City of Long Beach
Employment Opportunity

ADMINISTRATIVE ANALYST
Job Number: EA8AN-19

SALARY: $5,076.00 - $8,673.00 Monthly

OPENING DATE: 02/01/19

CLOSING DATE: Continuous

DESCRIPTION:

Accepting online applications only. Apply online 24 hours a day, beginning February 1, 2019. Filling will remain open until vacancies are filled. Filling may close without further notice.

As of February 2019, current vacancies are in the following departments: Airport; Disaster Preparedness & Emergency Communications; Financial Management; Fire; Harbor; Health & Human Services; Human Resources; Library; Parks, Recreation & Marine; Police; Public Works; and Water. (This list is subject to updates as filing of applications is continuous.)

This classification is utilized city-wide and vacancies may occur in the future.

SPECIAL NOTE: Current city employees within the classification or held prior status within the classification, with a desire to transfer to another department, bureau or division, submit your transfer application to be placed on the Transfer List.

EXAMPLES OF DUTIES:

EXAMPLES OF DUTIES: Under general direction, assists departmental management with a wide variety of administrative responsibilities, and performs increasingly complex and responsible duties of the classification; independently develops and implements analytical studies and develops, compiles, and interprets statistical data; develops conclusions and makes recommendations; interprets complex written information; prepares detailed and comprehensive written reports; assists departmental management in the preparation and control of the annual budget, and the selection, training, and evaluation of employees; develops and implements procedures for improving organizational effectiveness; develops measures for evaluating departmental accomplishments; develops proposals and forecasts; makes oral presentations; utilizes mainframe and personal computer applications; may assist in the marketing of services; may assist in the development and administration of leases, permits, contracts and/or grants; may supervise subordinate personnel; may serve on interdepartmental committees; within the Budget Management Bureau of the Financial Management Department or the Department of Human Resources, may assist in the development of management strategies on labor relations and/or collective bargaining including the collection and analysis of budget and revenue forecasting data necessary for labor negotiations; may assist with conducting administrative investigations; may interpret and apply federal and state regulations, memoranda of understanding and city policies and procedures; and performs other related duties as required.

REQUIREMENTS TO FILE:

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

A. A Bachelor's degree from an accredited U.S college or university **(proof required)*** AND two (2) years of full-time paid professional experience as an Assistant Administrative Analyst or equivalent position offering specific and substantial preparation for the duties of the position. A Master's Degree in Business or Public Administration, or a closely related field, from an accredited U.S. college or university may be substituted for up to one year of the required professional experience **(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 six (6) years. At least two (2) out of the six (6) years must have been in a full-time paid professional experience as an Assistant Administrative Analyst or equivalent position offering specific and substantial preparation for the duties of the position.

***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; for more information click HERE.**

Additional Requirements to File:

Candidates must have ability to effectively:

- Communicate both verbally and in writing;
- Operate personal computers including the use of the Internet, spreadsheet, database and word processing software;
- Comprehend and interpret complex written information;
- Research, organize, and analyze data from a variety of sources;
- Develop conclusions and make recommendations based upon evaluation of facts;
- Exercise initiative to complete assigned tasks;
- Perform mathematical computations; and
- Plan and organize work.

Some positions may require overtime, weekend and/or holiday hours. Positions in the Police Department require the ability to pass a thorough background investigation.

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

SELECTION PROCEDURE:

SELECTION PROCEDURE: EXAMINATION WEIGHTS:
Application Packet..... ....Qualifying
On-line Multiple Choice Exam..... ..... Qualifying

Writing Skills Exercise..... .....Qualifying

A minimum rating of 70 must be attained in each part of the examination. This is a continuous examination and the resulting eligible list will remain in effect for at least six months. Eligible lists may be established periodically. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

PLEASE NOTE: If candidates fail to meet the requirements, submit valid proofs or receive a passing exam score, candidates may reapply after 4 months (120 days) from their previous application and retake the exam only once during this 4-month period.

DESIRABLE QUALIFICATIONS: Experience in: labor relations; budget/revenue analysis and forecasting; human resources; public financing and investment; grant management; recruitment; capital works projects/programs; labor compliance; and risk management. Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) for some positions interacting with the public.

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

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. EA8AN-19 CS/CP:AA 02/06/19

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

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

civilservice@longbeach.gov

Position #EA8AN-19
ADMINISTRATIVE ANALYST
CP

ADMINISTRATIVE ANALYST Supplemental Questionnaire

* 1. **INSTRUCTIONS:** The purpose of this supplemental application 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 so indicate. 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. Do you understand the information stated above?

❑ Yes ❑ No

* 2. **REQUIREMENTS TO FILE:** Applicants must meet the requirements Option A **OR** Option B. Please select the minimum requirement you meet below and attach proof of degree(s) and/or transcript(s).

