



# CITY OF SIMI VALLEY EMPLOYMENT OPPORTUNITY

## LABORATORY TECHNICIAN

**Salary Range:** \$26.55 - \$33.89 per hour, plus an excellent benefits package.

**The ideal candidate:**

- will possess a background in chemistry or microbiology;
- will possess experience in an analytical wastewater laboratory;
- will possess a California Water Environmental Association Grade I Laboratory Analyst certification;
- is detail-oriented and thorough;
- has the ability to prioritize, follow directions, and multi-task;
- has the ability to quickly identify problems and utilizes appropriate resources to find solutions;
- has the ability to work both independently and collaboratively with other team members;
- has the ability to work with various types of computer software; and
- is willing and comfortable collecting samples at times in varying weather conditions outside of the laboratory.

**The Position:** Under general supervision, performs chemical, physical, and biological analysis of wastewater, stormwater and industrial water in support of the wastewater treatment plant to ensure compliance with Federal environmental compliance regulations; participates in the collection of water samples; maintains accurate files; enters test results into the computer and generates necessary reports; performs quality control and quality assurance tests and maintains quality control procedures in the laboratory; ensures adherence to safe work practices and procedures as well as federal and state laws, rules and regulations; assists with special projects; prepares solutions, reagents, equipment, apparatus and accessories and other supplies needed at the lab; conducts monthly inventory of chemicals, reagents, solutions, and other supplies and equipment essential to laboratory operation; cleans, sterilizes, calibrates and maintains equipment and apparatus used in all tests and analysis; prepares microbiological media; and performs a variety of technical tasks relative to assigned area of responsibility.

### **Qualifications**

**Knowledge of:** Basic laboratory techniques, equipment, terminology, and procedures; basic principles and practices of qualitative and quantitative chemistry, mathematics, biology, microbiology and bacteriology; basic principles of chemical and physical analysis; modern laboratory procedures, methods and computer equipment; sampling procedures and field equipment; basic mathematics; occupational hazards and standard safety practices; and pertinent federal, state, and local laws, codes and regulations.

**Ability to:** Conduct routine chemical, biological and bacteriological examinations and analyses; conduct routine mathematical calculations; operate analytical laboratory instruments; use and maintain laboratory equipment; use computers and a variety of computer software programs; prepare clear, concise and technical reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:** Equivalent to completion of the twelfth grade and one year of experience conducting a variety of tests in a physical, chemical, or biological laboratory. A Bachelor's degree with college level course work in biology, microbiology, chemistry or a related field is highly desirable.

**Special Requirements:** Possession of, or ability to obtain, an appropriate, valid driver's license is required. Possession of, or ability to obtain, a valid Grade I Laboratory Analyst certification within 18 months of employment is also required.

**Selection Process:** All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position. A written or performance examination may be administered. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Applicants seeking Veteran's Preferences must submit form DD214 along with their application by the final filing date.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing, by the final filing date on this announcement.

**TO APPLY:** A City of Simi Valley employment application and supplemental questionnaire must be completed. Resumes will not be accepted in lieu of the City's employment application. **This recruitment is open until filled and may close at any time. The first review of applications will occur on December 28, 2016.** Postmarks will not be accepted to meet final filing deadline.

AN EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

2929 Tapo Canyon Road, Simi Valley, California 93063 (805) 583-6743

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

## THE CITY

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 129,234, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.

**BENEFITS** (Based on full-time, regular status employment – Part-time benefits will be pro-rated)

Retirement: Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan, 4<sup>th</sup> level Survivor Benefit, and single-highest year compensation. Employees currently pay a 7% contribution.

Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan, 4<sup>th</sup> level Survivor Benefit, and three-year average highest final compensation. Employees currently pay a 7% contribution.

The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages, except for Medicare hospital insurance protection.

Benefit Plans: The City participates in the CalPERS medical program, and currently contributes \$125 per month for medical insurance. The City's contribution for vision is \$21 per month, and the dental insurance contribution is up to \$97.36 per month. In addition, the City provides up to \$1,546.55 per month in "Simiflex Dollars," depending upon the medical plan selected; employees who decline medical coverage receive \$251.30 per month. "Simiflex Dollars" are paid as cash and can be used to offset the cost of medical, dental, and vision insurance, or other optional benefits.

Group Health Plans: Employees may select from a variety of PPO and HMO plans through the CalPERS medical program.

Dental Plan: Coverage is available for employees and dependents and includes orthodontia for dependent children. A PPO and HMO plan are available, and employee cost for the plans ranges from \$0 to \$24.60 per month.

Vision Care: A plan is available for employees and dependents with a cost of \$0.76 per month.

Flexible Spending Arrangement (FSA): Medical and dependent care reimbursement accounts are available.

Disability Insurance: Disability insurance is provided by the state (SDI) and includes Paid Family Leave (PFL).

Life Insurance: A life insurance policy of \$75,000 for employees, and \$5,000 for each dependent is provided at no cost.

Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$900 per fiscal year for job related or professional development courses after 120 days of employment.

Deferred Compensation Program: Employees may defer a portion of their salary into a deferred contribution plan (457 plan). The City will match the employee contribution up to \$24.00 per pay period.

Annual Leave: Employees accrue 172 hours per year for the first five years of employment, and 212 hours per year after five years of employment. Annual leave combines vacation and sick leave.

Holidays: Eleven (11) paid holidays per year, paid at eight (8) hours each, as well as a floating holiday (paid at eight hours).

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4. Do you currently have a Laboratory Technician Certificate issued by the California Water Environment Association?  No  Yes

5. Do you currently have a valid driver's license?  No  Yes

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

***I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.***

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date