



City of Los Angeles

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City of Los Angeles Personnel Department

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PERSONNEL ANALYST

Class Code: 1731

Open Date: 01-31-14

ANNUAL SALARY

\$59,424 to \$73,852 and \$70,135 to \$87,132

Appointments from the eligible list are normally made at the lower pay grade positions.

NOTE:

For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.

DUTIES

A Personnel Analyst performs professional staff work by assembling, analyzing, and interpreting data and by preparing correspondence and reports with recommendations to management on diverse personnel administration activities, issues, and problems; may supervise or act as a lead worker to staff involved in personnel management activities.

REQUIREMENTS

1. One year of full-time paid experience in a class at the level of Management Assistant performing professional duties in personnel administration; administrative analysis, or departmental administration; **or**
2. Two years of full-time paid experience with the City of Los Angeles as a Management Aide performing duties in personnel administration, administrative analysis, or departmental administration. A bachelor's degree from a recognized four-year college or university may substitute for one year of the required full-time paid experience as a Management Aide; or
3. One year of full-time paid experience with the City of Los Angeles as a Chief Clerk or in a clerical class at least at that level.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement has been met.
2. Some positions may require a valid California driver's license prior to appointment. Candidates will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, FEBRUARY 13, 2014.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The qualifying written test will consist of multiple-choice questions by which candidates may be examined for knowledge of: applicable provisions of the City Charter, Administrative Code, Rules of the Civil Service Commissioners, Personnel Department Policies, Personnel Procedures Manual; personnel-related authority, responsibilities, and interrelations of the Mayor, Council, Civil Service Commission, Employee Relations Board, City Administrative Office, Personnel Department, and, operating departments; principles, practices, methods, and techniques of personnel administration, organization, and management; Employee Relations Ordinance, and labor relations policies and procedures; various segments of the City's personnel system, including classification, selection, employee benefits, employee relations, and equal employment opportunity programs; basic statistical concepts; the ability to prepare and interpret statistical computations, charts, and graphs; critical, mathematical and verbal reasoning; read and interpret complex personnel-related documents and make logical recommendations; and other necessary skills, knowledge and abilities.

At the time of the written test, candidates will also be required to prepare some written material related to the work of Personnel Analysts employed by the City of Los Angeles. This material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate's qualifications.

Candidates will be notified by mail of the time and location of the qualifying written test and advisory writing exercise, which will be held in a single session on **SATURDAY, APRIL 5, 2014**, in Los Angeles.

PASSING SCORE FOR THE QUALIFYING TEST

The passing score for the qualifying written test will be determined by Personnel Department staff after the close of the filing period. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying written test may be set either above or below 70%.**

Candidates must achieve a passing score on the qualifying written test, and must complete the advisory writing exercise, in order to be invited to the interview.

Your examination score will be based entirely on your professional and personal qualifications by interview. In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience, training, and personal qualifications, as they have provided the background necessary to perform a wide variety of personnel functions, including knowledge of: applicable provisions of the City Charter, Administrative Code, Rules of the Civil Service Commissioners, Personnel Department Policies, Personnel Procedures Manual; personnel-related authority, responsibilities, and interrelations of the Mayor, Council, Civil Service Commission, Employee Relations Board, City Administrative Office, Personnel Department, and operating departments; principles, practices, methods, and techniques of personnel administration, organization, and management; Employee Relations Ordinance, and labor relations policies and procedures; various segments of the City's personnel system, including employee relations and equal employment opportunity programs; basic statistical concepts; computer-based system capabilities related to personnel work; read and interpret complex personnel-related documents and make logical recommendations; prepare clear and concise written reports; communicate orally on a one-to-one and group basis; deal tactfully and effectively with other departments, government agencies, vendors, utilities, and the public; and other necessary skills, knowledge and abilities.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Candidates will have seniority credits added to their examination grade at the rate of 0.25 of a point for each year of continuous classified City service in those classes which provide qualifying experience for this class.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

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