EXAMINATION ANNOUNCEMENT

PROJECT ANALYST
YOUNGSTOWN POLICE DEPARTMENT

ANNUAL SALARY
$45,778.93

APPLICATIONS ACCEPTED FROM JUNE 12, 2017 THROUGH JUNE 23, 2017

FILING OF APPLICATION: Application must be made on the regular application form available at the Office of the Civil Service Commission, 26 S. Phelps Street, 7th Floor City Hall, Youngstown, Ohio. Applications will be accepted from 8:00 a.m. on Monday June 12, 2017 through 4:00 p.m. on Friday, June 23, 2017. APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:00 P.M. ON FRIDAY JUNE 23, 2017.

EXAMINATION INFORMATION:

TYPE: TRAINING AND EXPERIENCE EVALUATION: Applicant’s grade will be determined based on Education and Experience found in the application and resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBILITY LIST.

GENERAL DUTIES: Under the direction and supervision of the Fiscal Officer, the Project Analyst is responsible for the development and successful implementation of the police department’s grant program. The Project Analyst must be capable of performing in a structured hierarchical work environment and possess a high degree of initiative and independent judgment. Work involves technical writing and prioritizing projects to meet submission deadlines. The Project analyst has administrative knowledge of modern office practices with the ability to recognize trends with police agencies.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF YOUNGSTOWN ARE AS FOLLOWS: Must have a BS or BA degree from an accredited college or university with major course work in Public Administration, English, Communications or related field. Have at least (2) years of experience in the public sector. Must have considerable knowledge of modern police practices and methods. Have the ability to write clearly structured, articulate and persuasive grants. Must have an understanding of budgets as related to the grants. Must become a Notary Public within one year of hire. Must possess or be able to secure a valid Ohio Driver’s license at time of employment. All candidates for employment with the City of Youngstown must be residents of Mahoning County or an Ohio County that is adjacent to Mahoning County at time of hire.

Applicants must meet the above required qualifications to be considered.

NOTE: All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Original (Sealed) college transcripts are required as verification of educational attainments. If you are a veteran and wish to claim the military preference credit, please bring a XEROX COPY of FORM DD-214 showing proof of honorable discharge.

CONTINUED ON BACKSIDE
BONUS POINTS WILL BE ADDED FOR APPLICANTS WHO FULFILL THE MINIMUM QUALIFICATIONS:

20% Military (DD-214 showing 180 days of active duty service and proof of honorable discharge required)

15% Reserve Component Status (Proof of completion of initial entry-level training)

15% Proof of City Residency (submit four (4) different proofs of residency from one (1) year ago and four (4) different current proofs of residency – total of 8)

10% Graduate with a B.S. /B.A. from a college/ university (Original sealed College Transcript Required)

****As provided for in Youngstown City Ordinance ORD-11-244 and in accordance with the City of Youngstown Charter, Section 52 (E) any candidate who is a bona fide resident of the City of Youngstown for at least one year immediately prior to an entry level examination and remains a resident citizen of the City of Youngstown throughout the selection process, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade is attained, have a credit of fifteen percent (15%) added to his or her raw score. The Applicant must show proof of residency by providing the following: Driver’s License, Bank Statements, Utility Bills, Mortgage Release/Lease, and/or Insurance Statements. In order to be considered applicants must submit four (4) different proofs of residency from one (1) year ago and four (4) current proofs of residency (Total of 8)