



City of Los Angeles

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City of Los Angeles Personnel Department

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CHIEF MANAGEMENT ANALYST

Class Code: 9182

Open Date: 06-20-14

ANNUAL SALARY

\$127,347 to \$158, 207

DUTIES

A Chief Management Analyst directs and manages the work of a large staff of professional, technical, paraprofessional, and clerical employees providing a variety of administrative or support services for a City department or bureau; plans and organizes the work of employees engaged in budgeting, accounting, financial management, management information services, grants administration, and/or personnel administration; provides management activities and services for other departmental programs as necessary; applies sound supervisory and management techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Two years of full-time paid professional experience in a position at least at the level of a Senior Management Analyst II, Senior Personnel Analyst II, or Senior Administrative Analyst II, which provides professional experience in general and financial administration, administrative or legislative analysis and research, budgetary analysis and control, or personnel administration.

NOTE:

1. In addition to the online City application, each applicant is required to complete and submit an online Chief Management Analyst Training and Experience Questionnaire at the time of filing. The Chief Management Analyst Training and Experience Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Training and Experience Questionnaire will not be considered further in this examination, and their application will not be processed.
2. 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 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 past 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as a DUI).

WHERE TO APPLY

Applications will only be accepted online. 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 and Training and Experience Questionnaires must be submitted on-line by THURSDAY, JULY 3, 2014.

SELECTION PROCESS

Examination Weight: Assessment of Training and Experience Questionnaire 100%

The examination will consist of an evaluation of training and experience, wherein candidates will be evaluated on their experience, professional background and personal qualifications and abilities. Emphasis will be placed on their knowledge of: City Charter and City ordinances, rules, procedures, and policies, including personnel practices; budget, financial, personnel, grants, and contract administration; principles, practices, methods, and techniques of public administration, administrative and legislative analysis, management, and organization; work measurement techniques and applications; supervisory and management principles and practices such as training, instructing, evaluating, counseling, disciplining, and motivating subordinate personnel including Equal Employment Opportunity; the ability to plan, organize, direct, control, and evaluate a variety of administrative, management, accounting, and personnel activities and programs in a City agency; identify opportunities for improvement and provide solutions; establish and maintain a work environment to enhance both employee morale and productivity; prepare and present written reports and recommendations; communicate effectively orally and in writing; deal tactfully with management, subordinates, and others involved in the administrative activities of the City; and other necessary skills, knowledge, and abilities.

Training and Experience Questionnaires of all candidates will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications as described on the candidate's Training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the expert review panel.

NOTES:

1. Appointment to this position is subject to a one-year probationary period as provided by Section 1011 of the Los Angeles City Charter.
2. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of service in those City classes which provide qualifying experience for this position. A maximum of one point will be added to the score of the candidates.
3. 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.
4. 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.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

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, disability, gender identity, gender expression, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.