



Civil Service Department

Request for Provisional Appointment Form

PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

"When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission." (*Civil Service Rules and Regulations Section 43*)

"Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period." (*Civil Service Policy Section 1.02*)

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request Form.
 - Electronic version of the form is submitted to Human Resources for initial approval.
 - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
 - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
 - In creating your provisional bulletin, please reference past exam's recruitment bulletins and include the provisional disclaimer language* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
 - Provisional appointee's application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
 - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

Human Resources Approval TH 8.24.21

Director or Designee: 

Date: 9/13/21

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**DATE:** August 9, 2021 **DEPARTMENT:** Police Department**POSITION:** Assistant Administrative Analyst II **REQUISITION NUMBER:** PD 21-100**TYPE OF PROVISIONAL REQUEST:** Provisional Appointment.**NUMBER OF VACANCIES:** 1

In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

The Assistant Administrative Analyst II is essential to the recruitment, hiring, promotion and retention of staff, both classified and unclassified, for the Police Department. **ER**

RECRUITMENT PLAN/STRATEGY

☒ Are you recruiting: ☒ Internal Candidates ☐ External Candidates ☐ Both **ER**

☒ How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.) **ER**

Internal Job Announcement

☒ What is the length of your recruitment? **ER**

Two weeks.

☒ What exam process will be administered? (i.e. interview or other testing) **ER**

Interview

☒ Did you include a provisional language disclaimer* on your provisional recruitment bulletin? **ER**

(*Disclaimer language to include in the beginning of your provisional bulletin: "This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.")

In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste) **ER**

See attachments for items 1 – 4.

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? ☐ YES ☒ NO **ER**



Civil Service Department

The date the vacancy occurred and circumstances surrounding vacancy. Vacancy occurred 6/19/2021

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. We need to fill to continue our recruitment, filling of vacancies, promotions and retention. **ER**

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Underfilling with shared staff. **ER**

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- X** A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question. **X** YES ☐ NO
- X** Include requisition number and date received by Civil Service: **Req# PD21-100 received on 8/9/2021**
- X** No existing promotional, priority or eligible list exists for this classification. **Eligibility list expired on 7/15/2021**
- X** If there is an eligible list, when does it expire? **Not applicable**
- X** Is any other department impacted? If yes, which department? **All City departments utilize this classification.**
- X** Provide notice to requesting department to attend Civil Service Commission Meeting.

Once the provisional appointee has been identified by the department, Civil Service will:

- ☐ Date initial provisional request was approved by Civil Service Commission: Click or tap here to enter text.
- ☐ Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee's application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED: Click or tap here to enter text.
- ☐ Provisional appointee(s) selected by the Department: Click or tap here to enter text.
- ☐ Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED: Click or tap here to enter text.
- ☐ Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)
- ☐ Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.
- ☐ Civil Service Analyst Verification (First and Last Name): Click or tap here to enter text.



Memorandum

Date: September 29, 2021

To: Civil Service Commission

From: Elsa Ramos, Personnel Analyst

Subject: **Request for Provisional Appointment – Assistant Administrative Analyst I-II**

On August 9, 2021, the Civil Service Department received correspondence from the Police Department, requesting Civil Service Commission approval of one (1) Assistant Administrative Analyst I-II provisional appointment.

Staff has reviewed the request and recommends approval of the provisional appointment in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Article V, Section 43 of the Civil Service Rules and Regulations allows an appointing authority to request a provisional appointment of an employee "When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification."

Facts for Consideration:

- The Police Department has one vacancy in the Administrative Personnel Division.
- The Assistant Administrative Analyst I-II is a critical support position for the Administrative Bureau. This position is essential to the recruitment, hiring, promotion and retention of staff, both classified and unclassified for the Police Department. Given the multitude of vacancies in the department, filling this position is of high priority.
- The Police Department has been managing the duties necessary to ensure day-to-day operations by underfilling this function with shared staff which has increased the use of overtime.
- Currently, there is no priority list; the last eligibility list expired on July 15, 2021.

- The Civil Service Department recognizes that the Assistant Administrative Analyst I-II is a critical position for use citywide and is in the process of establishing a new list; anticipated for completion by January 2021.
- The recruitment for this provisional appointment will be available for internal candidates only. The bulletin will be posted for two weeks.
- Requisitions PD21-100 is approved and available for this provisional request, PD21-098 is pending approval and will be used for the permanent vacancy.

