



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

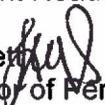
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**LISA M. GARRETT**  
ACTING DIRECTOR OF PERSONNEL

March 2, 2010

To: All Department Heads

From: Lisa M. Garrett   
Acting Director of Personnel

Subject: **EXAMINATION ANALYST BASIC TRAINING PROGRAM**

The Department of Human Resources is pleased to announce the roll out of a new Examination Analyst Basic Training Program. The program was developed by the Learning Academy staff in conjunction with an Examination Workgroup comprised of representatives from the Chief Executive Office and various County departments. It is intended to provide central and line department personnel who perform examining functions with the basic knowledge and skills to develop and implement County Civil Service examinations. This hands-on course will include sections on the context for examining in the County, discrimination, job analysis, exam development (interviews, appraisals of promotability, and evaluations of training and experience), recruiting, exam implementation (planning, administration, record keeping, etc.), test review and appeals processes, and exam evaluation. It is anticipated that this basic training will be followed by more advanced courses.

The program will be mandatory for those who are performing examination development and implementation functions and will be free of charge. The initial pilot offering is planned to start March 18<sup>th</sup>. Classes will be held once a week for eleven weeks. Additional offerings will follow immediately after the pilot until all examination analysts have completed the training.

At this time, we request your assistance in identifying participants for the pilot offering below. Departmental Human Resource Managers will be contacted regarding enrollments for this pilot.

Location	Anticipated Start Date	Days/Time
Braun Building, A-9 East 1000 South Freemont, Alhambra, CA 91803	March 18, 2010	11 Weeks: Thursdays, 8 AM – 12 noon

For the pilot offering, we are seeking participants:

- who are responsible for developing and implementing civil service examinations.
- who are at least at the level of a Senior Personnel Assistant.
- who are relatively less experienced in examining.

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We ask that you nominate up to six employees who meet these criteria using the form provided. Please ensure that those persons you nominate will be available and able to attend all of the training sessions. Because of the early start date, we need your nominations by Tuesday, **March 9, 2010**.

As you are aware, the investment in our examination personnel is an important step toward improving our examination processes, enhancing the quality of our workforce, and enhancing our ability to meet our strategic and operational goals.

If you have any questions regarding this program, please contact, Bruce McDonald at (213) 738-2299.

LMG:MLH  
BFM:DD

Attachment

c: Deputy Chief Executive Officers  
Chief Deputies  
Administrative Deputies  
Departmental Human Resource Managers

**Los Angeles County Learning Academy**

**Program Nomination Form: Examination Analyst Basic Training Program**

**(To be completed by Departmental Human Resources Manager)**

**Department:** \_\_\_\_\_

**Departmental Human Resources Manager:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Target Training Group for the PILOT Offering:**

- Individuals in central and line departments who are responsible for developing and implementing civil service examinations.
- Individuals who are at least at the level of a Senior Personnel Assistant.
- Individuals who are relatively less experienced in examining.

**Please place your nominations for EXAMINATION ANALYST TRAINING – BASIC in priority order in the space provided below.**

Priority	Nominated Employee	Employee Number	Payroll Title	Years/Months of Experience Developing Exams	Employee Phone Number
1					
2					
3					
4					
5					
6					

Please fax this completed form to:

**Karon MacNeill**  
**Los Angeles County Learning Academy**  
**FAX: (213) 637-0094**  
**Telephone: (213) 639-6367**

**NOMINATIONS ARE DUE BY TUESDAY MARCH 9, 2010**