



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 67-2008

Posting Date: January 20, 2009

JOB TITLE

**SENIOR INFORMATION SYSTEMS ANALYST /PROJECT
MANAGEMENT**

EXAM NUMBER

22593F

FILING DATES

January 21, 2009 until needs are met

SALARY

\$6,198.45 - \$8,129.36 **MONTHLY**

**POSITION
INFORMATION**

Under direction performs specialized information systems analysis and provides expertise in one or more areas of systems analysis. May act as a project manager/team leader or coordinator.

**ESSENTIAL JOB
FUNCTIONS**

- Leads and/or participates in the work of Information Systems Analysts and other technical staff engaged in project management or the development, implementation maintenance or enhancement of highly complex systems.
- Leads development of systems specifications for specialized and complex administrative, clinical and financial applications through requirements gathering, research, analysis and direct contact with stakeholders including: Department of Mental Health business units, subject matter experts, system users and technical staff, and hardware/software vendors using relevant tools and techniques.
- Coordinates and works with vendors to develop and implement solutions to specific problems or to meet specific objectives.
- Acts as a lead for the analysis and design efforts of new initiatives.
- Acts as a project lead as requested.
- Participates and coordinates information technology projects delivery activities.
- Confers and collaborates with users and other County departments in the implementation and delivery of major system (s).
- Researches and documents commercial software that may meet user, functional and technical requirements.
- Participates and leads quality assurance reviews as requested.
- Participates in change control activities. Reviews project risks and participates in the establishment of mitigation procedures.
- Utilizes project management methodology and tools to complete relevant project documentation.

SELECTION REQUIREMENTS

Option I: A bachelor's degree from an accredited* college or university in Computer Science, Information Systems, or a closely related field and three (3) years of recent full time, paid experience performing business analysis, information systems analysis and design, in a centralized information technology organization, one (1) year of which must be in project management. -OR-

Option II: Two (2) years of experience at the level of Information Systems Analyst II**performing business analysis, information systems analysis and design, one (1) year of which must be in project management. -OR-

Option III: Four (4) years of recent full time, paid experience performing business analysis, information systems analysis and design, in a centralized information technology organization, one (1) year of which must be in project management.

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: *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 **Association of International Credential Evaluators, Inc.**

In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, 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; or official certificates with your application.

**Experience at the level of Information Systems Analyst II in the County of Los Angeles is defined as under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.

***Qualifying project management courses must have been offered by a training vendor whose training products are based on core competencies from the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOS) and listed as a Registered Education Provider (R.E.P.) by the PMI.

DESIRABLE QUALIFICATIONS

- Experience as a project manager or lead and business analyst for a project.
- Experience in the selection, development, and implementation of business applications other than those considered commercial off the shelf (COTS) desktop applications.
- Experience performing or assisting specialized and complex information systems analysis and design tasks in a health care environment.
- Formal Training and/or certification in Project Management Methods, Processes and Standards***.
- Excellent written and oral communication skills.

SPECIAL INFORMATION

Shift: Any Shift

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies in the areas of Project Delivery and Project Management Office in the Department of Mental Health, Chief Information Office Bureau.

EXAMINATION CONTENT

This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted on the Los Angeles County Application and Supplemental Application Form at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.

You must achieve a passing score of 70% or higher in this examination in order to be placed on the Eligible Register.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of six (6) months following the date of promulgation.

SUPPLEMENTAL INFORMATION

Additional Information may be found at:

<http://easier.co.la.ca.us/jobs/Supplemental/22593F.doc>

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

APPLICATION INFORMATION

You have the option of filing a standard County of Los Angeles Employment Application and Supplemental Application Form either Hard Copy submission -OR- Online (via electronic submission). Please select only **ONE** method to file your application. This examination will remain open until the need of the services are met, and is subject to closure without prior notice.

Instructions for Filing Online: A Standard County of Los Angeles Employment Application and Supplemental Application Form for this examination can be completed Online and submitted electronically beginning Wednesday, January 21, 2009. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. TO APPLY ONLINE, CLICK 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 (213)637-4585 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County Employment Application and Supplemental Application Form for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Wednesday, January 21, 2009 at the Department of Mental Health, Human Resources Bureau, Recruitment Unit, 550 South Vermont Avenue, Room 901, Los Angeles, California 90020. Hard copy applications may be hand-delivered or sent through the U. S. Mail. Applications received by the DMH-Recruitment Unit after the last day of filing will NOT be accepted. A Standard County Employment Application and Supplemental Application Form can be found at:

<http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application indicates complete information including dates of jobs held which related to this position. If your employment application is incomplete, it may be rejected at any stage of the selection process. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Attach an additional page to your application, if necessary, to describe fully your related job experience. Resumes showing training and experience may be attached to the County of Los Angeles Employment Application. All information and records are subject to verification. Falsification of records will result in disqualification from the examination or termination of employment.

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

Department of Mental Health, Human Resources Bureau
550 South Vermont Avenue, 9th Floor, Room 901
Los Angeles, CA 90020
(213) 738-2823

On-Line Filing: To file On-Line, https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1640.

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 (213) 738-2850.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2850. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 . 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.

[| [Admin Menu](#)]