



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

PERSONNEL RESEARCH ANALYST

Class Code: 1739

Open Date: 08-21-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$67,275 to \$98,365 and \$79,531 to \$116,280

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade.
2. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
3. 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 Research Analyst performs specific technical research in a broad range of personnel selection activities; carries out content and criterion validation studies; conducts detailed job analyses; develops and administers selection tests; performs complete statistical and data analyses; writes a variety of statistical and narrative reports; and applies professional selection testing practices and the principles of equal employment opportunity to personnel selection and research.

REQUIREMENTS

1. A Ph.D. degree in Industrial/Organizational Psychology or Psychometrics from an accredited postgraduate program; **or**
2. A master's degree in Industrial/Organizational Psychology or Psychometrics from an accredited postgraduate program; and one year of full-time paid professional experience in personnel research relating to employee selection or test validation; **or**
3. A bachelor's degree in Psychology from an accredited four-year college or university, which includes the completion of 3 semester or 4 quarter units in each of the following areas: advanced statistics, research design, and psychological measurement; and three years of full-time paid professional experience in personnel research relating to employee selection or test validation.

NOTES:

1. Applicants lacking 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.
2. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20institutions%2008-21-08.pdf>.
3. For Requirements No. 2 and No. 3 the term "professional experience" means work experience in a position that requires possession of a four-year degree from an accredited college or university in order to obtain that position.
4. Ph.D. and Master's degree applicants who are within six months of obtaining their degrees may apply. However, applicants cannot be appointed until the full education requirement is met.
5. In addition to answering the regular City application supplemental questions, each applicant is required to complete the Personnel Research Analyst Training and Experience Questionnaire at the time of filing. The Personnel Research Analyst Training and Experience Questionnaire is located within the Supplemental Question 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.
6. Some positions may require a valid California driver's license prior to appointment. Applicants 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 and Training and Experience Questionnaires 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 to file on-line.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NOTE:

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 completed at the time of filing for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications and Training and Experience Questionnaires must be received on-line by THURSDAY, SEPTEMBER 3, 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 have their Training and Experience Questionnaire evaluated in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) 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 August 21, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Evaluation of Training and Experience Questionnaire100%

The examination will consist of an evaluation of training and experience, wherein candidates will be evaluated on their knowledge, experience, professional background and personal qualifications and abilities. Emphasis will be placed on the following: Analytical Ability, Self-Management, Conscientiousness, Job Knowledge, Fact Finding, Interpersonal Skills, Oral Communication, and Written Communication.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Personnel Research Analyst.

Training and Experience Questionnaires and City employment applications for all candidates meeting the minimum requirements 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 City application and Training and Experience Questionnaire.

NOTES:

1. This examination is based on a validation study.
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. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City application by Personnel Department staff to ensure that the minimum qualifications have been met.
6. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

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
ONLY ON 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.