



CITY OF LONG BEACH

Department of Public Works

2929 East Willow Street, Long Beach, CA 90806

JOB OPPORTUNITY TRANSFER/PROMOTIONAL OPPORTUNITY ADMINISTRATIVE ANALYST III ASSISTANT ADMINISTRATIVE ANALYST

The Personnel Division in the Public Works Department has an opening for an Administrative Analyst III. Assistant Administrative Analysts will also be considered for this position as a promotional growth opportunity. This position reports to the Personnel Officer (Administrative Officer-PW) and will assist with personnel administration activities for the Department of Public Works. Public Works has more than 600 employees in diverse classifications and functions. This position is located at the Personnel Division office at 2929 East Willow, co-located with the Environmental and Fleet Services Bureaus. The Administrative Analyst III will provide dedicated personnel services to the employees, supervisors and managers, including the following:

Duties and Responsibilities

Under general direction of the Personnel Officer, the Administrative Analyst III will:

- Coordinate hiring, including guiding hiring managers through the selection process and assisting with unclassified recruitment where appropriate;
- Tracking, monitoring, and coordinating the Department's requisitions, personnel authorities and vacancies, including completed required reports.
- Conducting disciplinary investigations and preparing necessary reports;
- Coordinating administrative projects for the Department of Public Works;
- Providing advice and guidance to supervisors, managers and employees in all aspects of personnel administration including hiring, discipline, labor relations, application and interpretation of Memoranda of Understanding and applicable local, state and federal rules, regulations and practices.

Desired Qualifications

This position is open to all current City of Long Beach employees with status as an Administrative Analyst or Assistant Administrative Analyst. Experience handling personnel/human resources work for a Department is highly desirable, but not required. The successful candidate will demonstrate strong problem solving and analytical skills, knowledge of City MOU's, Administrative Regulations, HR Personnel Policies and Procedures, Civil Service Rules, Regulations and Procedures, and City personnel processes. In addition, the successful candidate will demonstrate the ability to juggle multiple assignments and to generate accurate, thorough work product while continuing to meet required deadlines.

Selection Procedure

This position is open to all current City employees with status in the class of Administrative Analyst or Assistant Administrative Analyst and candidates on the Administrative Analyst or Assistant Administrative Analyst CS List of Eligibles. Interested candidates should submit a resume and letter of interest no later than 5:00 PM on Friday, October 30, 2009, to:

Cynthia Stafford, Personnel Officer
Department of Public Works
2929 East Willow Street
Long Beach, CA 90806

Following the final filing deadline, all applications will be evaluated to determine the most qualified applicants. The most qualified candidates will be invited to participate in the selection process, which may include a writing exercise and an interview by a selection panel, with an appointment anticipated shortly thereafter, upon completion of a thorough reference and background check.

This information is available in an alternative format by request to Department of Public Works, Personnel Services Division at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your resume or call (562) 570-4686.

An Equal Employment Opportunity Employer.
The Department of Public Works Values and Encourages Diversity in Its Workforce