

Current Job Opportunities Effective Friday, October 4, 2019

JOB TITLE	BI-WEEKLY SALARY	FILING DEADLINE
Business Systems Specialist	\$2,112 - \$3,173	Continuous
Civil Engineer	\$3,413 - \$4,646	Continuous
Civil Engineering Associate	\$2,867 - \$3,893	Continuous
Electrical and Instrumentation Supervisor	\$3,603 - \$4,903	Continuous
Electrician	\$1,920 - \$2,610	Continuous
Garage Service Attendant	\$1,382 - \$2,346	Continuous
License Inspector	\$1,734 - \$2,467	October 18, 2019
Nurse Practitioner	\$3,002 - \$4,091	Continuous
Office Systems Analyst	\$2,856 - \$5,409	Continuous
Plan Checker – Fire Prevention	\$3,022 - \$4,441	Continuous
Police Officer – Lateral	\$2,966 - \$3,857	Continuous
Police Recruit	\$33.37/Hour	Continuous
Public Health Nutritionist	\$1,958 - \$3,423	November 1, 2019
Public Safety Dispatcher – Lateral	\$1,817 - \$3,095	Continuous
Public Safety Dispatcher – NTN Exam	\$1,817 - \$3,095	Continuous
Public Safety Dispatcher – POST Waiver	\$1,817 - \$3,095	Continuous
Refuse Operator	\$1,415 - \$2,242	Continuous
Senior Civil Engineer	\$3,775 - \$5,143	Continuous
Senior Traffic Engineer	\$3,775 - \$5,143	Continuous
Structural Engineer	\$3,582 - \$4,878	Continuous
Systems Support Specialist	\$2,112 - \$5,409	Continuous
Water Treatment Operator	\$1,700 - \$3,624	Continuous

(P) = Promotional

Job opportunities change every Friday
24-Hour Job Recruitment Line (562) 570-6201
Equal Opportunity Employer

City of Long Beach Civil Service Department
411 W. Ocean Boulevard, 4th Floor, Long Beach, CA 90802 (562) 570-6202
FAX (562) 570-5293 TDD (562) 570-6638

Upcoming Job Information

Civil Service Department



As anticipated job opportunities become available, those jobs will be listed below with an estimate of the month applications may be available for filing. This estimate changes frequently depending upon the needs of the City, existing eligible lists and the number of anticipated vacancies. The information listed below is updated on a regular basis; however, changes may occur unexpectedly. Please call the Civil Service Department's 24-Hour Job Recruitment Line at (562) 570-6201, email us at civilservice@longbeach.gov or visit our website www.longbeach.gov/civilservice to obtain current application information. When an application filing period is approved, the job title and exact filing dates will be specified. Filing deadlines are 4:30 pm. As information is available, this listing will be updated. Please check regularly.

JOB CLASSIFICATION	ANTICIPATED DATE FOR APPLICATIONS
Animal Control Officer	Anticipated Fall 2019
Criminalist	Anticipated Fall 2019
Commercial Driver	Anticipated Fall 2019
Deputy Chief Harbor Engineer	Anticipated Fall 2019
Development Project Manager	Anticipated Fall 2019
Engineering Technician	Anticipated Fall 2019
Environmental Specialist Associate	Anticipated Fall 2019
Fire Recruit	Anticipated November 1, 2019
Fleet Services Supervisor	Anticipated Fall 2019
Gardener	Anticipated Fall 2019
Library Assistant	Anticipated Fall 2019
Plumber	Anticipated Fall 2019
Project Budget Analyst	Anticipated Fall 2019

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City of Long Beach Employment Opportunity

LICENSE INSPECTOR

Job Number: C22AN-20

SALARY: \$1,734.24 - \$2,467.92 Biweekly

OPENING DATE: 10/04/19

CLOSING DATE: 10/18/19 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online, 24 hours a day, beginning October 4, 2019 through 4:30 p.m. October 18, 2019.

Vacancy is in the Financial Management Department.

EXAMPLES OF DUTIES:

Grade Level I:

Advises applicants for business licenses of pertinent code provisions; reviews field applications and verifies license fee computations; collects license fees from itinerant vendors and solicitors; issues notices of license violation; collects delinquent license fees; assists with the collection of evidence for prosecution of Business License Code violators and appears in court to testify; prepares reports; performs other related duties as required.

