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Bulletin Number	42314BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	PRINCIPAL ANALYST, HUMAN RESOURCES (TEST RESEARCH)
Exam Number	R1914N
Filing Type	Open Continuous
Filing Start Date	10/10/2014
Salary Type	Monthly
Salary Minimum	7834.00
Salary Maximum	10274.00
Position/Program Information	This position is located in the Countywide Examinations Division of the Department of Human Resources and requires management and leadership skills sufficient to take responsibility for a test research and test validation program providing operating departments with professional and consultative services, guidance and oversight in administration of Countywide programs in test research.
Essential Job Functions	<p>The ideal candidate for this position must be a proven leader with demonstrated competence in test research and validation, and effective management and supervisory skills. The candidate should also be a creative and innovative problem solver who is open-minded and analytical. Major responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> • Conduct specialized research or direct technical staff to conduct specialized research in test development and selection system validation. • Confer with the Civil Services Commission, Equal Employment Opportunity Commission, the Department of Fair Employment and Housing, and County Counsel's office regarding test development and validation, related practices, policies, procedures and issues. • Conduct complex Human Resources related research projects, such as employee surveys, recruitment and selection methodologies, test validation, validity transportability, and performance management. • Prepare and deliver presentations or direct staff in preparation of presentations related to the work performed by the Unit. • Prepare and review technical reports or direct staff in the preparation of research findings. • Travel to various County facilities to perform job related essential functions as needed.
Requirements	<p><u>SELECTION REQUIREMENTS:</u> OPTION I: Master's degree or higher in Psychology, Human Resources, Public Administration, or Business from an accredited* college or university -AND- one year senior human resources professional experience** in the development and validation of employee selection instruments.</p> <p>OPTION II: Bachelor's degree in Psychology, Human Resources, Public Administration, or Business from an accredited* college or university -AND- three years' senior human resources professional experience** in the</p>

development and validation of employee selection instruments.

Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	<p>*In order to receive credit for any degree, such as a Bachelor or Master, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application or during the examination process.</p> <p>Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).</p> <p>**For this examination, senior human resources professional experience is gained conducting complex test research and validation studies, and providing professional consultative services pertaining to agency-wide, corporate or Countywide Human Resources personnel selection programs. Such experience is gained at the level of Human Resources Analyst IV in the services of the Los Angeles County.</p> <p>To review the definition and duties of a Human Resources Analyst IV, click on the link below to access the class specification:</p> <p>http://dhrdcap.co.la.ca.us/classspec/index.cfm?fuseaction=search.detail&cs_id=637</p>
Examination Content	<p>This exam will consist of three (3) parts:</p> <p>Part I: A qualifying written test that contains both computerized and paper-and-pencil components covering written expression, data analysis & decision-making, and reading comprehension, problem solving, business leadership, leadership motivation, interpersonal leadership, self-leadership, management potential, and management judgment.</p> <p>Applicants that have taken identical written test part(s) for other exams within the last 12 months will have their written test responses for the identical test part(s) automatically transferred to this examination.</p> <p>This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p> <p>Part II: A qualifying writing assessment to assess writing ability, analytical and decision-making ability, and ability to utilize word processing software (e.g., MS Word).</p> <p>Candidates must achieve a passing score on the above exams in order to move on to Part III of the examination.</p>

PART III: An interview weighted 100%. The interview will assess Knowledge of and ability to apply advanced psychometric principles, Ability to think systematically and creatively, Ability effectively communicate technical information to a non-technical audience, Program management/implementation, Ability to work with various employee groups, Judgment and decision making, Active Listening, and Quality Control Analysis.

Invitation letters for all test parts will be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.

Candidates must pass all the above qualifying written tests (Part I & II) and achieve a passing score of 70% or higher on the interview (Part III) in order to be placed on the eligible register.

**Special
Information**

TEST PREPARATION:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources Job Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation." You can also access practice tests for the computerized portion of the test by going to the following website:

<http://www.shldirect.com/en/practice-tests/>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The resulting eligible register will be used to fill a vacancy in the Countywide Examinations Division of the Department of Human Resources.

**Eligibility
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

**Application and
Filing
Information**

**APPLICATIONS MUST BE COMPLETED ONLINE ONLY.
APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL
NOT BE ACCEPTED.**

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. We must receive your application by 5:00 pm, PST, on the last day of filing.

The exam will reopen as the needs of the service require.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection

requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. DIRECT COPIES OF CLASS SPECIFICATIONS AND MINIMUM REQUIREMENTS AS YOUR DESCRIPTION OF DUTIES WILL NOT BE SUFFICIENT TO MEET REQUIREMENTS. If your application is incomplete it will be rejected.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field	Administration
Job Type	Administrative Support

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