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| Bulletin Number | 13741BR |
| Type of Recruitment | Departmental Promotional Opportunity |
| Department | Auditor-Controller |
| Position Title | PRINCIPAL ACCOUNTING SYSTEMS ANALYST |
| Exam Number | S2652A |
| Filing Type | Standard |
| Filing Start Date | 12/10/2012 |
| Filing End Date | 12/21/2012 |
| Filing End Time | 5:00 pm PST |
| Salary Type | Monthly |
| Salary Minimum | 7045.55 |
| Salary Maximum | 10874.09 |
| Benefits Information | Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules |
| Position/Program Information | <p>Supervises a staff of accounting systems analysts in the performance of business information systems analysis.</p> <p>Positions allocable to this class are found in the Department of Auditor-Controller and are distinguished by their technical and administrative supervision of a staff engaged in professional business information systems analysis including the development, evaluation, and review of large-scale and complex computerized and non-automated fiscal control systems.</p> |
| Essential Job Functions | <p>Supervises several subordinate supervisors, Accounting Systems Analysts, and other professionals (e.g., Program Specialists) by performing a full range of administrative and supervisory tasks.</p> <p>Oversees the design, development, maintenance, support, and evaluation of all types of business/enterprise systems (e.g., property tax systems, payroll systems, departmental operations, fiscal controls, accounting standards and forms, automated systems controls and applications, and information delivery systems) to ensure the ongoing usability and effectiveness of business/enterprise systems in achieving business objectives and complying with all local, State, and Federal policies and regulations.</p> <p>Oversees various business/enterprise systems projects to ensure the completion and successful implementation, integration, transition, and/or efficiency of new information technology and/or information technology enhancements.</p> <p>Oversees the research of new information technology systems, modules, and/or components in order to evaluate a product's capability to meet the user, functional, and technical requirements and adhere to departmental, County, State, and Federal policies, procedures, laws and regulations.</p> <p>Acts as a liaison between various stakeholders of business/enterprise</p> |

systems (e.g., executive managers, project managers; users; technical staff/analysts from other sections, departments, or agencies; and vendors).

Oversees and/or prepares a variety of documents (e.g., business requirements documents, concept papers, schedules, statistical summaries, and formal reports, feasibility study documentation, systems specifications and definitions, systems designs, training materials, service/change requests, flowcharts, and organizational charts) in order to facilitate accurate and effective communication between various stakeholders of business/enterprise systems (e.g., executive managers, project managers; users; technical staff/analysts from other sections, departments, or agencies; and vendors).

Manages computer-based systems to ensure that quality service is delivered in a timely and productive manner, supports business goals and objectives, and complies with countywide and departmental policies and procedures.

Oversees orientation, training, and/or communication to various stakeholders (e.g., end-users, technical staff, management, and external entities) on the functions, procedures, and processes necessary to operate, maintain, and/or support various information systems/applications (e.g., off-the-shelf, internally developed, and/or proprietary).

Requirements

SELECTION REQUIREMENTS: Five years of experience performing business information systems analysis, at least two years of which must have been at the level of Los Angeles County's class of Senior Accounting Systems Analyst*.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

California Class C Driver License.

Desirable Qualifications

- Bachelor's degree from an accredited** institution in Business Information Systems (BIS), Computer Information Systems (CIS), Management Information Systems (MIS) or a closely related field;
- Possession of a valid Certified Information Systems Auditor (CISA) certification from the Information Systems Audit and Control Association (ISACA);
- Demonstrated experience in managing Information Technology projects;
- Demonstrated experience in managing and directing staff engaged in business information systems analysis;
- Demonstrated analytical, technical, and organizational skills;
- Demonstrated excellent verbal and written communication skills; and
- Demonstrated interpersonal skills and public relations experience.

Special Requirement Information

*Experience at the level of Los Angeles County's class of Senior Accounting Systems Analyst is defined as acting as a leadperson and performing the more complex accounting systems analysis in connection with the development, evaluation, and review of large-

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| | scale and complex computerized and non-automated fiscal control systems. |
| Accreditation Information | <p>Accreditation: **Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p> |
| Examination Content | <p>This examination will consist of TWO (2) parts:</p> <p>PART 1: <u>An Appraisal of Promotability (AP)</u> weighted 50% of the final score, which will evaluate aspects of the following competencies: systems analysis; systems evaluation; flexibility; resilience; continual learning; integrity/honesty; oral communication; written communication; interpersonal skills; creativity/innovation; vision; external awareness; strategic thinking; conflict management; team building; service motivation; decisiveness; balancing stakeholder needs; entrepreneurship; technical credibility; problem solving; accountability; human resources management; technology management; influencing/negotiating; partnering/collaborating; political savvy; ability to perform, interpret, and evaluate mathematical calculations; ability to effectively manage multiple, simultaneous, complex projects; and ability to effectively supervise.</p> <p>PART 2: <u>A structured interview</u> weighted 50% of the final score, which will assess aspects of the following competencies: systems analysis; systems evaluation; flexibility; integrity/honesty; oral communication; interpersonal skills; conflict management; decisiveness; technical credibility; problem solving; accountability; influencing/negotiating; ability to effectively manage multiple, simultaneous, complex projects; and ability to effectively supervise.</p> <p>Candidates must achieve a passing score of 70% on both assessments (i.e., the AP and the structured interview) in order to be placed on the eligible list.</p> |
| Vacancy Information | The resulting eligible list for this examination will be used to fill vacancies in the Department of Auditor-Controller. |
| Eligibility Information | <p>The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>No person may compete for this examination more than once every twelve (12) months.</p> |
| Job Opportunity Information | <p>Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.</p> <p>Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the</p> |

minimum requirements/selection requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Application and
Filing Information**

Fill out your online application completely and correctly. Provide any relevant education, training, and experience so that we can evaluate your qualifications for the job.

INSTRUCTIONS FOR ONLINE FILING

APPLICATIONS MUST BE FILED ONLINE ONLY. Click on the link above or below this bulletin that reads, "Apply to Job" so that you can apply online, track the status of your application, and get notified of your progress by email. You must upload any supporting documents during the application submission process. We must receive your application by 5:00 p.m. PST, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (213) 947-4848 at the time of filing. Please include your name, exam number and exam title on all faxed and emailed documents.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements for this position. Please fill out your online application completely and correctly so that you will receive full credit for your related education and experience. In the section provided for education, include the name and address of colleges attended, dates completed, college units earned, degrees earned, and specialization of study. For each job held, provide the name and address of your employer, your payroll title, beginning and ending dates, salary information, and a detailed description of work performed.

Although resumes are accepted, they are considered a supplement to the application. Failure to provide complete information on your application and failure to attach supporting documentation may impact assessment of your qualifications and acceptance into the examination process.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

For additional information, please contact the exams analyst, Daniel Ramirez at (213) 974-1278.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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| Department Contact Name | Daniel Ramirez |
| Department Contact Phone | (213) 974-1278 |
| Department Contact Email | dramirez@auditor.lacounty.gov |
| ADA Coordinator Phone | (213) 974-8513 |
| Teletype Phone | (213) 974-0911 |
| California Relay Services Phone | NONE |
| Alternate TTY Phone | NONE |
| Job Field | Information Technology |
| Job Type | Professional |

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