



**PERSONNEL RESEARCH ANALYST
PERSONNEL DEPARTMENT
PUBLIC SAFETY DIVISION**

EMERGENCY APPOINTMENT

The Personnel Department is seeking to fill two (2) Personnel Research Analyst positions in the Public Safety Division. Please review the position descriptions below.

Public Safety Division - Duties

Conduct job analysis with experts to determine the essential tasks and competencies of the job.

Draft job bulletins announcing the requirements, duties, and selection process for a civil service examination.

Determine test batteries and create test questions for interviews, multiple choice tests, essays, and other tests.

Schedule interviews and other tests, finding interviewers from both within and outside the City, and booking rooms to hold the tests.

Oversee test scoring by creating scoring guides for essays and interviews, and determining cut scores for multiple choice tests.

Use electronic platforms including an applicant tracking system, exam management systems, and remote proctoring systems.

Respond to protests from candidates verbally and in writing. Supervise small staff of exam analysts

Minimum Requirements:

Note – Candidates will be required to qualify for the position at the time of appointment.

All candidates must meet one of the minimum bulletin requirements below:

1. A Ph.D. degree in Industrial/Organizational Psychology or Psychometrics from an accredited college or university; **or**
2. A master's degree in Industrial/Organizational Psychology or Psychometrics from an accredited college or university; **and** one year of full-time paid professional experience in personnel research relating to employee selection or test validation; **or**

3. A bachelor's degree in Psychology from an accredited college or university, which includes the completion of 3 semester or 4 quarter units in each of the following areas: advanced statistics, research design, and psychological measurement; **and** three years of full-time paid professional experience in personnel research relating to employee selection or test validation.

How to Apply:

Interested candidates should upload the following items to the Google form (link below) no later than 4:00 pm on **August 10, 2022**.

- 1) Resume (pdf only)
- 2) Background Reference Form (two references)

<https://docs.google.com/forms/d/e/1FAIpQLSe0c3hfi70-9W8EQ4HH26MMTJInmiNW8ewZpHOUhoeMTCC4IA/viewform>

Please note that a resume review will be conducted for this selection process. Additionally an employee folder review, employee work history review, and/or reference checks may be conducted. A request for submission of and review of a supplemental written response/T&E may be conducted. Candidates must meet one of the bulletin requirements without exception. Late submissions or appeals will not be accepted.

If you have technical difficulties, please email your resume and reference sheet in PDF format only to per.personnelservices@lacity.org with subject line "PRA - ER" prior to the deadline stated above.

BACKGROUND CHECK AUTHORIZATION FORM FOR CANDIDATES

JOB TITLE APPLYING FOR: _____ REQ #, if any: _____

CANDIDATE'S NAME: _____ PHONE #: _____

OTHER NAMES USED
(Include Maiden Name): _____

SCHOOL INFORMATION

(Information is needed for job that requires a bachelor's degree from an accredited four-year college or university.)

SCHOOL NAME: _____ COMPLETION DATE: _____

SCHOOL ADDRESS: _____

DEGREE(S): _____ MAJOR(S): _____

JOB INFORMATION

(Information is needed for job(s) from the last 24 months.)

CURRENT OR MOST RECENT EMPLOYER: _____

JOB TITLE: _____

EMPLOYMENT DATES: FROM: _____ TO: _____

SUPERVISOR'S NAME: _____ PHONE #: _____

PREVIOUS EMPLOYER: _____

JOB TITLE: _____

EMPLOYMENT DATES: FROM: _____ TO: _____

SUPERVISOR'S NAME: _____ PHONE #: _____

AUTHORIZATION FOR THE RELEASE OF CONFIDENTIAL INFORMATION

I, _____, hereby grant the City of Los Angeles permission to contact my current and previous employers to review my personnel records for the purpose of reviewing my work history. I also release the City of Los Angeles, my current and previous employers from liability for divulging information in records or sharing the judgment of a supervisor who has direct knowledge of my work ethics, performance, and experience.

This authorization is valid for 90 days from the date signed below.

CANDIDATE'S SIGNATURE: _____ DATE: _____