Grade Level II:

Performs the duties of a License Inspector I while providing work direction to License Inspector I,

OR

Performs specialized enforcement of marijuana businesses, with the following examples of duties: issues citations on a more complex schedule; maintains complex recordkeeping of citations; performs work in environments where marijuana is present; participates in a multi-departmental task force charged with regulating marijuana businesses; conducts and coordinates scheduled or unscheduled inspections accompanied by peace officer escorts as needed.

REQUIREMENTS TO FILE:

Applicants must meet one of the following requirements:

A. Associate's degree or higher in business administration, public administration, criminal justice, or a related field **(proof required)***

OR

B. Two years, recent fulltime work experience performing one or more of the following functions: license inspection, license investigation, delinquent account collections, code compliance or enforcement, related field inspection experience, or data gathering functions performed in support of these activities.

College coursework in a business administration, public administration, criminal justice program, or related field may be substituted for the required work experience on a year-for-year basis **(proof required)***. For example, the equivalent of 24 semester units or 36 quarter units of coursework in a business administration program may be in lieu of 1 year of the required experience.

Additional Requirements to File:

- Ability to exercise tact, judgment, and patience in dealing with the public and staff.
- Proficiency with personal computers including word processing applications and the ability to learn and utilize new technology.
- Willingness to occasionally work evenings and/or weekends.

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

DESIRABLE QUALIFICATIONS: Power of Arrest PC 832 Certificate.

SELECTION PROCEDURE:**EXAMINATION WEIGHTS:**

Application Packet.....Qualifying
Written Exam.....Qualifying
(Battery-operated calculator permitted.)

A minimum rating of 70 must be attained in order to be placed on the eligible list. This is a continuous eligible list and it will expire in six months. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

The written examination is tentatively scheduled for the week of November 4, 2019 through November 8, 2019.

If you have not received notification by October 25, 2019, 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. 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.

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

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

Position #C22AN-20
LICENSE INSPECTOR
CP

Civil Service Department
411 W. Ocean Blvd., 4th Fl
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

LICENSE INSPECTOR 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:** Please indicate under which option you qualify for the License Inspector position:
 - ☐ Associate's degree or higher in business administration, public administration, criminal justice, or a related field (proof required)*
 - ☐ Two years, recent fulltime work experience performing one or more of the following functions: license inspection, license investigation, delinquent account collections, code compliance or enforcement, related field inspection experience, or data gathering functions performed in support of these activities.
 - ☐ I have college coursework in a business administration, public administration, criminal justice program, or related field that substitutes for the required work experience on a year-for-year basis (proof required)*. For example, the equivalent of 24 semester units or 36 quarter units of coursework in a business administration program may be in lieu of 1 year of the required experience.
 - ☐ None of the above. (Selecting this option will disqualify you.)
- * 3. If you indicated that you possess college coursework in business administration, public administration, criminal justice, or a related field that may be substituted for the required work experience on a year-for-year basis (**proof required**)*, please cite your coursework as it relates to the position. If this does not pertain to you, put N/A.
- * 4. Do you have the ability to exercise tact, judgment, and patience in dealing with the public and staff?
☐ Yes ☐ No
- * 5. Do you have proficiency with personal computers including word processing applications and the ability to learn and utilize new technology?

☐ Yes ☐ No

- * 6. Are you willing to occasionally work evenings and/or weekends?

☐ Yes ☐ No

- * 7. **EXPERIENCE:** Please describe your experience in the following areas described below: performing license investigation and/or inspection; researching and/or collecting delinquent accounts; Code Compliance and/or enforcement; dealing with public contact (in person); other field inspections.
In your description, also include the following: 1) Job Title(s) 2) Dates of employment 3) Name of employer 4) Number of work hours per week 5) Duties
If none, put N/A.

- * 8. Please describe your experience using personal computers, computer programs, and software. Please describe in detail your skill level (i.e. beginning, intermediate, or advanced) and how frequently you utilize your skills (i.e. daily, weekly, or monthly).

- * 9. Please describe any other related training or experience that qualifies you for this position.

- * 10. **DESIRABLE QUALIFICATIONS:** Do you possess a Power of Arrest PC 832 Certificate?

☐ Yes

☐ No (Selecting this option will NOT disqualify you from the position.)

- * 11. **GENERAL QUESTIONS:** I understand that proof of required documents must be uploaded to the application packet at the time of filing. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Required proofs for this position MAY include: college degree(s) and/or college transcripts (with name, date of conferral, and area of study), DD-214 Member 4 Form or other similar documentation, if claiming veteran's preference. Do you understand the information listed above?

☐ Yes ☐ No

- * 12. 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 stated above?

☐ Yes ☐ No

- * 13. 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

- * 14. 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