

Chief Executive Office CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

ANALYST, CEO

(Immediate opening in the Classification and Compensation Administration Section)

The Classification and Compensation Administration Section of the Chief Executive Office (CEO) is seeking a highly motivated and well-organized analyst to provide professional staff support to the Classification and Compensation Administration Section in planning, coordinating, leading, analyzing, designing, and implementing assigned studies and projects. The Section is under the direct supervision of a Manager, CEO.

Duties and Responsibilities:

- Provide professional staff support to the CEO in analyzing new position budget requests for assigned County departments;
- Review and recommend classification studies submitted by County departments;
- Conduct complex Countywide classification studies and classification structuring projects for assigned County departments;
- Analyze and make recommendations for various special pay practices for assigned County departments;
- Conduct surveys and studies of salary programs of private employers and public agencies; and complete analytical reports of findings and recommendations.

Desirable Qualifications:

- Comprehensive knowledge of the principles, concepts, policies and procedures related to County organization and human resources programs; with emphasis on specific knowledge of the Justice departments or Community & Municipal Services organizational structure;
- Application of classification/compensation principles or budget functions as they relate to technical knowledge of Information Technology occupations;
- Experience in or knowledge of classification, job analysis, compensation, benefits, item control, and/or the County budget and e-HR item control processes;
- Ability to read and comprehend complex organizational data;
- Excellent verbal and written communication skills;
- Demonstrated ability to conduct analytical studies of compensation and compensation practices and policies;
- A high level of personal initiative and demonstrated ability to work independently and in a team setting;
- Strong interpersonal and public relations skills to establish and maintain excellent customer service and working relationships with assigned County departments; and
- The ability to multi-task and complete complex assignments on schedule.

Position Requirements:

Candidates must currently hold the payroll title of Analyst, CEO or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

Who to Contact:

Interested individuals should submit a cover letter and resume detailing relevant experience and education, a writing sample, attendance records from the last two years and copies of the last two performance evaluations. Resumes and supporting documents should be received no later than **Wednesday, June 26, 2013** and sent to:

Kimberly Arias
Chief Executive Office
Human Resources Section
500 West Temple Street - Room 785
Los Angeles, California 90012
Email: karias@ceo.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION