



The
Los Angeles
Community
Colleges

CLASSIFIED EMPLOYMENT OPPORTUNITIES

Personnel Commission

770 Wilshire Blvd., Los Angeles, CA 90017
Main Line (213) 891-2129 • Job Line (213) 891-2099
ONLINE EMPLOYMENT SYSTEM: <https://employment.laccd.edu/>

CURRENT JOB OPENINGS: January 30, 2012

ASSOCIATE VICE PRESIDENT, ADMINISTRATIVE SERVICES

\$99,157 to \$122,838 per annum

Application Deadline – March 9, 2012, 4pm

Minimum Requirements: A bachelor's degree from a recognized four year college or university, preferably in business administration, public administration, economics, or related fields. A master's degree in one of the aforementioned areas is desirable. **AND** Three years of experience as a manager or administrator with responsibility for a business function such as accounting, auditing, budgeting, contracts, finance, information technology, human resources, facilities planning and development, payroll management, or risk management in a private or public agency employing a minimum of 35 employees. Qualifying experience in an educational institution is desirable.

Special: A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

VICE PRESIDENT, ADMINISTRATIVE SERVICES LOS ANGELES PIERCE COLLEGE

\$136,613 to \$160,406 per annum

Application Deadline – March 9, 2012, 4pm

Minimum Requirements: A bachelor's degree and a master's degree from a recognized four-year college or university. One of the aforementioned degrees must be in the field of business administration, public administration, finance, economics, or a related field **AND** Three years in a full-time, paid management or administrative-level position with responsibility for managing/administering the business operations of a public agency or private organization employing a minimum of 100 employees. Qualifying experience must have included responsibility for managing/administering at least two line functions such as facilities management and construction, finance, human resources, information technology, and purchasing and contracts. Additional qualifying experience may be substituted for the education requirement on a year-for-year basis.

Special: A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

ASSISTANT SECRETARY TO THE BOARD OF TRUSTEES

\$4,262 to \$5,280 per month

Application Deadline – February 24, 2012, 4pm

Minimum Requirements: A. An associate's degree or its equivalent from a recognized college or university with a major in computer applications and office technology (CAOT) or a related field **AND** two years of full-time paid secretarial experience. **OR** B. Graduation from high school **AND** four years of full-time paid secretarial experience.

Special: Must type 40 words per minute using a computer keyboard. A valid Class "C" California driver's license. Access to an automobile.

SUPER-C TESTING (APRIL 2012)

Due to an overwhelming response in past years,
ONLY THE FIRST 600 APPLICATIONS WILL BE ACCEPTED!

The next application filing period for Super-C (13 entry-level clerical positions combined in one test) is as follows:

OPEN TO EMPLOYEES OF LACCD ONLY

Monday, April 2, 2012, 8AM – 4PM

You **MUST** provide your employee number in order to participate. Applications submitted on this date without an employee number will not be accepted for this testing process.

OPEN TO ALL

Tuesday, April 3, 2012, 8AM

Applications submitted prior to April 3rd, will not be accepted for this testing process.

The testing dates are scheduled as follows:

April 14 & 21, 2012

You **MUST** submit an application during the application filing period to be invited to participate in the testing dates above!! Visit http://www.laccd.edu/perscom/Super_C_Testing.htm for more information.

The LACCD Personnel Commission is now on FACEBOOK!

<http://www.facebook.com/pages/Los-Angeles-CA/LACCD-Personnel-Commission/252984035421?ref=nf>

facebook

APPLY USING OUR ONLINE EMPLOYMENT SYSTEM – <https://employment.laccd.edu>. Applicants may also request an application be mailed to them by calling 213-891-2129 or sending e-mail to: class_jobs@email.laccd.edu. COMPLETED APPLICATIONS MUST BE RECEIVED via our ONLINE EMPLOYMENT SYSTEM or SUBMITTED to the Office of the Personnel Commission, LACCD, 770 Wilshire Blvd., L.A. 90017. Completed applications will not be accepted at any other location and must be received in our office by the application deadline noted under each job listed.

Salaries quoted are based on a full-time, 12-month position. It is the policy of the L.A. Community College District to maintain a drug-free workplace. The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice. Job hotline: (213) 891-2099. Website: <https://employment.laccd.edu>

GENERAL INFORMATION

Salary and Benefits*: The following is a representative listing for employees, but may vary somewhat on the basis of the designation of the job classification to a specific unit for collective bargaining purposes (there are some differences according to which of the collective bargaining units an employee's class is assigned). There may also be differences if the employee is assigned to a management, confidential, or other unrepresented class.

