



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR FIRE STATISTICAL ANALYST

Class Code: 1639

Open Date: 02-20-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$82,643 to \$120,832.

NOTE:

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 Senior Fire Statistical Analyst analyzes and researches various types of administrative and technical Fire Department data, accesses various Fire Department electronic data such as Fire Prevention Records, Fire Incident Reporting Systems, and Computer Aided Dispatch (CAD); extracts the necessary information from various databases and spreadsheets; analyzes data using both descriptive and inferential statistics; prepares statistical and narrative reports; makes recommendations based on the results of analysis; presents findings and recommendations to various groups including Department management, various Council committees, and other entities; may supervise administrative and/or clerical staff; and performs related work.

REQUIREMENT

1. Graduation from an accredited four-year college or university with a degree in computer science or information systems, including at least 12 semester or 18 quarter units in statistics or quantitative analysis; and
2. Two years of full-time paid professional experience conducting quantitative or qualitative statistical analysis.

NOTES:

1. 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.
2. A valid California driver's license is required. Candidates will be disqualified and not eligible for hire 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).
3. 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/AccreditedInstitutions08-21-08.pdf>.
4. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that required 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.
5. Experience with systems programming or database management is highly desired.

HOW TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online 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.

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 5, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 the interview 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 February 20, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Interview 100%

In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience and training as they have provided the background necessary to perform the duties of a Senior Fire Statistical Analyst. Candidates may be examined for the knowledge of basic computer programming and processing methods such as SQL and Excel macros to extract data; computer software related to data analysis, interpretation, and presentation such as MS Access, Excel, Word and PowerPoint; research design methodology and statistical analysis. Candidates may be examined for the ability to: prepare and interpret statistical computations, charts, graphs, diagrams, and spreadsheets; think logically and creatively in approaching research problems; explain complex statistical techniques to non-technical personnel; deal tactfully and effectively with Department management representatives, supervisors and peers, as well as with a variety of individuals from other City departments and agencies; communicate orally, in person or on the phone, with the public, other public/private agencies, or other City personnel; interpersonal and oral communication skills; and other necessary knowledge, skills and abilities.

Candidates will be notified by e-mail of the date, time and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **APRIL 27, 2015 to MAY 1, 2015**.

NOTES:

1. 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/verity_disability.pdf.
2. 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.
3. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. 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 seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
6. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
7. 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 candidate's City application by the Personnel Department staff to ensure that the minimum qualifications have been met.

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 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.