

CHIEF PERSONNEL ANALYST, 1741

Summary of Duties : Directs and coordinates the work of a division of the City's Personnel Department; plans and directs the work of employees engaged in position classification, examining, recruitment, equal employment opportunity, employee development, employee health benefits, medical services including safety administration, workers' compensation benefits, and other services; and does related work.

Distinguishing Features : A Chief Personnel Analyst is responsible for managing professional employees within a major specialized personnel activity in the centralized personnel agency. An employee in this class reports to the General Manager or Assistant General Manager and receives very general supervision. A Chief Personnel Analyst makes significant independent technical and administrative decisions which include developing and establishing division policies, procedures, and performance measures. Critical or highly sensitive matters relating to specific problems and policy issues of the Personnel Department or having City-wide impact are discussed with the Assistant General Manager or General Manager. A major responsibility of such positions is planning and coordinating work to achieve maximum results with a minimum of personnel, while providing positive assistance to the management of the operating departments.

Examples of Duties : Directs, plans, and coordinates the work of subordinate professional and clerical employees and reviews it for thoroughness, appropriateness, and soundness of decisions; participates in the formulation of Department policies; confers with deputies of the City Attorney's Office regarding the interpretation of Charter provisions and Civil Service Commission Rules; recommends amendments to the Charter and Rules; prepares correspondence and special reports on a variety of critical or highly sensitive personnel subjects; represents the Personnel Department's position on matters before the City Council and Council committees;

Directs the preparation and maintenance of employee records including certification, eligible lists, seniority, and layoffs; directs the investigation of appeals relating to candidate backgrounds; advises other City departments on the application of Charter provisions and Civil Service Commission Rules as they relate to employee appointments, certifications, transfers, reinstatements; confers with the City Employee Relations Board, the City Administrative Officer's representative, the City Attorney's Office and concerned operating departments on labor relations issues; directs the development and presentation of the City's management position on unit determinations to the City Employee Relations Board;

Directs the maintenance of the City's position classification plan; directs the processing of requests for restoration to eligible lists

following probationary terminations; directs the preparation of examination bulletins and class survey reports; confers with representatives of the City Administrative Officer regarding classification matters; discusses class specifications, allocations, and status determinations with employees and supervisors; explains the classification plan and classification principles and procedures to employees and supervisors;

Directs the preparation and administration of examinations; reviews examination outlines and plans and suggests revisions and adjustments; discusses examination outlines with department representatives; supervises the analyses of protests on written questions and interview and performance ratings; supervises the selection of raters to participate on oral boards and to appraise performance tests; initiates and directs research activities to improve techniques and to validate test items;

Directs recruitment activities for City classes, including publicizing current examinations; directs the investigation of appeals relating to the acceptance of applications; directs the recruitment and placement of emergency employees; represents the Department on Civil Defense matters;

Directs selection activities for the sworn services including recruitment of candidates, investigation of appeals relating to the acceptance of applications, background reviews, and the preparation of examinations for Police and Fire classes; maintains eligible lists and directs the certification of lists for entry level Police Officers;

Develops goals and directs the implementation of programs to achieve said goals for the affirmative action unit; analyzes for and discusses with the City Attorney's Office the effects of lawsuits, discrimination complaints, and requirements filed against or imposed on the City and recommends or determines a course of action as it relates to affirmative action activities; negotiates and approves settlement agreements resolving individual charges of discrimination; coordinates the implementation of affirmative action efforts with management representatives of operating departments; attends meetings of policy-making and advisory bodies of the City as the department representative; presents department recommendations on matters including the affirmative action impact of proposed legislation, proposed modifications to the City personnel rules and policies, complaints of discrimination, and proposals for implementing the City's Affirmative Action Program;

Directs the preparation and instruction of courses, seminars, workshops and other training programs for the development of City employees at all levels; directs the preparation and monitoring of contractual training arrangements; directs the career service awards program; conducts training programs in labor relations for management of operating departments; directs the preparation of confidential evaluations of City executive's departmental personnel policies for

use in the executive merit pay plan; directs the counseling of employees on Civil Service Commission Rules, policies, and procedures;

Directs the negotiation of health insurance contracts with health plan agencies; directs the enrollment of employees in health insurance programs; directs research into the feasibility of employee benefit programs; directs the City's wellness program; directs the City-wide medical services program; directs the conduct of safety inspections for conformance to federal standards; directs accident investigations on employees injured on the job; directs the suggestion award program;

Directs the City's workers' compensation program, including the investigation and acceptance of claims for medical treatment and the rehabilitation of employees injured or ill in the line of duty; directs the evaluation of the extent of permanent disability for presentation before the Workers' Compensation Appeals Board; confers with the City Attorney's Office regarding the negotiation of settlements involving disability and third party cases; confers with the Pensions Department on retirement cases involving workers' compensation; confers with the Data Service Bureau and Controller's Office on the processing of awards, medical payments, and monthly disability payrolls; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles and practices of public personnel administration, management, and organization as related to the administration of a comprehensive program of personnel administration; a good knowledge of office management practices and procedures; a good knowledge of the Civil Service Commission Rules, policies, and procedures, and City Charter provisions, ordinances, and City Attorney opinions pertaining to personnel; a good knowledge of federal and state laws bearing on municipal employment; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a good knowledge of safety principles and practices; a working knowledge of State, county, and city interrelationships; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to plan, organize, direct, and evaluate a variety of personnel administration and management activities for a central personnel agency; the ability to organize, direct, and evaluate studies to obtain effective solutions to problems in personnel administration and organization; the ability to prepare and present oral and written reports and recommendations concisely, logically, and convincingly; the ability to interpret statistical computations, charts, and diagrams; and the ability to deal tactfully and effectively with public officials, management, subordinates, employees and their representatives, and the general public.

Two years of full-time experience at the level of Senior Personnel Analyst or in a class which is at least at that level performing personnel administration or professional administrative analysis is required for Chief Personnel Analyst.

Appointments to positions in this class are subject to a one year probationary period as provided by Section 109 at the Los Angeles City Charter.

License : A valid California driver's license and a good driving record may be required for some positions.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.