communicate effectively both verbally and in writing with employees, the public, and members of various organizations and outside agencies.
- Ability to work effectively with persons of diverse ethnic, social and economic backgrounds.
- Ability to perform routine arithmetic calculations.
- Ability to occasionally work evenings, weekends and holidays.
- Ability to use personal computers and other electronic devices to enter, retrieve, and update inspection data and permit information, send and receive emails, and take and upload photos.
- 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.

***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.**

DESIRABLE QUALIFICATIONS: A current California Combination Building Inspector certification, issued by International Code Council (ICC); bilingual skills in English/Spanish, English/Khmer, or English/Tagalog.

For vacancies in code enforcement only: any certifications issued by the California Association of Code Enforcement Officer (CACEO) and/or certificate of completion of the Arrest component of the PC832 coursework through POST.

EXAMPLE OF DUTIES: Under general supervision: reviews, plans, and inspects existing and new building construction, plumbing, electrical, and mechanical installations on single and multi-family dwellings and minor commercial and industrial buildings to ensure compliance with State and Municipal code requirements pertaining to building construction, zoning, fire prevention, housing-related health codes, housing rehabilitation, property maintenance, etc.; assists in making inspections of complex or very large building or facilities; orders changes in structural, plumbing, mechanical, electrical, and related features to meet code requirements; obtains evidence and compiles data for legal proceedings involving code violations; advises builders, property owners, and the general public as to code requirements and interpretation of regulations; investigates complaints involving suspected code violations; enters inspection data and uploads pictures into the INFOR/Hansen land management system; keeps records and prepares reports; and, performs other related duties as required.

EXAMINATION WEIGHTS:

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 are filed. Eligible lists may be established periodically.

If you do not receive notification within two weeks of filing, 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 at (562) 570-6202.

CUSTOMER SERVICE REPRESENTATIVE

SALARY RANGE:

\$1,227.28 to \$1,992.16 Biweekly

\$2,668.00 to \$4,331.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning December 12, 2016 through 4:30 p.m. December 16, 2016.

REQUIREMENTS TO FILE:

- One year of full-time paid experience performing customer service, clerical, cashiering, meter reading, data entry, billing and/or collections related duties.
- Ability to:
 - Perform mathematical calculations;
 - Utilize office equipment including personal computers, photocopiers, fax machines, etc.;
 - Utilize Microsoft Office software;
 - Multi-task in a fast pace work environment;
 - Problem solve and be detailed orientated;
 - Effectively communicate both verbally and in writing;
 - Plan and organize work efficiently and effectively;
 - Exercise tact, good judgment and patience in assisting the public and client departments
- Some positions may require working nights or graveyard shifts, weekends, holidays, and occasionally flex hours.

A valid driver's license may be required by the hiring department.

DESIRABLE QUALIFICATIONS:

Typing certificate demonstrating 35 WPM ability; and experience in the following areas: bank teller, cashiering, telephone/call center, medical billing and/or certified medical billers, debt collection and skip tracing, investigation skills, business licensing, data gathering and data entry.

EXAMPLES OF DUTIES:

Under general supervision, performs tasks associated with billing, collecting and processing payments for City services, licenses, permits and parking citations; interacts with customers and/or City departments in-person, by telephone, mail, email, internet, fax, or instant messaging; uses personal computer to obtain and enter information, create and update accounts, and manage the transfer of information regarding account, permit, license, citation transactions and inquires; dispatch field orders to gather information needed to validate City bills; maintain integrity of City utility, permits, licenses and other records and accounts; operate mail opening machines, remittance processors, money counting machines, electronic cash registers, copiers, scanners, and related equipment. Prepare letters, memos and spreadsheets. Perform various collection efforts on delinquent accounts and represent the City on Small Claims Court actions.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Video Scenario Test.....Qualifying
Written Exam.....Qualifying
(Battery-operated calculators permitted.)

This is a continuous examination to establish a 6-month list. A minimum rating of 70 must be attained in each part of the examination in order to pass.

If you have not received notification of the status of your application within two weeks of filing, please contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request to (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.

FIRE CAPTAIN

SALARY RANGE:

\$3,385.52 to \$4,208.08 Biweekly
\$7,360.00 to \$9,149.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., January 6, 2017, through 4:30 p.m., January 20, 2017.

PROMOTIONAL OPPORTUNITY: 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.

Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, 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: Applicants must meet the following minimum requirements by close of filing, January 20, 2017: A) Six years of service as a Fire Recruit, Firefighter, Fire Engineer, Fireboat Operator, Firefighter/Paramedic, or any combination of these classifications in the Long Beach Fire Department; B) California State Fire Officer certification, from the Office of the State Fire Marshal (proof required)* (if Fire Officer certification has not yet been received from the state, candidates may submit certificates of completion for each of the ten classes required for state Fire Officer certification and proof of filing to the Office of the State Fire Marshal to receive the California State Fire Officer certification. Refer to LBFD Training Memorandum T15-2015 for more information); and C) successful completion of S-290 Intermediate Wildland Fire Behavior (online or live delivery) (proof required)*; ***Required documents**

must be uploaded to the online application at time of filing.

DESIRABLE QUALIFICATIONS: Possession of an Associate of Arts or Science degree in Fire Science, Public Fire Administration, Fire Engineering, Public Administration, or other related field. Ability to certify as an Engine Boss Single Resource (ENGB) Trainee pursuant to California Incident Command Certification System (CICCS) requirements. [ENGB Trainee indicates eligibility to open a CICCS ENGB task book.]

EXAMPLES OF DUTIES: Under direction, commands a fire fighting company and fire station during an assigned shift; analyzes emergency situations and incidents and performs the role of Incident Commander until the arrival of a higher ranking officer; supervises, directs, and evaluates assigned personnel in a fire station or a specialized 40-hour staff position, managing a specific program area in the Fire Department; writes staff reports and other correspondence using a personal computer requiring a knowledge of various computer programs; may be assigned to serve in an administrative assignment; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application, Structured Resume, and Supplemental Application	Qualifying
Occupational Written Exam	25%
Job Simulation Exercise.....	15%
Emergency Scene Simulation and Mini Tactical Exercises	40%
Appraisal Interview.....	20%

The occupational written test is tentatively scheduled for January 25, 2017. If you have not received notification by January 23, 2017, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request to (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.