

Job Title	<b>PERSONNEL ANALYST</b>
Closing Date/Time	Friday, November 22, 2019, 4:30 PM
Salary	\$2,334.88 to \$3,989.20 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

**Accepting online applications only 24 hours a day on November 8, 2019 through 4:30 p.m., November 22, 2019.**

**EXAMPLES OF DUTIES:** Performs professional personnel staff assignments by researching, analyzing and interpreting information and preparing correspondence and reports with recommendations to management on diverse personnel administration activities, issues, and problems; interprets the Civil Service Rules and Regulations, Salary Resolution, Personnel Ordinance, Personnel Policy and Procedures, collective bargaining agreements, Equal Employment Opportunity plan, and relevant sections of the Administrative Rules and Regulations, City charter, municipal code, Myers-Milias-Brown Act (MMBA) and Public Employment Relations Board (PERB) rulings; develops and implements new or revised programs, procedures and methods of operation; prepares and presents written and oral reports relating to various aspects of personnel administration and labor relations; develops, compiles, and analyzes statistical data and surveys; may conduct various personnel and disciplinary investigations; develops recommendations for resolution of inquiries, appeals, and/or complaints to both internal organization and external agencies; researches, compiles, and evaluates job analysis information and test validation data; develops employment selection examinations, performance analysis for validation studies, and modifies test based on analysis; coordinates, schedules, develops, and administers a variety of written, performance and oral employment examinations, including those in the public safety promotional series; develops classification specifications; conducts special studies, audits, and projects and, such as classification and compensation studies; performs classification audits, studies and analyses and makes recommendations; develops and coordinates outreach recruitment resources and activities; develops, coordinates, and conducts employee training and development programs and employee benefit programs; may provide professional and technical support to City-wide management and supervisory personnel regarding employment, disciplinary and performance issues, and grievance policies and procedures and make recommendations regarding personnel related issues; may provide professional and technical assistance to City-wide management and supervisory personnel as it relates to interpretation, compliance, and implementation of state and federal employment laws; may assist in formulating and implementing bargaining strategies and techniques; may conduct research in preparation for negotiations, fact-finding or grievance arbitration; may assist in negotiations of wages, hours, and other terms and conditions of employment; may assist active employees with the interpretation and application of CalPERS rules and regulations; may serve as the liaison between the

City and CalPERS regarding retirement training, counseling, and post-retirement follow-up; may coordinate automation projects, write specifications, work plans, and time estimates; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

- A Bachelor's degree from an accredited college or university in Business or Public Administration or a closely related field. (**proof required**)\*

**AND**

- Two or more years of paid, full-time equivalent, recent professional personnel or administrative experience which requires that the applicant obtain general knowledge in any of the following areas: recruitment, test development and validation, classification, compensation, disability accommodation or leave administration, equal employment opportunity, employee training and development, labor relations, employee benefit administration, and general personnel administration.

A Master's Degree in Public Administration, Business Administration, Industrial Relations, or a closely related field may be substituted for one year of the required experience (**proof required**)\*

Current City of Long Beach employees may substitute one year of relevant paid, full-time equivalent professional experience in the classification of Personnel Assistant or Assistant Administrative Analyst for each year of required college education on a year-for-year basis.

A valid California Driver License may be required by the hiring department.

**ADDITIONAL REQUIREMENTS TO FILE:**

- Knowledge of:
  - applicable federal, state, and local laws, regulations, and ordinances;
  - principles and terminology of employment selection, position classification, and salary administration;
  - job analysis methodology;
  - principles and practices of effective customer service techniques;
- Ability to:
  - operate a personal computer and business software;
  - understand and interpret policies and procedures and explain them to others;
  - collect, evaluate, and interpret data and make sound recommendation on complex issues;
  - write clear, concise reports, and other materials;
  - communicate effectively, both orally and in writing;

- use critical judgement in the evaluation of data and the development of plans, tests, reports, and other materials;
- establish and maintain working relationships with those encountered in the course of work, including various levels of professional, managerial, administrative, and technical personnel.

**\*Required documents, such as college 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. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

**DESIRABLE QUALIFICATIONS:** Experience in public sector area, labor relations, researching and analyzing employment practices, conducting personnel, disciplinary or equal employment opportunity investigations, utilizing applicant tracking systems (such as Neogov), and developing public safety promotional examinations. Professional in Human Resources (PHR) certificate, International Public Management Association for Human Resources (IPMA-HR) Senior Certified Professional or Certified Professional certificate, or Association of Workplace Investigators Certificate Holder (AWI-CH).

**SELECTION PROCEDURE:**

**EXAMINATION WEIGHTS:**

Application Packet.....Qualifying  
Writing Exercise.....100%

A minimum rating of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on analysis of test scores.

**The Writing Exercise is tentatively scheduled for December 9 and 10, 2019. If you do not receive notification by December 6, 2019, please contact the Civil Service Department at (562) 570-6202.**

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



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.