

Bulletin Number	13910BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	MANAGEMENT ANALYST
Exam Number	R1848H
Filing Type	Open Continuous
Filing Start Date	14-Jan-2013
Salary Type	Monthly
Salary Minimum	\$4,345.45
Salary Maximum	\$5,699.55
Position/Program Information	Performs a variety of analytical, technical, and/or confidential and sensitive assignments in core functional areas of human resources, contract development and administration, or health programs operations and administration.
Essential Job Functions	<p>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.</p> <p>Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>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</p>

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.

Requirements

MINIMUM REQUIREMENTS:

Option 1 - A Bachelor's degree from an accredited* college or university -AND- Two years of experience performing basic to routine analytical assignments that involved researching, analyzing and synthesizing data, as well as recommending solutions to problems related to administrative or program support functional areas.

Option 2 - A Master's degree or higher from an accredited* college or university in a discipline related to core administrative areas such as contract development and administration or human resources; health programs analysis; or in a discipline related to the core business function or mission of the department.

Option 3 - Four years of experience performing basic to routine analytical assignments which involved researching, analyzing and synthesizing data, as well as recommending solutions to problems related to administrative or program support functional areas.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

In order to receive credit for any college course work, or any type of college degree, such as a Bachelor or higher, you must submit a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing. If you are unable to attach required documents, you may fax them to (213) 380-3681 within five (5) days of filing. Please send it Attention, Naila Jahan, and include exam number and exam title.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOEL PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

WITHHOLD INFORMATION: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing .

Accreditation Information

***Accreditation:** 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 references. Also acceptable, if appropriate, are degrees 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).

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Candidates who pass the written test will be placed on the eligibility register.

NOTE: Applicants that have taken identical written tests for other exams within the last (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination.

Exams with identical written test parts include, but not limited to:

- Administrative Assistant II, Exam Number R0888E;
- Administrative Assistant III, Exam Number R0889F;
- Administrative Services Manager I, Exam Number R1002J;
- Administrative Services Manager II, Exam Number R1003I;
- Administrative Services Manager III, Exam Number R1004P;
- Chief Program Specialist, CEO, Exam Number R0819U
- Children's Social Worker II, Exam Number 9072U;
- Children's Social Worker Trainee, Exam Number 9070V;
- Departmental Civil Service Representative, Exam Number R1881E;
- Deputy Compliance Officer, Exam Number 162;
- Management Analyst, Contract, Exam Number 147;
- Program Specialist III, Exam Number M0817AG
- Program Specialist IV, Exam Number M0818P

This examination contains test parts that can be used in the future for new examinations. Upon application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least a year.

Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

Special Information

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 <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access test preparation materials for the computerized version of the test by going to http://www.shldirect.com/practice_tests.html. While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The eligible register resulting from this examination will be used to fill vacancies at various Los Angeles County departments.

Eligibility Information

Applications will be processed on an "as-received" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application and additional documents if any by 5:00 pm, PST, on the last day of filing. Note: If you are unable to attach required documents, you may fax them to (213) 380-3681 .

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

NOTE: If credit is given for course work, transcripts must indicate completion of required course work. If degree, copy of degree/diploma.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Department Contact Name	Naila Jahan
Department Contact Phone	(213) 738-2022
Department Contact Email	njahan@hr.lacounty.gov
ADA Coordinator Phone	(213)738-2057
Teletype Phone	(800)899-4099
California Relay Services Phone	(800)735-2922

Powered by 