



CITY OF BEVERLY HILLS
Department of Human Resources
455 North Rexford Dr., 3rd Floor
Beverly Hills, CA 90210

<https://www.governmentjobs.com/careers/beverlyhills>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Management Analyst (Police)**

An Equal Opportunity Employer

SALARY

\$41.02 - \$50.97 Hourly \$3,281.96 - \$4,077.46 Biweekly \$7,110.91 - \$8,834.49 Monthly
\$85,330.92 - \$106,013.88 Annually

OPENING DATE: 08/22/19

CLOSING DATE: Continuous

THE POSITION



City of Beverly Hills Police Department

Who We Are

The City of Beverly Hills has a long-standing reputation for providing superior customer service to residents, businesses, and visitors. This characteristic, combined with outstanding staff in all departments, has been a hallmark of success for this high performance organization. The municipal government (approximately 1,080 full-time and part-time employees) provides the highest quality safety services, recreational, municipal services, and physical environment.

What We Do

The Beverly Hills Police Department is responsible for safeguarding the lives and property of City residents. The department is a leader in early response times and its dedicated officers work with the community to keep neighborhoods safe. The BHPD values its reputation as an agency that earns the public trust through efficient, impartial police service.

What We're Looking For

The City of Beverly Hills is seeking a qualified candidate for [Senior Management Analyst](#) to perform analytical, administrative and/or supervisory duties and responsibilities in various administrative functions of the Police Department including: budget/financial analysis, program/project management, legislative analysis and development, policies and procedure

development, organizational analysis, purchasing, report writing and asset and contract administration. The incumbent of this position will be working in the Administrative Bureau of the Beverly Hills Police Department.

Minimum Qualifications

- Bachelor's degree in public or business administration, economics or a closely related field. A Master's degree in public or business administration, or economics is highly desirable.
- Four (4) years of increasingly responsible analytical or administrative experience.
- Possession of a valid California driver's license.

Detail Job Description:

For major duties, requirements, including knowledge, skills, & abilities, please see link: <https://www.governmentjobs.com/careers/beverlyhills/classspecs/56043?keywords=senior%20management%20analyst&pagetype=classSpecifications>

SELECTION PROCESS:

- All applicants must submit clear, concise and complete information regarding their qualifications for the position, including detailed responses to all supplemental questions. Resumes will not be accepted in lieu of the application or supplemental application materials. The selection process will consist of an oral exam.

This is an open competitive recruitment process. This is a continuous recruitment and will remain open until the position is filled.

Note: Applications (including responses to supplemental questionnaire) will be screened for minimum qualifications, and desirable background/experience.

Benefits

This position represented by the City's Management and Professional Employees (M&P) Association and is covered by the negotiated terms and conditions of that Association's Memorandum of Understanding (MOU). The City provides a generous compensation and benefits package, including CalPERS 2.5% @ 55 for classic members and 2.0% @ 62 for new members, \$2,150/month towards health insurance (with option of up to \$500/month as taxable cash), and a monthly contribution of \$50 to an RHS account for retiree medical savings, generous administrative leave and vacation accruals with the option for annual cash-outs, and a Pay for Performance program of up to 5% of salary annually to recognize exceptional performance. Additional details may be found in the M&P MOU, a copy of which is located at www.beverlyhills.org/mou.

Background Investigation

The final step of the selection process requires a thorough police background investigation. The background investigation will include a comprehensive investigation of the candidate's background which includes, Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check, education and employment history (including a credit, criminal and DMV review), personal statement, employment and personal reference check.

Conclusion

Verification: Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City of Beverly Hills.

Disaster Service Workers: All City of Beverly Hills employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109).

Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are

required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.governmentjobs.com/careers/beverlyhills>

OR

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EXAM #19-6110-01
SENIOR MANAGEMENT ANALYST (POLICE)
MB