The Police Department has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.



Date: August 9, 2021
To: CIVIL SERVICE COMMISSION
From: Ken Walker, Acting Personnel Administrator, Personnel Division *KW*
Subject: REQUEST FOR PROVISIONAL APPOINTMENT – ASSISTANT ADMIN ANALYST

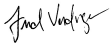
The Police Department respectfully requests that the Commission approve the Provisional Appointment of one (1) Assistant Admin Analyst in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Civil Service Commission approval of a provisional appointment would ensure that essential personnel functions and operations are efficient and cost effective in the department's Finance Bureau.

Our proposed recruitment process is captured in the attached Provisional Appointment package.

Thank you for your consideration of this request. If you have any additional questions or require additional information, please contact Ken Walker, Acting Personnel Administrator at 570-7310.

KAW:kw
Request for Provisional Appointment

Human Resources Approval	
	9/13/21
Director or Designee	Date

This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

The Long Beach Police Department Personnel Division is seeking a highly-skilled assistant administrative analyst to fill a current vacancy. The Personnel Division is responsible for recruitment and on-boarding; performance management; labor relations; worker's compensation; workplace safety; employee wellness; and Payroll. As the Personnel Assistant Administrative Analyst II you will be responsible for;

Examples of Duties:

- Under direction, coordinates the Police Department recruitment processes for professional staff;
- Develops, communicates and executes on various personnel and human resource initiatives;
- Serves as liaisons with the Department Command and Clerical Staff involved in PD's personnel hiring, promotions and retention processes, liaises with City HR and Civil Service staff;
- Acts as primary Division administrator for the www.NeoGov.com; complies reports for Executive Team related to personnel requisitions, separations, and recruitments;
- Drafts all recruitment related materials; maintains detailed, thorough and organized files related to recruitment, hiring and promotion e.g., applications, forms, letters, offer letters, to include accuracy and data compliance, etc.;
- Performs complex, detailed data analyses and other related duties as required.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE

- Ability to work independently and as part of a team, be flexible, manage multiple assignments in a dynamic and fast-paced environment while maintaining strong customer service and administrative skills;
- Ability to independently prioritize a heavy workload and establish methods to handle multiple assignments and projects and successfully meet deadlines;
- Ability to handle confidential matters; exercise discretion and independent judgment;
- Ability to consistently exercise tact, good judgement;

- Ability to work with employees at all levels of the organization and establish and maintain effective working relationships with all.
- Excellent interpersonal, oral and written communication skills and the ability to communicate ideas effectively;
- A flexible and creative approach to their work and can thrive in a fast-paced and constantly shifting environment;
- Ability and willingness to work overtime, weekends, and evenings, as needed.
- Proficiency in the use of computers and office productivity software (e.g. Microsoft Word, Excel, Outlook, and Powerpoint);

Requirements to File:

Applicants must meet requirements A **OR** B:

- A.** A Bachelor's degree from an accredited U.S. college or university (**proof required**)*.

OR

- B.** Current City of Long Beach employees may substitute a combination of education (proof required)*, paid, full-time equivalent technical or paraprofessional experience offering specific and substantial preparation for the duties of the position for the required education on a year-for-year basis totaling four (4) years.

***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.**

Please note: All Police Department employees are required to undergo and successfully complete an extensive background investigation. May require overtime, weekend and/or holiday hours.

A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of the selection.

Provisional supplemental questions:

1. Please describe your experience in various human resources program areas, including: recruitment, classification and compensation, labor

relations, change management, employee engagement, disability management, training, benefits administration and/or other related programs.

2. Please describe your experience with performance metrics and measurements, including cost/benefit analysis, identifying useful metrics, tracking and implementing performance measures, as well as your role in the process and how these metrics were used.
3. Please provide an example which demonstrates your analytical abilities, including your ability to conduct detailed research, analyze data, interpret information, form recommendations, and report and present findings. Describe the project, who the recommendations were presented to and the outcome.
4. Describe in detail your supervisory experience. Include the number, level(s) and responsibilities of staff or direct reports.
5. Describe the type of training you have created and implemented, including the number of employees trained.



