



City of Los Angeles

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City of Los Angeles Personnel Department

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ADMINISTRATIVE ANALYST

Class Code: 1590

Open Date: 06-03-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$57,002 to \$83,352 and \$67,275 to \$98,365

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
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 Administrative Analyst performs professional work in the Office of the City Administrative Officer investigating, assembling, and interpreting facts and making reports and recommendations in administrative, fiscal, budgetary, compensation, facilities, contract analysis, capital projects or procedural analysis of City activities and services.

REQUIREMENTS

1. One year of full-time paid professional experience as a Management Assistant with the City of Los Angeles with experience in budgetary analysis and control, administrative analysis and research, systems and procedures analysis, or personnel administration; **or**
2. Two years of full-time paid experience as a Management Aide with the City of Los Angeles with experience in budgetary analysis and control, administrative analysis and research, systems and procedures analysis, or personnel administration; **or**
3. One year of full-time paid experience with the City of Los Angeles as a Chief Clerk or in a clerical class at that level.

A bachelor's degree from an accredited four-year college or university may substitute for one year of full-time paid experience as a Management Aide in Requirement #2.

NOTES:

1. **In addition to the regular City application, all applicants must complete an Administrative Analyst Qualifications Questionnaire at the time of filing. The Administrative 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.**
2. 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.
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions 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).
4. 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>.
5. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying degree.

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 <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 and Qualifications Questionnaires must be submitted on-line by **THURSDAY, JUNE 16, 2016.**

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The examination will consist of a qualifying written test, an advisory essay, and interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: authoritative documents and other references including relevant provisions of the City Charter, Administrative Code – including Division 4, Departmental Budget Manual, Mayor's annual policy letter, CAO Rules, Mayor's Executive Directives, Employee Relations Ordinance, City's Equal Employment Opportunity (EEO) Policy, Meyers-Milias-Brown Act, Memoranda of Understanding (MOUs), and Personnel Department rules, policies, practices and procedures; City's personnel classification system sufficient to be generally familiar with the types and levels of duties and responsibilities assigned to employment categories; major functions, responsibilities and inter-relationships between departments such as CAO, Controller, Mayor's Office, Personnel, City Clerk, City Attorney, and Council; City accounting practices relating to matters such as appropriation, expenditures, encumbrances, transfer of fund procedures, and expenditure programs; general content covered by the City's bidding and contracting process; reference sources sufficient to locate specific City, State and Federal laws, ordinances, codes, regulations, and Equal Employment Opportunity requirements relating to awarding and administering contracts; ability to perform mathematical and statistical calculations sufficient to calculate annual revenue and operating costs, averages, percentage, ratios, trends and projections; interpret, draw inferences, reach conclusions and make recommendations based on data, charts, graphs, diagrams and tables of statistical data; read, interpret and make logical interpretations of a variety of complex materials and documents, such as the City Charter, Administrative Code, State and Federal laws and regulations, legal opinions and decisions, City's grievance procedure, MOUs, contracts, professional journals, and finance and accounting documents; and other necessary skills, knowledge, and abilities.

On the same day of the qualifying written test, candidates will be required to prepare some written material relating to the duties of an Administrative Analyst. This essay material will not be separately scored for those candidates who pass the qualifying multiple-choice test, but will be presented to the interview panel for discussion with the candidates and for consideration in the overall evaluation of candidates' qualifications. Those who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory writing exercise, which will be held in a single half-day session in Los Angeles, on **SATURDAY, AUGUST 6, 2016**.

Passing Score for the 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%.**

All candidates who achieve a passing score on the qualifying multiple-choice written test and complete the advisory writing exercise will be invited to participate in the interview.

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: authoritative documents and other references including relevant provisions of the City Charter, Administrative Code – including Division 4, Departmental Budget Manual, Mayor's annual policy letter, CAO Rules, Mayor's Executive Directives, Employee Relations Ordinance, City's Equal Employment Opportunity (EEO) Policy, Meyers-Milias-Brown Act, Memoranda of Understanding (MOU), and Personnel Department rules, policies, practices and procedures; City's personnel classification system sufficient to be generally familiar with the types and levels of duties and responsibilities assigned to employment categories; major functions, responsibilities and inter-relationships between departments such as CAO, Controller, Mayor's Office, Personnel, City Clerk, City Attorney, and Council; City accounting practices relating to matters such as appropriation, expenditures, encumbrances, transfer of fund procedures, and expenditure programs; general content covered by the City's bidding and contracting process; existence and purpose of governmental, public, and private agencies such as other cities, counties, police forces, community and business organizations, and public service agencies sufficient to coordinate provision of the City services with those of others, to obtain comparative information and to solicit community input; rules, policies, and practices which control filling positions within departments; potential funding sources; and the ability to recognize problems such as inadequate budget resources, or ineffective program operations and to recommend feasible solutions; define and relate to issues of current public interest or concern; separate important from unimportant facts and information; recognize the broad or long range impact or implication of issues or proposals; plan and conduct investigations which include problem definition, review of current practices, identification of alternatives, development of recommendations and solutions, and demonstrate a knowledge of management principles and organizational structure; organize tasks in priority order or to manage more than one project at a time under conditions in which such factors as complexity of a situation or vulnerability of the City to legal action require a higher level decision; interpret correctly the intent of written or oral instructions and questions which may be incomplete or unclear; break down complex issues or information concerning new programs, budgetary requests, union or management proposals, and department audits; integrate information from diverse sources; pay attention to detail such as mathematical accuracy and legal format; use a personal computer and standard City software, including spreadsheet programs and databases to prepare documents, reports, charts, tables and graphs; follow detailed and complex written and oral instructions and procedures; think quickly and respond to questions under pressure in an organized manner; communicate orally in one-to-one situations or in groups sufficient to formulate questions or to encourage discussions among persons at a meeting, or to negotiate with a variety of individuals or groups such as Department management or community organizations; communicate effectively in writing; stay calm while working in conditions involving multiple tasks and many deadlines; adapt rapidly to changing working conditions; interact with others with perseverance, patience, and tact; and other necessary skills, knowledge and abilities.

As part of their evaluation of each candidate's overall qualifications for the job, the interview panel members will also consider the information in the candidate's Qualifications Questionnaire. Candidates may expect panel members to discuss this information during the interviews. Unsolicited supplemental information will not be submitted to the interview panel.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
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. 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.
4. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. 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.

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.