



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

SENIOR PERSONNEL ANALYST

Class Code: 9167

Open Date: 10-13-17

(Exam Open to Current City Employees)

ANNUAL SALARY

\$84,417 to \$123,400 and \$104,462 to \$152,737

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. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
3. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

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/MINIMUM QUALIFICATION

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.

PROCESS 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 <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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, OCTOBER 26, 2017.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

SELECTION PROCESS

After meeting minimum qualification, candidates will be scheduled for the following:

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The examination will consist of a qualifying multiple-choice written test, an advisory essay, and an interview. The qualifying written test, which will consist of multiple-choice questions, candidates may be tested for knowledge of: Civil Service selection procedures and principles; Equal Employment Opportunity issues and principles; American with Disabilities Act (ADA); Family and Medical Leave Act (FMLA); Fair Labor Standards Act (FLSA); 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; 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; and other necessary knowledge, skills, and abilities.

On the same day as the written test, candidates will also be required to prepare some written material related to the work of a Senior Personnel Analyst employed by the City of Los Angeles. This essay material will not be separately scored, but will be presented to the interview panel for discussion with the candidate and for consideration in the overall evaluation of the candidates' qualifications.

Candidates will be notified by email of the time and location of the qualifying written test and advisory essay, which will be held in a single session on **SATURDAY, DECEMBER 9, 2017** in Los Angeles.

Passing Score for the Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the 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 written may be set either above or below 70%.**

Candidates who pass the written test and complete the advisory essay will be invited to participate in the interview. Candidates will be notified later by email of the date, time and location of the interview, which will be held in Los Angeles.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training, and professional development as they have provided the knowledge of: personnel administration utilizing resources including the Civil Service selection procedures and principles; Equal Employment Opportunity issues and principles; American with Disabilities Act (ADA); Family and Medical Leave Act (FMLA); Fair Labor Standards Act (FLSA); 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; principles and practices of supervision, including EEO; computer programs and applications used in human resources delivery such as word processing, spreadsheets and related City management systems; and the ability to: identify problems, develop and evaluate alternatives, and make recommendations for effective solutions; analyze and synthesize a multiplicity of data from several sources and arrive at logical conclusions; set goals, plan projects, anticipate and plan for problems, identify resources, monitor progress, and evaluate outcomes; work under pressure with high stress, tight deadlines, multiple tasks, and emergencies; coordinate and complete multiple tasks with concurrent time frames; advise others on technical issues and instruct through formal and informal methods; treat staff fairly and equitably; make persuasive and informative presentations appropriate for small or large audiences; develop effective working relationships with a wide variety of people; 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 and information; uphold high standards of ethical behavior; work independently; and other necessary knowledge, skills, and abilities.

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. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
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.