COUNTY OF LOS ANGELES
invites applications for the position of:

MANAGEMENT ANALYST

**SALARY:** $4,892.00 - $6,416.10 Monthly
$58,704.00 - $76,993.20 Annually

**OPENING DATE:** 11/29/16

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**
EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

**FIRST DAY OF FILING:**
11/29/2016

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE WITHOUT PRIOR NOTICE.

**TYPE OF RECRUITMENT**
TRANSFER OPPORTUNITY

**VACANCY INFORMATION**
Executive Office of the Board of Supervisors
Human Resources
500 W. Temple St. Room 374
Los Angeles, CA 90012

APPLICATIONS MUST BE SUBMITTED ONLINE ONLY. APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

**ESSENTIAL JOB FUNCTIONS:**

Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid and reliable data for analysis and decision making purposes.

Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.

Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results.

Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.

Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop...
publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).

Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc. in order to communicate information, share ideas, present recommended solutions, gain agreement and coordinate activities.

Coordinates activities, such as those of contractors, consultants, outside agencies, etc. to ensure that programs are successfully planned, implemented, and/or evaluated.

Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and that programs are proceeding as intended.

Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program.

Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.

EXAMPLE OF DUTIES:
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Human Resources:

In a central administrative department, assists operating departments in the solution of specific problems of human resources where the objective is clearly defined, the data can be obtained, and the investigation, verification, and analysis completed, using established methods, procedures, and standards with only minor modifications; reports to operating departments the findings, recommendations, and results of studies, and assists in the implementation of changes and resolutions of differences.

Conducts examinations administered by the department by reviewing examination contents, preparing job bulletins, reviewing and accepting or rejecting applications, and preparing justifications for selective certifications; may recruit special examiners and interviewers for specific examinations and represent the department at community, school, or outreach events such as job fairs.

Advises unit supervisors and departmental managers regarding compliance with Civil Service Rules and departmental policies and procedures; may assist managers with the preparation of improvement needed or unsatisfactory performance evaluations, compilation of employee performance documentation, and steps for implementing progressive discipline.

Investigates and recommends management action in matters involving employee performance or disciplinary issues; may assist advocacy staff in the preparation of the departmental position in such cases and represent the department in meetings with employees or employee representatives to resolve disciplinary issues.

Reviews, analyzes, and makes recommendations regarding workers’ compensation cases and/or employee benefits issues; may correspond directly with the employee, with the Department of Human Resources, or with the third-party administrator (TPA).

Conducts classification studies of existing departmental positions and prepares findings and recommendations which may result in reclassification; prepares duty statements, organization charts, and other materials supporting departmental requests for new positions in the annual budget process.

May gather facts, analyze, and prepare recommendations to management on employee allegations of discrimination, harassment, or other illegal or inappropriate behavior in the workplace.

May develop and conduct training programs on issues such as employee safety and new employee orientation.
Prepares records, reports, and mechanisms for the purpose of monitoring the fidelity of a program or project with respect to adherence to budgetary plans, evidence-based practices, outcomes, and other pertinent objectives.

Perform payroll functions utilizing e-HR to enter and monitor payroll data, recommend departmental payroll procedures, interpret County payroll policies, and prepare payroll reports.

**REQUIREMENTS:**

This position is restricted to permanent County of Los Angeles employees who have successfully completed their initial probationary period and currently hold the payroll title of Management Analyst.

**DESIRED CRITERIA:**

- Experience processing personnel transitions in e-HR
- Knowledge of HR systems such as SABA CLOUD, e-HR, NeoGov and CDMS.
- Intermediate to advance proficiency in Microsoft Suite

**APPLICATION AND FILING INFORMATION:**

Those interested in applying for this Transfer Opportunity are invited to submit an online application, cover letter, resume, copies of their last two (2) performance evaluations, and copies of their last two (2) years time history report (prime variances only). All materials submitted will be evaluated. **Only the most qualified candidates will be contacted by for an interview.** Employment is contingent upon passing a background check and review of personnel records.

**If you are unable to attach the aforementioned required documents online, you may email your information to:**

**DEPARTMENT CONTACT:**

Julia Ngo, Exam Analyst
Executive Office of the Board of Supervisors
Human Resources Division
(213) 974-1421
jngo@bos.lacounty.gov

**COUNTY OF LOS ANGELES**

**Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

1. Completing Your Application:
   a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
   b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
   c. Please include your Social Security Number for record control purposes.
   d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s) and the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of either workers' compensation fraud or human trafficking is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

3. Application Deadline:
   a. All job applications must be completed and submitted by the last day of For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of either workers' compensation fraud or human trafficking is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.
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http://file.lacounty.gov/ohr/CCHO.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran’s Credit: In all open competitive examinations, a veteran’s credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces expeditionary medal or campaign badge, including but not limited to Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge, Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran’s credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to ensure compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Employment Development Department’s New Hires which may result in locating persons who owe support obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285-0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry; sex; marital status; disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons under the age of 40; and pregnancy, childbirth, or related medical conditions.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable. The County also accepts, if approved by the California State Board of Education, any degree or credits that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at https://hr.lacounty.gov/HumanResources/Main.aspx. Click on the "TEST PREP TOOLS" link. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity, regardless of race, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act. The County will comply with all of its
COUNTY OF LOS ANGELES
Employment Information

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obligations under State and Federal laws regarding the provision of reasonable
accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:
http://hr.lacounty.gov

Position #TRBS184802
MANAGEMENT ANALYST
JN

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Los Angeles, CA 90010