City of Long Beach Employment Opportunity

ASSISTANT ADMINISTRATIVE ANALYST

Job Number: E03AN-19

SALARY: \$3,951.00 - \$6,236.00 Monthly

OPENING DATE: 11/23/18

CLOSING DATE: Continuous

DESCRIPTION:



Pre-post bulletin beginning November 23, 2018 through December 2, 2018. Accepting online applications beginning December 3, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are in the Economic Development, Energy Resources, Financial Management, Health & Human Services, Harbor, Human Resources, Police, Public Works, Technology Innovation, Water, and Parks, Recreation & Marine Departments. This position is also used in the Airport, City Manager, Civil Service, Development Services, Fire, and Library Departments.

EXAMPLES OF DUTIES:

Under supervision, gathers data used in administrative, fiscal, or personnel activities and services; assists in the preparation and control of the annual budget; performs preliminary research, investigations, and studies; develops preliminary interpretations and makes recommendations for improvement in services delivery and the attainment of departmental goals; analyzes documents for compliance with rules, regulations, and procedures; assists in the revision of administrative and personnel systems and procedures; communicates with individuals and organizations both within/outside the City; plans and prepares charts, graphs, and other exhibits; reviews statistical data; utilizes personal computers and prepares and presents oral and written reports; assists in the development of basic computer reporting systems; provides specialized counseling services; develops and coordinates permit, loan, grant, and/or fund-raising activities; assists in the various aspects of contract administration; participates in personnel-related activities such as recruitment, testing, test validation, employee orientation and training, classification, compensation, affirmative action, labor relations; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet either option **A** or **B**:

A. Bachelor's degree from an accredited college or university (proof required)*;

OR

B. Current City of Long Beach employees may substitute a combination of education and/or paid, full-time equivalent technical or paraprofessional experience on a year-for-year basis, up to four (4) years. Such coursework and/or experience must demonstrate specific and substantial preparation for the duties of the position **(proof required for education)***.

Candidates on the City of Long Beach Administrative Analyst Eligible List after September 2017 may request to be placed on the eligible list for the current Assistant Administrative Analyst administration. Candidates who are interested in this option must indicate so in the Supplemental Questions section of their online application. These candidates will not be required to take the Assistant Administrative Analyst examination for the duration of this bulletin. **(Note: Proof of Placement on Eligible List, such as a PDF of the email notification of placement on the Administrative Analyst eligible list, is required at the time of filing).**

***Transcripts, degrees, and proofs of Placement on Eligible List 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 the field of study and degree conferred date. Applicants who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing. Transcripts, degrees, proofs of educational equivalency, and/or proofs of Placement on Eligible List not submitted at the time of filing will not accepted.**

Additional Requirements to File:

- Applicants must be able to pass a thorough background investigation and polygraph examination for positions in the Police Department.
- A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of selection.
- Willingness to work an irregular schedule, including nights, weekends, overtime, and/or holidays may be required for some positions.

Ability to:

- Effectively communicate both verbally and in writing;
- Comprehend complex written information;
- Research, organize, and analyze data from a variety of sources;
- Develop conclusions and make recommendations based upon evaluation of facts;
- Work collaboratively with others;
- Exercise initiative to complete assigned tasks;
- Plan and organize work;
- Operate personal computers including the use of the Internet, spreadsheet, database and word processing software (e.g. Microsoft Office).

DESIRABLE QUALIFICATIONS:

- Experience in asset management, grant management, human resources, labor compliance, program management, conducting training classes and/or giving presentations, budget, public sector investing and debt financing.
- For the Water Department, a Bachelor's Degree in Environmental Science, Geography, Geology, Public Administration or closely related field and/or experience in water conservation or water resources.
- Bilingual/biliterate skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

SELECTION PROCEDURE:

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Examination.....	Qualifying
Writing Exercise.....	Qualifying

A minimum rating of 70 must be attained in each part of the examination. This recruitment is being conducted on a continuous basis, and eligible lists may be established periodically. The

continuous eligible list will expire in six months. If needed, the list can be extended by the department for up to 3 years. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

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

PLEASE NOTE: If candidates fail to: a) meet the Requirements to File, b) submit valid proofs at the time of filing, or c) receive a passing exam score, candidates may reapply only after 4 months (120 days) from their previous application, and they may retake the exam only once during this 4 month period.

