



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 770-2601

Posting Date: April 18, 2008

JOB TITLE	<u>SENIOR STATISTICAL ANALYST, SHERIFF</u>
EXAM NUMBER	J1752F
FILING DATES	April 21, 2008 until needs are met
SALARY	\$3,634.09 - \$4,633.55 MONTHLY \$3,634.09 - \$4,761.09 (EFFECTIVE 07/01/08) \$3,742.45 - \$4,904.00 (EFFECTIVE 01/01/09)
POSITION INFORMATION	Positions allocable to this class conduct technical and complex statistical research and analysis and compile and interpret statistical records and reports of departmental programs, projects, and activities under general supervision.
ESSENTIAL JOB FUNCTIONS	<p>Responds to requests for statistical studies and determines variables of new or ongoing projects in areas such as crime, probation, or public welfare.</p> <p>Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of differences, inferential analysis, etc.</p> <p>Utilizes computer data systems to compile and analyze data; interprets trends, fluctuations, and other changes in statistical data related to departmental projects or programs.</p> <p>Prepares reports, graphs, charts, and tables summarizing results from statistical studies.</p> <p>Provides oral presentations of recommendations resulting from statistical studies; utilizes statistical information to explain or demonstrate the results of statistical studies.</p> <p>Provides statistical information to departmental staff and public and private agencies as assigned.</p> <p>Analyzes statistical data from departmental policing jurisdictions relative to the Regional Allocation of Police Services (R.A.P.S.) program.</p>

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

OPTION I: Graduation from an accredited college or university* with a Bachelor's degree in Statistics, Mathematics, or a related field, including two semester or three quarter courses in statistics or research methods.**

OPTION II: Graduation from an accredited college* with an Associate of Arts degree in Statistics, Mathematics, or a related field, including two semester or three quarter courses in statistics or research methods** **-AND-** one year of paid experience in a governmental law enforcement agency working with software packages such as word processing, statistical packages, spreadsheets, or records management systems at the level of Los Angeles County class of Statistical Analyst, Sheriff.***

OPTION III: Two years of paid experience at the level of Los Angeles County class of Statistical Analyst, Sheriff.***

Physical Class: 2 - 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.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *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 and Association of International Credential Evaluators, Inc.

To qualify, applicants **must attach a **photocopy of the diploma** and **copies of the official transcripts** of school records confirming required field of study and successful completion of required classes **at the time of filing.**

***In County service, experience at the level of Statistical Analyst, Sheriff refers to having responsibility for the application of statistical methods and techniques in the collection, compilation, verification, dissemination, and presentation of statistical data.

**SPECIAL
INFORMATION**

Shift: Day: 8:00a.m. - 5:00p.m.

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; substance abuse; anyone on probation.

**VACANCY
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies at the Los Angeles County Sheriff's Department, Technical Services Division, Management Information Services.

**EXAMINATION
CONTENT**

This examination will consist of a written test covering knowledge of statistics, data interpretation, and data presentation weighted 100%. **CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

If you have taken and passed the written test for Senior Statistical Analyst, Sheriff, Exam# J1752E within the last twenty-four (24) months, your written test score from that examination can be transferred to this examination. To extend your score, please advise the Professional Exams Unit, in writing, at the time of filing. If you wish to retake rather than transfer your score, THE LATEST WRITTEN TEST SCORE WILL APPLY. Unsuccessful candidates will automatically have their scores transferred if they took the test within the last twelve (12) months.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**ELIGIBILITY
INFORMATION**

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 for a period of twelve (12) months following the promulgation date.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either on-line, in person or by mail beginning on Monday, April 21, 2008. This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice. You have the option of filing your application either hard copy submission -OR- Online (via electronic submission). **Please select only one method to file your application.**

Instructions for Filing On-Line: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 4:30 p.m., PST, on the last day of filing will not be accepted. To apply online, click on the link below the filing address.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-6592 within five (5) business days of filing Online or by 4:30 p.m. on the last day of filing, whichever comes first. Please include your Name, the Exam Number, and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this examination will be accepted either in person or by mail on business days only between 8:00 a.m. and 4:30 p.m., PST, at the address listed below. This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice. A Standard County of Los Angeles Employment Application can be found at:
<http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

Applications filed at any other County location will not be accepted if they are not received at the below location. Facsimiles of the application will not be accepted. For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit at (323) 526-5611, TTY (323) 260-5291 or (323) 267-6669.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Selection Requirements". Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Sheriff's Department
University Centre Building - Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1058.

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 526-5606.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5606. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

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.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.