

## Examination Analyst, Civil Service

**Annual Salary: \$41,745.60 Grade: 26 (Employee: 7% on your current salary, whichever is greater; or 10.5% on your current salary, whichever is greater, if position is 3 grades or higher than current position)**

Benefits Offered: 23.09% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill one (1) vacancy in the Civil Service Department and future vacancies as they occur.

### Kind of Work

This position performs various technical and analytical tasks for the City of Alexandria's objective, merit-based employment system, including recruiting, job analysis, and examination construction, scoring, and validation.

### Minimum Applicant Qualifications:

- Bachelor's degree in Business or Public Administration, Human Resource Management or related field; experience in technical human resources work, with conducting research, analysis and implementation of employee examination structures and assessment programs preferred; or any equivalent combination of education, training, and experience.
- May require specialized certifications and/or training as deemed necessary.
- Must possess a valid driver's license.
- Will be required to obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment.

### Work Schedule:

M – F, 8:00 AM to 4:30 PM  
May occasionally work after hours.

### Kind of Examination

This examination may consist of a written test, a rating of education and experience through structured interview, or any combination thereof deemed necessary to adequately screen and rank applicants. Examination notices will be sent out via email with a testing date, time, and location. Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

**Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.**

**Accepting paper applications: November 23 – December 14, 2022 by 4 p.m.**

**COMPLETE A PAPER APPLICATION AT: [WWW.CITYOFALEXANDRIALA.COM](http://WWW.CITYOFALEXANDRIALA.COM) UNDER OUR EMPLOYMENT PAGE**

**Completed applications may be submitted in one of the following ways:**

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street Alexandria, LA 71301**
- b. Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)**
- c. Fax: (318) 449-5232**

**Civil Service Department Ph. (318)449-5078 Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)**

**The City of Alexandria is an Equal Opportunity Employer.**