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.



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.

J.O.B. E03AN-19

SW:AAA

12/5/2018

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #E03AN-19
 ASSISTANT ADMINISTRATIVE ANALYST
 SW

Civil Service Department
 333 W. Ocean Blvd., 7th Floor
 Long Beach, CA 90802
 (562) 570-6202

civilservice@longbeach.gov

ASSISTANT ADMINISTRATIVE ANALYST Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please indicate so. Resumes will not be considered as part of the Civil Service application process, and may not be substituted in lieu of the completed application or supplemental applications. Therefore, "See Resume" is not an acceptable response to any of the Supplemental Questions. Do you understand the above information?
 - ☐ Yes
 - ☐ No
- * 2. **REQUIREMENTS TO FILE:** Indicate under which of the following Options you qualify for Assistant Administrative Analyst:
 - ☐ Option A: Bachelor's degree from an accredited college or university (proof required)*.
 - ☐ Option B: I am a current City of Long Beach employee, and I am substituting a combination of education and/or paid, full-time equivalent technical or paraprofessional experience on a year-for-year basis, up to four (4) years. Such coursework and/or experience must demonstrate specific and substantial preparation for the duties of the position (proof required for education)*.
 - ☐ I do not meet any of the options listed on the bulletin.

- * 3. **PROOFS:** NOTE: If you selected Option A (Bachelor's Degree) for Question #2, or you are using coursework from an accredited college or university for Option B (current City of Long Beach employees only), you must upload your transcripts and degrees to your 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 the field of study and degree conferred date. Applicants who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing. Transcripts, degrees, and/or proofs of educational equivalency not submitted at the time of filing will not be accepted. Have you attached your transcripts, degrees, and/or proofs of educational equivalency to your application under the "Attachments" tab?
- ☐ Yes, I have attached the necessary proofs.
- ☐ This does not apply to me.
- * 4. If you are a current City of Long Beach employee, and you selected Option B for Question #2, please provide specific information about any educational, technical, paraprofessional, and/or professional experience that offered specific and substantial preparation for performing the duties of an Assistant Administrative Analyst. To be responsive, please follow the format below for each work experience held: 1) Name of Department/Employer: 2) Job Title: 3) Dates of Employment: 4) Hours Worked per Week: 5) Detailed description of Job Duties: For qualifying education, you must include the following: 1) Name of school 2) Name of courses 3) Course dates If you are not a current City of Long Beach employee, or you do not possess any qualifying experience or education, please type "N/A".
- * 5. **PLACEMENT ON ELIGIBLE LIST:** Candidates on the City of Long Beach Administrative Analyst Eligible List after September 2017 may request to be placed on the eligible list for the current Assistant Administrative Analyst administration. These candidates will not be required to take the Assistant Administrative Analyst examination. NOTE: Proof of placement on the Administrative Analyst Eligible List, such as a PDF of your email notification of placement on the Administrative Analyst eligible list, is required at the time of filing. Attach proofs under the "Attachments" tab of your application. Are you on the Administrative Analyst Eligible List (after September 2017), and do you wish to be placed on the Assistant Administrative Analyst Eligible List?
- ☐ Yes, I am on the Administrative Analyst Eligible List after September 2017, and wish to be placed on the Assistant Administrative Analyst Eligible list.
- ☐ This does not apply to me.
- * 6. Be advised that candidates must possess the ability to do the following: • Effectively communicate both verbally and in writing • Comprehend complex written information • Research, organize, and analyze data from a variety of sources • Develop conclusions and make recommendations based upon evaluation of facts • Work collaboratively with others • Exercise initiative to complete assigned tasks • Plan and organize work • Operate personal computers including the use of the Internet, spreadsheet, database and word processing software (e.g. Microsoft Office) Do you understand the information above?
- ☐ Yes
- ☐ No
- * 7. Applicants must be able to pass a thorough background investigation and polygraph examination for positions in the Police Department. Do you understand the information above?
- ☐ Yes
- ☐ No
- * 8. A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of the selection. Do you understand the information above?
- ☐ Yes
- ☐ No
- * 9. Some positions may require working an irregular schedule, including nights, weekends, overtime, and/or holidays. Do you understand the information above?
- ☐ Yes
- ☐ No

