

Christopher E. Stevens, M.A.

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Internal consultant with over seven years' human resources experience including recruitment, selection, classification, and compensation areas. Responsible, reliable, and resourceful. Flexible with priorities and highly functional in a team environment. Proficient with most popular office computing software.
Possess excellent written, verbal, and analytical skills.

Compensation Analyst

July 2006 - Present

County of Los Angeles Chief Executive Office/Compensation Policy Division

- Respond to requests for new positions from county departments as part of budgetary cycle: research and analyze related job class and organizational information; develop recommendations in line with county's classification and salary plan.
- Analyze departmental requests for reclassification of positions, special salary step placements for new hires, and additional responsibilities bonuses; develop recommendations.
- Research job class and salary information through various sources and personal contacts in order to create or modify job classes or to assist in collective bargaining process.
- Confer with department and human resources management to discuss and resolve various classification and salary issues and problems.
- Develop and format various correspondences; track and maintain records of activities performed.

Human Resources Analyst

June 2000 – June 2006

County of Los Angeles Department of Human Resources/Test Research Unit

- Provided consultation services to central and line human resources and department management related to the research, design, validation, and implementation of various human resources selection instruments (e.g., written tests, interviews, writing samples, evaluations of training and experience) and related administration and scoring procedures.
- Developed and maintained timelines and expense estimates for activities performed.
- Worked with all levels of the organization to lead, monitor, and coordinate project activities.
- Conducted job analyses for target job classes with subject matter expert participants; modeled and analyzed data collected.
- Developed original examination content to test for a wide variety of knowledge, skills, and abilities.
- Trained, guided, and reviewed the work of subject matter experts in test development and validation activities.

COUNTY OF LOS ANGELES (cont.)

- Documented all project activities, results and recommendations, and product development via professional technical report.
- Trained human resources and line staff on various selection-related topics.
- Los Angeles County representative to Western Region Personnel Assessment Council (WRIPAC); presented at September 2005 conference concerning County's online written test preparation system.
- Assisted in locating resources and developing materials for specialized recruitments.
- Occasionally led the work of lower-level analysts conducting job analyses and selection procedure development and validation.

Office Specialist, Human Resources

January 2000 – June 2000

County of Orange Planning and Development Services Department, Santa Ana CA

- HR generalist work: Handled employee inquiries and maintained personnel files.
- Developed job bulletins and recruitment advertisements.
- Reviewed and rated application and generated applicant correspondence; input applicant information and maintained records in computerized tracking system.
- Created and maintained record of agency compliance with employee performance incentive program mandates.

EDUCATION:

Master of Arts, Industrial & Organizational Psychology
California State University, Long Beach

Bachelor of Arts, Psychology
California State University, Long Beach

REFERENCES AVAILABLE UPON REQUEST.