



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR PERSONNEL ANALYST

Class Code: 9167

Open Date: 12-19-14

(Exam Open to Current City Employees)

ANNUAL SALARY

\$79,531 to \$116,280 and \$98,449 to \$143,946

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

DUTIES

A Senior Personnel Analyst performs difficult technical personnel staff assignments in employee selection, position classification, recruitment, personnel development, administration of employee development, training, personnel research, benefits administration, employee relations, equal employment opportunity, or departmental personnel administration; assigns, reviews, and evaluates the work of professional staff engaged in the above activities or plans, organizes, and directs the work of a major unit or section of professional and nonprofessional staff either in a centralized staff agency or in an operating department, or may act as the assistant head of a major staff or operating division; 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 experience as a Personnel Analyst, Personnel Research Analyst, or Senior Workers' Compensation Analyst with the City of Los Angeles.

NOTE:

Applicants who lack six months or less of the above experience may file for this examination. However, they cannot be appointed until the full experience has been met.

WHERE TO APPLY

Applications will 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.

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 **FRIDAY, JANUARY 2, 2015.**

SELECTION PROCESS

Examination Weights:	Multiple-Choice Written Test	Qualifying
	Essay40%
	Interview	60%

The examination will consist of a qualifying multiple-choice test, essay, and an interview. In the qualifying written test, which will consist of multiple choice questions, candidates may be examined for the knowledge of: contents of the Administrative Code, City Charter, Civil Service Commission (CSC) Rules, Policies of the Personnel Department, Memoranda of Understanding (MOUs) and City Code of Ethics; Civil Service and certification procedures and principles; Equal Employment Opportunity (EEO) issues and principles, including ADA interactive process, workers' compensation, FMLA, FLSA, and City overtime process; principles and practices of supervision including EEO; the ability to: locate information and interpret provisions of the Administrative Code, City Charter, CSC Rules, Policies of the Personnel Department, MOUs, City Code of Ethics, and Mayor's Executive Directives; understand and interpret written material including rules, regulations, legislation, and technical reports; coordinate and complete multiple tasks with concurrent time frames; and other necessary knowledge, skills, and abilities.

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%.**

NOTE:

Only those candidates who pass the qualifying written test will have their essay evaluated.

Essay Test

In the weighted written essay test, which will consist of more than one essay question, candidates may be tested for the knowledge of: City rules, policies, processes, and procedures; the ability to: analyze and synthesize a multiplicity of data from several sources and arrive at logical conclusions; identify problems, develop and evaluate alternatives, and make recommendations for effective solutions; utilize pertinent computer based systems in human resource service delivery; attention to details; produce clear, succinct, well-organized, written information appropriate for intended audiences using proper English; follow complex written instructions; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the time and location of the qualifying written test and essays, which will be held in a single half-day session in Los Angeles, on **SATURDAY, JANUARY 31, 2015**.

NOTE:

Candidates must pass the qualifying written test and receive a minimum score of 65% in the weighted essay portion of the exam in order to proceed to the interview.

In the interview, candidates will be assessed on their knowledge of: personnel administration utilizing resources including the Administrative Code, City Charter, CSC Rules, Policies of the Personnel Department, MOUs and City Code of Ethics; EEO issues and principles, including ADA interactive process, workers' compensation, FMLA, FLSA, and City overtime process; computer based systems in human resource service delivery; principles and practices of supervision including EEO; the ability to: locate information and interpret provisions of the Administrative Code, City Charter, CSC Rules, Policies of the Personnel Department, MOU's and City Code of Ethics; identify problems, develop and evaluate alternatives, and make recommendations for effective solutions; analyze and synthesize a multiplicity of data and arrive at logical conclusions; set goals, plan projects, anticipate and resolve problems, identify resources, monitor progress, and evaluate outcomes; advise others on technical issues, and teach and instruct through formal and informal methods; work under pressure with high stress, tight deadlines, multiple tasks, and emergencies; work effectively with clients to provide information in resolving grievances, confrontations, or disagreements in a constructive manner; develop and maintain effective working relationships including those who may be difficult, hostile, or distressed; work cooperatively with others as part of a team to achieve goals; make sound, well informed and objective decisions without undue deliberation; defend one's position, or take a stand on important issues; orally express information to clients, management, public, and union representatives; adapt behavior or work methods in response to new information, changing priorities, or unexpected obstacles; ensure diversity needs are considered; keep confidences and not abuse privilege of access to confidential material; uphold high standards of ethical behavior; work independently; and other necessary knowledge, skills, and abilities.

A bibliography of study materials for Senior Personnel Analyst can be found on-line at <http://per.lacity.org/exams/9167Biblio.pdf>.

NOTES:

1. This examination is based on a validation study, and as provided by the Civil Service Commission Rule 4.20, the written tests 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. Unless otherwise stated, in promotional examinations a minimum score of 65.00% in a weighted written test, including seniority credits added to your examination score at the rate of 0.25 of a point for each year of continuous classified City service, is necessary in order to be called for subsequent portions of the examination.
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, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.