

FINAL

Job Title	ADMINISTRATIVE ANALYST I-IV
Closing Date/Time	Friday, February 10, 2023, 4:30 PM
Salary	\$2,558.88–\$4,371.76 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, January 6, 2023, through 4:30 pm, Friday, February 10, 2023.

SALARY INFORMATION:

Grade I -	\$2,558.88-\$3,478.16 biweekly
Grade II -	\$2,760.32-\$3,752.08 biweekly
Grade III -	\$2,978.32-\$4,052.00 biweekly
Grade IV -	\$3,209.68-\$4,371.76 biweekly

EXAMPLES OF DUTIES: Under general direction, assists departmental management with a wide variety of administrative responsibilities, and performs increasingly complex and responsible duties of the classification; independently develops and implements analytical studies and develops, compiles, and interprets statistical data; develops conclusions and makes recommendations; interprets complex written information; prepares detailed and comprehensive written reports; assists departmental management in the preparation and control of the annual budget, and the selection, training, and evaluation of employees; develops and implements procedures for improving organizational effectiveness; develops measures for evaluating departmental accomplishments; develops proposals and forecasts; makes oral presentations; utilizes computer applications; may assist in the marketing of services; may assist in the development and administration of leases, permits, contracts and/or grants; may supervise subordinate personnel; may serve on interdepartmental committees; within the Budget Management Bureau of the Financial Management Department or the Department of Human Resources, may assist in the development of management strategies on labor relations and/or collective bargaining including the collection and analysis of budget and revenue forecasting data necessary for labor negotiations; may assist with conducting administrative investigations; may research, interpret and apply federal and state regulations; memoranda of understanding, and city policies and procedures and may seek guidance and/or concurrence from management for the most complex regulations;; and performs other related duties as required.

REQUIREMENTS TO FILE:

- A Bachelor's degree from an accredited four-year college or university (proof of graduation required)*

AND

- Two or more years of full-time equivalent paid professional experience equivalent to an Assistant Administrative Analyst, with the City of Long Beach (or higher), offering specific and substantial preparation for the duties of the position.

Opportunities for Substitution of Education or Experience

- Professional or technical and paraprofessional experience (including experience equivalent to an Administrative Aide with the City of Long Beach, or higher) that offers specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

-Or-

- A Master’s Degree in Business or Public Administration, or a closely related field, from an accredited college or university may be substituted for up to one year of the required professional experience (proof required)*.

Information Pertaining to City of Long Beach Employees

- In compliance with Civil Service Rules and Regulations, Article VI, Section 62, experience credit may be given to City Employees who gained experience while performing duties outside of the classification up to 25% of the time.
- City employees that served in a provisional appointment, temporary reassignment, and/or experience gained while receiving higher class pay will be considered on a day-to-day basis.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

Knowledge, Skills, and Abilities:

- Ability to communicate both verbally and in writing;
- Ability to operate personal computers including the use of the Internet, spreadsheet, database and word processing software;
- Ability to comprehend and interpret complex written information;
- Ability to research, organize, and analyze data from a variety of sources;
- Ability to develop conclusions and make recommendations based upon evaluation of facts;
- Ability to exercise initiative to complete assigned tasks;
- Ability to perform mathematical computations; and
- Ability to plan and organize work.

Willingness to work overtime, weekend and/or holiday hours. Positions in the Police Department require the ability to pass a thorough background investigation.

A valid driver’s license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

DESIRABLE QUALIFICATIONS: Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) are desired for some positions.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Exam.....	25%
Appraisal Interview (includes writing exercise).....	..75%

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A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of test scores. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification of the status of your application within two weeks of filing your application, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.