Salaries published in job bulletins for classified jobs are usually quoted on a monthly basis and are based on a full-time, 12-month position.

Salaries are reviewed and/or adjusted annually to comply with collective bargaining agreements or the prevailing rate in the community for the same type of work you will be doing.

A \$50,000 life insurance policy is provided free of charge for each employee.
Medical and dental insurance and vision care plans are provided for employees and their dependents.
New employees receive 12 full-pay days, and 88 half-pay days of illness leave.
At least 15 paid holidays per year.

Vacation days accrue annually beginning at 10 days and increasing incrementally to 24 days depending on years of service with the District. Vacation days for management and confidential positions begin at 15, 20, or 24 days.

Other paid time off includes: bereavement leave, personal necessity leave, court subpoena and jury duty.

Employees become members of the Public Employees Retirement System. The employee contribution rate is 7 percent. The District also contributes to the retirement system. Allowance is based on age, length of service, and average annual earnable salary for the three highest consecutive paid years. Retirement is allowed at age 50. Employees are also covered by Social Security.

*Benefits indicated above are for a typical regular full-time 12 calendar month assignment.

Application: You must meet the minimum qualifications as stated on the front side of this bulletin, in order to be admitted to the examination. Therefore, be sure to include all pertinent information regarding your education and experience; attach additional sheets if necessary. Fill out the application completely and neatly; blank spaces or illegible entries may cause rejection. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. Applications must be submitted by the published deadline.

Examination: Selection will be based on competitive examination. Test and test content will be related to the job. Fingerprints may be taken at the test. All interviews will be electronically recorded.

If there is more than one part to an examination, a candidate must be successful on each preceding part to be allowed to compete in the next part. The number of candidates allowed to compete in successive parts of examinations may be limited to a specific number of candidates with the highest scores on the preceding parts of examinations.

Any person who, as an individual or in cooperation with one or more other persons, attempts to defeat, deceive, or obstruct the competitive nature of an examination is subject to severe penalties under Education Code Section 88136, Violation of Article; Other Unlawful Acts, and the rules of the Personnel Commission.

Eligibility List: Those who are successful on all parts of the examination will have their names placed on an eligibility list. Position on the list is determined by the scores attained on the various parts. In addition, eligible veterans receive veteran's credits on open examinations. Permanent employees of the Los Angeles Community College District receive seniority points on promotional and dual certification examinations.

Veteran's credit and seniority points are added to the final score of those who pass all parts of the selection process only.

"Promotional" examinations are open only to permanent employees of the Los Angeles Community College District. "Open and Promotional" and "Open" examinations are open to employees and non-employees. When an examination is authorized on an Open only basis and, upon completion of the examination process, one or more regular employees with permanent status in the District has/have passed the examination, a promotional eligibility list will be established. When there is both an open and a promotional list, the promotional list must be used first, except that names will be certified from the open list as well as the promotional list to achieve full certification if there are insufficient names on the promotional list. "Open and Promotional (Dual Certification)" examinations are open to employees and non-employees; however, names of eligibles from the promotional list will be merged with names from the open list for purposes of certification of eligibles. Prior to merging, promotional eligibles are awarded their seniority points plus 2.5 bonus points, and Veteran's credits are deducted from open eligibles).

Eligibility lists remain in effect for one year. Lists may be extended into a second year until they are superseded by a new list. They are used to fill vacancies at all nine colleges and the administrative offices, unless an area examination is specified on the front of this bulletin.

Test results are mailed to candidates; results will not be given out on the telephone.

Appointment: Appointment must be made from the top three ranks of those who are "ready, willing and able" to report for the job. Your name will be certified only to locations which you indicated during the application and/or examination process. Availability may subsequently be changed by submitting a request to our office in writing. Your name will remain on the eligibility list until you are hired, decline three job offers, or make yourself unavailable.

Some positions in a class may require a California driver's license or the ability to speak and/or read and write a foreign language. In such instances, persons who possess the requirements will be certified first.

Persons selected for jobs may be required to pass a physical examination given by a Los Angeles Community College District medical consultant.

Employees become permanent upon successful completion of a probationary period, which is 130 working days for most positions.

All persons chosen for appointment are fingerprinted in order to check for and/or verify conviction records.

Agency Shop Requirement: Some of the District's employees are covered by Collective Bargaining Agreements, which may include Agency Shop provisions. This provision requires that as a condition of employment, an employee must become a member of the union, or pay a service fee to the union; or claim a religious conviction which may require the payment of a fee to a District authorized charity. All questions concerning Agency Shop Fees should be referred to the Office of Employer-Employee Relations, (213) 891-2442.