



City of Los Angeles

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City of Los Angeles Personnel Department

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PERSONNEL ANALYST

Class Code: 1731

Open Date: 12-02-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$56,898 to \$83,165 and \$67,066 to \$98,073

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. The salary range covers multiple pay grades within the class.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
4. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**

DUTIES

A Personnel Analyst performs professional staff work by assembling, analyzing, and interpreting data and by preparing correspondence and reports with recommendations to management on diverse personnel administration activities, issues, and problems; may supervise or act as a lead worker to staff involved in personnel management activities.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. One year of full-time paid experience in a class at the level of Management Assistant performing professional duties in personnel administration; administrative analysis, or departmental administration; **or**
2. Two years of full-time paid experience with the City of Los Angeles as a Management Aide performing duties in personnel administration, administrative analysis, or departmental administration. A bachelor's degree from an accredited four-year college or university may substitute for one year of the required full-time paid experience as a Management Aide; **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 least at that level.

PROCESS 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 has been met.
2. 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).
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/Accredited%20Institutions%2008-21-08.pdf>.

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 must be received by **THURSDAY, DECEMBER 15, 2016.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

After meeting minimum qualifications, 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 will consist of multiple-choice questions. In the multiple-choice written test, the following competencies may be evaluated: Judgment and Decision Making, Analytical Ability, Interpersonal Skills, Customer Service, Written Communication, and Job Knowledge, including knowledge of applicable provisions of the City Charter and Administrative Code, Rules of the Board of Civil Service Commissioners, Personnel Department Policies, and Personnel Procedures Manual; the City's Employee Relations Ordinance and labor relations policies and procedures; major principles, practices, methods, and techniques of public administration within the City of Los Angeles, including those regarding personnel-related authority, responsibilities, and interrelations of the Mayor, Council, Civil Service Commission, Employee Relations Board, City Administrative Office, Personnel Department, and operating departments; the City's Classification Plan, positions, and classes; selection principles, practices, and methods, including standard job analysis techniques and uses and employment testing techniques; laws, regulations, and policies related to equal employment opportunity; Federal, State, and local laws, regulations, rules, policies, and procedures related to the City's employee benefit programs, selection, and workplace safety; and other necessary skills, knowledge, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Personnel Analyst.

At the time of the written test, candidates will also be required to prepare some written material related to the work of Personnel Analysts employed by the City of Los Angeles. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate's qualifications.

Candidates will be notified by e-mail of the time and location of the qualifying written test and advisory essay, which will be held in a single session on **SATURDAY, FEBRUARY 4, 2017**, in Los Angeles.

Passing Score for 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 multiple-choice test may be set either above or below 70%.**

Candidates must achieve a passing score on the qualifying written test and must complete the advisory essay in order to be invited to the interview.

The examination score will be based entirely on the interview. In the interview, the following competencies may be evaluated: Judgment and Decision Making, Analytical Ability, Self-Management, Stress Tolerance, Interpersonal Skills, Customer Service, Written Communication, and Job Knowledge, including knowledge of applicable provisions of the City Charter and Administrative Code, Rules of the Board of Civil Service Commissioners, Personnel Department Policies, and Personnel Procedures Manual; the City's Employee Relations Ordinance and labor relations policies and procedures; major principles, practices, methods, and techniques of public administration within the City of Los Angeles, including those regarding personnel-related authority, responsibilities, and interrelations of the Mayor, Council, Civil Service Commission, Employee Relations Board, City Administrative Office, Personnel Department, and operating departments; Federal, State, and local laws, regulations, rules, policies, and procedures related to the City's employee benefit programs, selection, and workplace safety; and other necessary skills, knowledge, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Personnel Analyst.

Candidates who pass the qualifying written test and complete the advisory essay will be invited to participate in the interview. 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. 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% 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. Candidates will have seniority credits added to their examination grade at the rate of 0.25 of a point for each year of continuous classified City service in those classes which provide qualifying experience for this class.

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.