

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**11/14/2019****ACCESS ANALYST, 7652**

Summary of Duties: The class of Access Analyst provides regular civil service appointment to current non-civil service employees who perform staff duties such as speaking on behalf of public officials, taking requests or complaints from the public and researching ways to assist the public; giving information to representatives of the media via television, radio, or any current mass media modes, securing information and data on problems relating to a particular neighborhood or constituency; conducting investigations on complaints, reviewing and enforcing good practices and quality of the City of Los Angeles services; studying conditions of particular areas within the City; making recommendations to identify problems or accommodating the best interest of the residents and stakeholders of the City of Los Angeles. Employees appointed to this class have shown leadership and/or aptitude for facilitating community based activities.

Class Characteristics: Appointments to this classification to allow long term vested professional and para-professional exempt City employees to compete for promotional opportunities within the City, using their unique experiences gained through City service. After receiving the appointment and serving for a brief period, employees return to their exempt positions at-will with no property rights in their positions or any other position within the civil service system. The purpose of being appointed to this classification is to obtain civil service status only, which then allows these employees to file for and compete in promotional civil service exams.

REQUIREMENTS:

1. Current full-time exempt employee vested with the Los Angeles City Employees Retirement System (LACERS) and
2. Five years of continuous full-time paid exempt experience with the City of Los Angeles performing public outreach, constituent services, or serving as a liaison between the community groups and City departments, council committees, or quasi-governmental agencies.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the 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.