- * 10. **DESIRABLE QUALIFICATIONS:** Please indicate which desirable qualifications you possess experience in from the list below. You can select more than one. NOTE: Selecting "none of the above" will NOT impact your ability to meet the Requirements to File.
- ☐ Experience in Asset Management
 - ☐ Experience in Grant Management
 - ☐ Experience in Human Resources
 - ☐ Experience in Labor Compliance
 - ☐ Experience in Program Management
 - ☐ Experience in conducting training classes
 - ☐ Experience in giving presentations
 - ☐ Experience in budget
 - ☐ Experience in public sector investing
 - ☐ Experience in debt financing
 - ☐ None of the above
- * 11. Briefly describe your level of expertise and/or experience in each of the desirable qualifications you selected in the previous question. If you do not have any experience or expertise in any of the desirable qualifications, please type "NA".
- * 12. For the Water Department, a Bachelor's Degree in Environmental Science, Geography, Geology, Public Administration or a closely related field and/or experience in water conservation or water resources is desirable. Please indicate if you have any of the degrees and/or experience listed below. Selecting "none of the above" will not impact your ability to meet the Requirements to File.
- ☐ Bachelor's Degree in Environmental Science
 - ☐ Bachelor's Degree in Geography
 - ☐ Bachelor's Degree in Geology
 - ☐ Bachelor's Degree in Public Administration
 - ☐ Bachelor's Degree in a closely related field
 - ☐ Experience in water conservation
 - ☐ Experience in water resources
 - ☐ None of the above
- * 13. Indicate if you have any of the following bilingual/biliterate skills which are desirable for some positions interacting with the public. If you do not have any of these language skills, please choose "none of the above". Choosing none of the above will not impact your ability to meet the Requirements to File.
- ☐ Spanish
 - ☐ Khmer
 - ☐ Tagalog
 - ☐ None of the above
- * 14. **ANALYTICAL WORK EXPERIENCE:** Describe, in detail, the best example of the most difficult analytical work you have performed as it pertains to the duties of Assistant Administrative Analyst. Include the following in your response: a) the scope of work b) your role in the work c) your research methods d) a brief analysis of the data obtained e) the result or outcome
- * 15. **COMPUTER LITERACY:** Describe any computer related education, training, or experience, including work-related operations and applications. Please specify the type of equipment and software used and the purpose or end product.
- * 16. Please choose the department(s) that you would like to be considered for below. You may choose more than one department. Current vacancies are in the Economic Development, Energy Resources, Financial Management, Health & Human Services, Harbor, Human Resources, Police, Public Works, Technology Innovation, Water, and Parks, Recreation & Marine Departments. This position is also used in the Airport, City Manager, Civil Service, Development Services, Fire, and Library Departments. These departments may have vacancies in the future.

- ☐ Economic Development
- ☐ Energy Resources
- ☐ Financial Management
- ☐ Health & Human Services
- ☐ Harbor
- ☐ Human Resources
- ☐ Police
- ☐ Public Works
- ☐ Technology Innovation
- ☐ Water
- ☐ Parks, Recreation & Marine
- ☐ Airport
- ☐ City Manager
- ☐ Civil Service
- ☐ Development Services
- ☐ Fire
- ☐ Library
- ☐ No preference

- * 17. Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 form (or other appropriate documentation) must be attached with your application at time of filing.

- ☐ Yes
- ☐ No

- * 18. **PROOF OF REQUIRED DOCUMENTS:** I understand that proof of required documents must be uploaded to my application at the time of filing. I also understand that failure to submit all required documents at the time of filing will result in the application being considered incomplete. Required proofs for this position MAY include: -College degree or college transcripts -Proof of Placement on the Administrative Analyst Eligible List (after September 2017 only) -DD-214 Member 4 Form, if claiming veteran's preference Do you understand the information listed above?

- ☐ Yes

- * 19. **EDUCATIONAL EQUIVALENCY:** Please note that applicants who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing. For information on evaluation services, click the link below: [Education Evaluation Services](#) Do you understand the information stated above?

- ☐ Yes

- * 20. **CERTIFICATION STATEMENT:** I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment at any time during the course of employment. Do you understand the information above?

- ☐ Yes

- * Required Question