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City of Los Angeles Personnel Department

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PERSONNEL RECORDS SUPERVISOR

Class Code: 1129

Open Date: 03-06-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$54,329 to \$79,427

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Personnel Records Supervisor plans, organizes and directs the work of clerical employees and independently performs responsible and difficult clerical work involving the preparation, processing and maintenance of a wide variety of personnel forms, documents and records; develops and interprets personnel procedures; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Two years of full-time paid office clerical experience in a class at the level of Senior Clerk Typist.

NOTE:

1. **Candidates must achieve a passing score in the qualifying written test in order to be called for subsequent portions of the examination.**
2. Applicants who lack six months or less of the above required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

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 available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, MARCH 19, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weights: Written Test	Qualifying
Advisory Essay	0%
Interview	100%

The examination will consist of a qualifying multiple-choice written test, an advisory essay, and interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: the City Controller's and department payroll procedures; office practices and procedures pertaining to numerical and subject filing systems; capabilities and uses of and office equipment; pertinent City and Personnel Department rules, policies and procedures, including Civil Service Commission Rules, Division 4 of the Administrative Code, and Equal Employment Opportunity (EEO), and Memoranda of Understanding (MOU) as they relate to subordinate employees; fundamental principles and practices of supervision, including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; ability to direct and coordinate the work of groups of employees engaged in a variety of personnel activities; use City standard computer software, including word processing and spread sheets; perform basic mathematic calculations; deal tactfully and effectively with a variety of individuals; and other necessary skills, knowledge, and abilities.

On the same day as the qualifying written test, candidates will also be required to prepare some written material on a topic related to the duties and responsibilities of a Personnel Records Supervisor. 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. Candidates who do not complete the advisory writing exercise will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the qualifying written multiple-choice test and advisory writing exercise, both of which will be administered in a single half-day session on **SATURDAY, MAY 9, 2015**, in Los Angeles.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. 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 multiple-choice written test may be set either above or below 70%.**

All candidates who pass the qualifying multiple-choice written test and complete the advisory writing exercise will be invited to participate in the interview.

The examination score will be based entirely on the interview. In the interview, emphasis will be placed on the candidate's experience, training and professional development as they have provided the background needed to direct and coordinate the work of groups of employees engaged in a variety of personnel activities, including an understanding of the City Controller's payroll procedures; pertinent City and Personnel Department rules, policies and procedures, including Civil Service Commission Rules and Equal Employment Opportunity (EEO); fundamental principles and practices of supervision, including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; and the ability to communicate both orally and in writing in an appropriate tone with individuals and groups, and in a manner that is clear, logical, persuasive and accurate; deal tactfully and effectively with a variety of individuals; and other necessary skills, knowledge, and abilities.

NOTES:

1. This examination is based on a validation study, and as provided by the 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 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. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.

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.