City of Long Beach
Police Department

Administrative Analyst III
($25.516 - $34.715 per hour)

The Long Beach Police Department, Personnel Division, has an immediate opening for an Administrative Analyst III. The position will report to the Administrative Officer and will assist in the management of the Department's human resources, payroll and safety/facilities management functions.

EXAMPLES OF DUTIES:

- Oversees the Payroll/ Personnel functions for approximately 1,600 departmental employees;
- Oversees the Workers' Compensation process for departmental employees;
- Oversees the Safety/Facilities Maintenance section of the department;
- Responsible for department position control and tracking of personnel allocation;
- Conducts salary surveys and studies regarding the creation and/or revision of classifications;
- Performs other related duties as required.

QUALIFICATIONS:

This position is open to current Administrative Analysts with the City of Long Beach and those reachable on the current Civil Service eligible list. Experience in the administration of human resources is highly desirable.

SELECTION

Interested candidates may submit a letter of interest and resume no later than **Friday, October 13, 2006 to:**

Debbie Smith, Administrative Officer
Long Beach Police Department, Personnel Division
400 W. Broadway
Long Beach, CA 90802

The successful candidate will be required to complete a thorough background investigation by the Police Department.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-7120.