



COUNTY OF LOS ANGELES  
DEPARTMENT OF HUMAN RESOURCES  
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO EXTEND THE FILING PERIOD AND SUPERSEDES BULLETIN NUMBER 08-066  
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<b>JOB TITLE</b>	<b><u>HUMAN RESOURCES ANALYST III</u></b>
<b>EXAM NUMBER</b>	R1912N
<b>FILING DATES</b>	January 06, 2010 until needs are met
<b>SALARY</b>	\$5,699.55 - \$7,475.64 <b>MONTHLY</b>
<b>BENEFITS</b>	<b>Non-represented Employees</b> <ul style="list-style-type: none"><li>● Cafeteria Benefit Plan</li><li>● Defined Contribution Retirement Plan</li><li>● Deferred Compensation &amp; Thrift Plan</li><li>● 11 Paid Holidays</li><li>● Flexible Work Schedules</li></ul>
<b>POSITION INFORMATION</b>	Positions in this class are restricted to the Department of Human Resources, the County's central personnel agency, and are responsible for developing and administering policies, and conducting, monitoring activities that carry out Board of Supervisors' priorities for a comprehensive and equitable personnel system. Incumbents in this position independently analyze and make recommendations for the solution of problems in the administration of Countywide programs at the full journey level. They perform assignments in programs such as appeals, advocacy, administrative services, benefits administration, examining, Human Resources operations and support, policy development and implementation, training, and recruitment. Incumbents must demonstrate knowledge of human resources programs sufficient to perform the more difficult duties of the position under general supervision.
<b>ESSENTIAL JOB FUNCTIONS</b>	Duties include the following: analyzes and makes recommendations concerning technical matters in the assigned areas of specialization, reconciles differences, resolves conflicting or divergent opinions, and effects mutually acceptable solutions; plans, organizes, and manages workload to meet target dates; prepares recommendations and submits them for review with investigative, factual, and analytical data; serves as a technical expert within a specialized area considered difficult by reason of numbers and kinds of problems as well as the level, sensitivity, or dynamics requiring the development of new or revised methods for meeting such problems; proposes plans to alleviate problems and develops comprehensive, long-range programs including method, personnel, and time required to accomplish each sequential phase; represents the section, division, and the central agency in meetings, hearings, conferences, and workshops, as assigned; communicates orally, in writing, or through graphic representations and statistical summaries, with others in

Department of Human Resources: Address: 500 W. Temple St., Rm 588, Los Angeles, CA 90012  
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 899-4099

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION  
REQUIREMENTS**

the discipline, with County management, with employees, the public, organized employee groups, and representatives of various agencies; and assists in the orientation and training of other analysts assigned to the section.

**OPTION 1:** Graduation from an accredited\* college with a Master's degree\*\* in Public Administration, Business Administration, or a closely related field **AND** two years professional/ technical human resources experience such as classification, compensation, employee relations/discipline, recruitment and selection, benefits, training, etc. in a central or regional personnel office at the level of County of Los Angeles class of **Human Resources Analyst II\*\*\* or higher** .

**OPTION 2:** Graduation from an accredited\* college with a Bachelor's degree\*\* **AND** three years professional/technical human resources experience in areas such as classification, compensation, employee relations/discipline, recruitment and selection, benefits, training, etc. in a central or regional personnel office at the level of County of Los Angeles class of **Human Resources Analyst II\*\*\* or higher** .

**OPTION 3:** One year professional/technical human resources experience **AS A** Human Resources Analyst II, Senior Departmental Personnel Technician, Departmental Employee Relations Representative, or a closely related class performing professional technical human resources work **in the service of Los Angeles County** .

**Physical Class: 2 - Light:**

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Licenses:** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information:** \*Accreditation institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.

**\*\*Applicants must complete a Supplemental Information Form and attach it with the application. APPLICATIONS SUBMITTED WITHOUT THE SUPPLEMENTAL INFORMATION FORM WILL BE REJECTED.** In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application. Applicants, who apply Online, must upload or fax a photocopy of the required documents to (213) 626-6075 by making it attention to: Regina Romeo within five (5) business days of filing Online. Please include the exam number and exam title.

**\*\*\*Experience at the level of the County of Los Angeles class of Human Resources Analyst II refers to experience in analyzing and making recommendations for the solution of problems in the administration of human resources programs, under general supervision.**

<p><b>DESIRABLE QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>&gt; Experience in the development and implementation of technical human resources programs and/or activities, including analysis, plans, methods and processes.</li> <li>&gt; Experience providing consultative services with public/private agencies/departments pertaining to applicable personnel policies, procedures and guidelines, and issues.</li> <li>&gt; Ability to set priorities and meet aggressive commitments to achieve objectives; manage multiple, diverse assignments or programs.</li> <li>&gt; Extensive knowledge of federal, state and local government personnel administration principles, practices and techniques.</li> <li>&gt; Experience in public sector human resources.</li> <li>&gt; Strong communications skills.</li> </ul>
<p><b>SPECIAL INFORMATION</b></p>	<p><b>Shift:</b> Day: 8:00a.m. - 5:00p.m.</p>
<p><b>VACANCY INFORMATION</b></p>	<p>The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Human Resources.</p>
<p><b>EXAMINATION CONTENT</b></p>	<p>This examination will consist of an interview weighted 100%. The interview will assess education, experience, personal fitness, and general knowledge and ability to perform the duties of the position. <b>ONLY THOSE CANDIDATES WHO ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN THE INTERVIEW WILL BE PLACED ON THE ELIGIBLE REGISTER.</b></p> <p>Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <a href="http://dhr.lacounty.info">http://dhr.lacounty.info</a> and clicking on Job Information, then clicking on Employment Test Preparation.</p>
<p><b>ELIGIBILITY INFORMATION</b></p>	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p><b>NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.</b></p>
<p><b>SUPPLEMENTAL INFORMATION</b></p>	<p>Additional Information may be found at:  <a href="http://easier.co.la.ca.us/jobs/Supplemental/R1912N.pdf">http://easier.co.la.ca.us/jobs/Supplemental/R1912N.pdf</a></p> <p style="text-align: center;"><b>**** IMPORTANT INFORMATION ****</b></p>
<p><b>APPLICATION INFORMATION</b></p>	<p>Applicants are required to submit a standard Los Angeles County Employment Application and a Supplemental Information form. You have the option of filing your application either Online (via electronic submission) <b>-OR-</b> via hard copy submission. <b>PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.</b> This examination will remain open until the needs of the service are met and filing may be suspended at any time without advance notice.</p> <p><b>Instructions for Filing Online:</b> A standard County Employment Application and a Supplemental Information form for this examination may be completed online and submitted electronically. Applications electronically received after 5:00 p.m. PST on the last day of filing will not be accepted. Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 626-6075 by making it attention to: Regina Romeo within five (5) business days of filing Online. Please include the exam number and exam title. To apply online, click on the link below on or after January 5, 2010.</p>

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5041&areq=1182BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1182BR)

**Instructions for Hard Copy submission:** A standard Los Angeles County Employment Application and a Supplemental Information form for this examination is available at the filing location below or may be downloaded from the Department of Human Resources website at: <http://dhr.lacounty.info> (**Use this only if you are not filing Online**). A standard County Employment Application and a Supplemental Information form for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. Applications and Supplemental Information forms must be received, either in person or by mail, by 5:00 p.m. on the last day of filing at the location below.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Department of Human Resources  
500 W. Temple Avenue, Room 585  
Los Angeles, CA 90012  
(213) 974-8404

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 or (800) 897-0077 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT ELIGIBILITY INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.