

PERSONNEL RESEARCH ANALYST

Class Code: 1739
Open Date: 06-15-07

ANNUAL SALARY

\$61,679 to \$76,650 and \$72,892 to \$90,577

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade.

DUTIES

A Personnel Research Analyst performs specific technical research in a broad range of personnel selection activities; carries out content and criterion validation studies; conducts detailed job analyses; conducts research to assess the city's workforce needs; develops and administers selection tests; performs complete statistical and data analyses; writes a variety of statistical and narrative reports; and applies professional selection testing practices and the principles of equal employment opportunity to personnel selection and research.

REQUIREMENTS

1. A Ph.D. degree in Industrial/Organizational Psychology or Psychometrics, which included the completion of a dissertation; **or**
2. A master's degree in Industrial/Organizational Psychology or Psychometrics, which included the completion of a thesis involving the formulation of a hypothesis, data collection, and statistical analysis; and one year of full-time paid professional experience in personnel research relating to employee selection or test validation; **or**
3. A bachelor's degree in Psychology, with a completed course in each of the following areas: advanced statistics, research design, and psychological measurement; and three years of full-time paid professional experience in personnel research relating to employee selection or test validation.
4. In addition to the regular City Application form, all candidates are required to submit the Training and Experience Questionnaire at the time of filing. Candidates who fail to submit both the Application form and the Training and Experience Questionnaire together will not be considered candidates in this examination and their application will not be processed.

NOTES:

1. For Requirements No. 2 and No. 3 the term "professional experience" means work experience in a position that requires possession of a four-year degree from a recognized college university in order to obtain that position.
2. Ph.D. and Master's degree candidates who are within six months of obtaining their degrees may apply. However, candidates cannot be appointed until the full education requirement is met.

WHERE TO APPLY

Applications and Training and Experience Questionnaires WILL ONLY BE ACCEPTED ON-LINE at
https://person-line.lacity.org/job_app/

NOTE:

1. You will need to have Internet Explorer version 5.5 or above and Acrobat Reader 6.0 or better.

APPLICATION DEADLINE

This examination may close without prior notice at any time after a sufficient number of applications have been received. For administrative purposes, filing may close periodically and reopen the following workday.

The instructions to candidates regarding completing the Training and Experience Questionnaire on-line are at the following location: <http://www.lacity.org/per/exams/Supplnst.pdf>

We recommend that you preview the Questionnaire at <http://www.lacity.org/per/exams/1739Sup.pdf> prior to completing your on-line application to ensure you provide yourself with sufficient time to complete both the on-line application and Training and Experience Questionnaire.

Once you submit your on-line application and it appears it meets the bulletin requirements, you will be immediately directed to the on-line Training and Experience Questionnaire for Personnel Research Analyst. At that time, you must follow the prompts and may save the Questionnaire to a hard drive or floppy diskette. You must complete the Questionnaire during that initial session and submit it with the application form. You cannot be considered a candidate in this examination unless **both** the City application form **and** the Training and Experience Questionnaire are complete and submitted together.

You will find a link in the on-line version of the bulletin, and also in the Training and Experience Questionnaire. If you have any technical problems during the on-line filing, this link will take you to a web page that will allow you to send us your problem. Personnel Department staff will respond to your communication by e-mail.

SELECTION PROCESS

Examination Weight: Evaluation of Training and Experience Questionnaire 100%

The examination will consist of an evaluation of training and experience, wherein candidates will be evaluated on their education and specific contribution to projects that demonstrate the technical and administrative knowledge and abilities needed to perform the work of a Personnel Research Analyst, including the knowledge of: statistics and research and its application to selection instruments and procedures; the ability to: develop techniques for processing a variety of detailed data; communicate in a clear and effective manner; and other necessary knowledge and abilities.

The City Applications and Training and Experience Questionnaires of all candidates will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications as described on the candidate's Application and Training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the expert review panel.

NOTES:

1. This examination is based on a content validation study.
2. Some positions may require a valid California driver's license prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities.
4. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
5. A final average score of 70% is required to be placed on the eligible list.
6. You may take this examination only once during the administration of this examination. Your name may be removed from the open competitive list after six months.

NOTICE:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

**THIS EXAMINATION IS TO BE GIVEN
ONLY ON AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 485-8250.