



City of Los Angeles

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City of Los Angeles Personnel Department

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OPERATIONS AND STATISTICAL RESEARCH ANALYST

Class Code: 1779

Open Date: 03-27-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$73,748 to \$91,642 and \$88,092 to \$109,432

The salary in the Department of Water and Power is \$99,722 to \$123,881; \$104,587 to \$129,936; \$105,005 to \$130,458; and \$117,324 to \$145,763.

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

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

An Operations and Statistical Research Analyst conducts analysis and research related to urban planning, transportation, airports, utilities, police and other citywide planning and operational issues, and prepares and interprets quantitative analyses through the application of statistical and quantitative analysis concepts and techniques, mathematical models and simulation programs; may use statistical and general software packages involving the use of a personal computer or mainframe terminal; prepares forecasts and develops forecasting models; may supervise and participate in the work of a small staff engaged in the above work; and performs other related duties.

REQUIREMENTS

1. Graduation from an accredited four-year college or university with at least 12 semester or 18 quarter units in upper-division mathematics or statistics; **and**
2. Two (2) years of full-time paid professional experience in applying advanced statistical or mathematical techniques.

NOTES:

1. Applicants who lack six months of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Satisfactory completion of 15 semester units or 20 quarter units of graduate level work in statistical or quantitative analyses may be substituted for one year of the required experience. Please include the information regarding your education in the required Qualifications Questionnaire.
3. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from a recognized four-year college or university in order to obtain that position. Therefore, to be considered "professional", non-City qualifying experience must be gained in positions after obtaining a four-year degree.
4. **In addition to the regular City application, all applicants must complete the Operations and Statistical Research Analyst Qualifications Questionnaire at the time of filing. The Operations and Statistical Research Analyst Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.**

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010(b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing one or more of the following as of the close of the filing period may be considered for appointment to fill such positions.

1. Two years of full-time paid experience performing daily large scale data gathering, database administration, network communication, software programming and statistical analysis using the MV-90 software program.
2. A bachelor's degree from an accredited four-year college or university with a dual major in Economics and Mathematics, or a major in Economics and a minor in Mathematics, or a major in Mathematics and a minor in Economics.

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

NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete at the time of filing for you to be considered a candidate in this examination.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications and Application Supplements must be submitted on-line by THURSDAY, APRIL 9, 2015.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from March 27, 2015 in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualification for the position of Operations and Statistical Research Analyst. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualification Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of an Operations and Statistical Research Analyst, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Interview.100%

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis will be placed on an evaluation of the nature and adequacy of the candidate's background and experience as they have provided the knowledge of: the theory and techniques of operations research; principles, techniques, and sources of information applicable to the collection, analysis (including forecasting), and presentation of social, economic, utility related load (including water & power) and physical data; mathematics used to solve statistical problems; principles and practices of supervision, including labor relations and EEO principles; and the ability to apply techniques of advanced statistics (such as descriptive statistics, correlation and regression analysis, linear programming, factor analysis and sampling techniques) and operations research (such as mathematical modeling); use computer programs for complex statistical and operational situations; design and conduct research and statistical studies including survey research studies; logically and creatively approach research problems; independently gather, organize, manipulate, and analyze data using computers; integrate and analyze multiple financial, demographic, weather, economic, housing, traffic, and other data sources for purposes of interpreting and predicting economic growth, weather patterns, demographic trends, and other factors affecting future water and energy, and energy supply and demand; deal tactfully and effectively with subordinates, management, and officials from other government agencies; give technical guidance and advice to other professionals on research techniques and concepts and communicate these in a clear manner in lay terms; and other necessary skills, knowledge and abilities.

Additionally, the interview board will consider the information in the candidate's Qualifications Questionnaire in their overall evaluation of the candidates' qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified by e-mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated interviews will begin during the period of **MAY 18, 2015 to MAY 29, 2015**.

NOTES:

1. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
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% is required to be placed on the eligible list.
5. Seniority credit at the rate of 0.25 of a point for each year of continuous City service will be added to the weighted test score of each candidate.
6. In conjunction with Civil Services Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE 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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