



*City of Huntington Beach*

**COMMUNICATIONS "911"-OPERATOR**

Application and Examination Instructions

Thank you for your interest in employment as a Communications "911"-Operator with the City of Huntington Beach. Please read ALL the information provided to assist you in the entire selection process. The process may take up to four months before a job offer is made, as it is comprised of several components. Upon appointment, new-hires must pass a six-month comprehensive training program and serve a one-year probationary period.

**2008 TESTING SCHEDULE \***

| WRITTEN EXAM (Pass/Fail) |   |         |
|--------------------------|---|---------|
| Day                      | Date  | Time    |
| Friday                   | <del>February 8, 2008</del><br><b>Cancelled</b> |         |
| Saturday                 | <del>May 10, 2008</del> <b>Cancelled</b>        |         |
| Thursday                 | August 14, 2008                                 | 1:00 PM |
| Saturday                 | November 15, 2008                               | 8:00 AM |

| ORAL BOARD INTERVIEW (100%) |                      |
|-----------------------------|----------------------|
| Day                         | Date                 |
|                             |                      |
| Thursday                    | September 11, 2008   |
| Wed/Thursday                | December 10-11, 2008 |

\* *Before attending any of the above scheduled test dates, please check web site again to reconfirm date and time. Our goal is to follow through on these dates; however, in the event of unforeseen circumstances a change in date and/or time may occur.*

**APPLICATION AND TESTING PROCESS:**

1. **Select a test date from the list above.**
2. **Complete an on-line application and supplemental at [www.surfcity-hb.org/jobs](http://www.surfcity-hb.org/jobs). Applications must be completed and submitted on-line PRIOR to the closing date listed on the job bulletin.**
3. **Bring the following items to the test:**
  - a. **Typing Certificate (see instructions below)**
  - b. **Picture ID (i.e., Driver's License, passport)**
  - c. **THREE (3) sharpened #2 pencils with erasers**
4. **Seating at the written test will be on a "first come, first served" basis. We can accommodate approximately 50 applicants at each test session. Submittal of an application does not ensure seating.**
5. **A sample test booklet is posted at: [www.post.ca.gov/selection/dispatcher\\_examinee.pdf](http://www.post.ca.gov/selection/dispatcher_examinee.pdf)**

WRITTEN EXAM LOCATION:

**HUNTINGTON BEACH ADULT SCHOOL**

**ADDRESS:** 16666 Tunstall, Huntington Beach, CA 92648

**CROSS STREETS:** Off Goldenwest, at Murdy Park

**PARKING:** Free parking available on site.

TYPING CERTIFICATIONS:

1. Candidate must provide proof of required typing skill. We will accept typing certificates issued within the last 12 months from an employment agency, or a public agency. Certificate must indicate a typing speed of at least 40 wpm **net** (gross minus number of errors). Typing Certificate **must** be attached to job application.
2. Certificate **must** be on official letterhead from agency and must include a phone number and name of contact person in order to verify information.

*(NOTE: Certifications issued through an Internet service are NOT accepted.)*

3. You may make arrangements with either of the two locations listed below, or any other employment agency of your choice. Please **call first** to schedule appointment.

FOCUS ON TEMPS, INC  
16052 Beach Blvd, Suite 135  
Huntington Beach, CA  
(714) 848-6129

HUNTINGTON BEACH ADULT SCHOOL  
16666 Tunstall  
Huntington Beach, CA  
(714) 842-4779

WRITTEN EXAM "T-SCORE" TRANSFERS:

1. Candidates who have tested with the POST Entry-Level Dispatcher Selection Test Battery within the last **6 months** with another law enforcement agency may have their "T-score" transferred.
2. The "T-score" **must** be a minimum of **T-56** or above.
3. Certification of test score must be sent directly to City of Huntington Beach, Human Resources Division, Attention: Janet Nyquist.
4. Proof of T-score must be received **prior** to written exam date.

RE-TESTING CRITERIA:

The City conducts testing throughout the year. Applicants are welcome to retest based on the following criteria. Candidates, who are unsuccessful on any one component of the testing process, must wait a **SIX MONTH** period in order to be eligible to test again for this position.

BACKGROUND INVESTIGATION:

Background investigations are conducted on candidates who pass the oral interview and are placed on the City's eligibility list. Background investigations include, but are not limited to, a polygraph examination, fingerprints, credit check, criminal record, DMV, and reference checks. Upon a conditional offer of employment, a pre-placement psychological and medical examination and drug screen will be conducted.

***Our Goal is YOUR Success!***