❑ Option A. Bachelor's degree from an accredited U.S college or university (proof required)* AND two (2) years of full-time paid professional experience as an Assistant Administrative Analyst or equivalent position offering specific and substantial preparation for the duties of the position. A Master's Degree in Business or Public Administration, or a closely related field, from an accredited U.S. college or university may be substituted for up to one year of the required professional experience (proof required)*.
❑ Option 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 six (6) years. At least two (2) out of the six (6) years must have been in a recent, full-time paid professional experience as an Assistant Administrative Analyst or equivalents position offering specific and substantial preparation of the duties of the position.
❑ I do not meet the minimum requirements. Selecting this option will disqualify you from this position.

* 3. Be advised that candidates must have the ability to effectively: • Communicate both verbally and in writing; • Operate personal computers including the use of the Internet, spreadsheet, database and word processing software; • Comprehend and interpret complex written information; • Research, organize and analyze data from a variety of sources; • Develop conclusions and make recommendations based upon evaluation of facts; • Exercise initiative to complete assigned tasks; • Perform mathematical computations; and • Plan and organize work. Do you understand the information above?

❑ Yes ❑ No

* 4. **QUALIFYING EXPERIENCE:** If you are qualifying under OPTION A, answer the following question below. Briefly describe your two years or more of recent full-time paid professional experience as an Assistant Administrative Analyst or equivalent position offering specific and substantial preparation for the duties of the position. A Master's Degree in Business or Public Administration, or a closely related field, from an accredited U.S. college or university may be substituted for up to one year of the required professional experience (proof required)*. For qualifying experience, you must include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. *If you are qualifying under OPTION B, put "N/A" and continue to the next question.*

* 5. If you are qualifying under OPTION B, answer the question below. If you are a current City of Long Beach employee, you 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 (must have a total of four years) AND a minimum of two years of recent full-time paid professional experience as an Assistant Administrative Analyst or equivalent position offering specific and substantial preparation for the duties of the position. Briefly explain the combination/substitution of education and experience as listed above and include the following: For qualifying experience, you must include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. *If you are qualifying under OPTION A, put "N/A" and continue to the next question.*

* 6. **ADDITIONAL REQUIREMENTS TO FILE:** Some positions may require overtime, weekend and/or holiday hours. Are you available and willing to work overtime, weekend and/or holiday hours?

❑ Yes ❑ No

* 7. Positions in the Police Department require the ability to pass a thorough police background investigation. Are you interested in being considered for positions in the Police Department?

❑ 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 interview. Do you understand this information above?

❑ Yes ❑ No

* 9. This classification is used city-wide. Please choose the department(s) that you would like to be considered for below. You may choose more than one department.

❑ Airport
❑ Civil Service
❑ Development Services
❑ Disaster Preparedness & Emergency Communications
❑ Economic Development
❑ Energy Resources (formerly Gas & Oil)
❑ Financial Management
❑ Fire
❑ Harbor
❑ Health & Human Services
❑ Human Resources
❑ Library
❑ Parks, Recreations & Marine
❑ Police
❑ Public Works
❑ Technology & Innovation
❑ Water
❑ I do not have a preference.

* 10. **DESIRABLE QUALIFICATIONS:** Do you possess any of the following desirable qualifications? Please indicate all that apply.

❑ Human resources, labor relations, recruitment and/or risk management
❑ Labor compliance
❑ Budget/revenue analysis and forecasting
❑ Public financing and investment
❑ Grant management
❑ Capital works projects/programs
❑ Other
❑ None of the above (selecting this option will not disqualify you from the position.)

* 11. If you indicated any of the above desirable qualifications, please describe in detail your experience in: human resources, labor relations, recruitment, and/or risk management; labor compliance; budget/revenue analysis and forecasting; public financing and investment; grant management; capital works projects/programs; and/or other. You must include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. *If none, put "N/A". NOTE: Putting "N/A" will not disqualify you from the position.*

* 12. **Bilingual/Biliterate Skills:** For some positions in the City it is desirable to have bilingual and/or biliterate skills in Spanish, Khmer, or Tagalog. Please indicate all that apply.

❑ Bilingual in Spanish
❑ Biliterate in Spanish
❑ Bilingual in Khmer
❑ Biliterate in Khmer
❑ Bilingual in Tagalog
❑ Biliterate in Tagalog
❑ I am not bilingual or biliterate in Spanish, Khmer, or Tagalog. Selecting this option will not disqualify you from the position.

* 13. **GENERAL QUESTIONS:** 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

* 14. Please note that candidates 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: **Education Evaluation Services**

Do you understand the information stated above?

❑ Yes ❑ No

* 15. **PROOF OF REQUIRED DOCUMENTS:** I understand that proof of required documents must be uploaded to the application packet at the time of filing. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Required proofs for this position MAY include: college degree(s) and/or college transcripts (with name, date of conferral, and area of study), DD-214 Member 4 Form or other similar documentation, if claiming veteran's preference. Do you understand the information listed above?

❑ Yes ❑ No

* 16. 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. Do you understand the\ information above?

❑ Yes ❑ No

* Required Question