**Super-C Testing (September 2017)**

Due to an overwhelming response in past years, only the first 600 applications will be accepted! Once the limit of 600 is reached, only applications from current active employees will be accepted until the filing deadline.

The Super-C is testing for 15 entry-level clerical positions combined into one test. Filing is open to all throughout the highlighted dates below.

**Application filing period begins:**

**August 30, 2017, 8am**

**Application filing period deadline:**

**August 31, 2017, 4pm**

The first part of the selection process is a written exam.

**IMPORTANT:** You MUST submit a valid application within the Application Filing Period (above) to be invited to participate in the September 9th, 16th, or 23rd testing process.

Applicants who pass the written exam will be invited back at a later time to take a performance test to assess their skill in using word-processing software (Microsoft Word). Candidates who are successful on the performance test will be immediately forwarded to participate in the required oral interviews held on the same day.

*The performance exam and oral interviews will take place on selected dates during October 16th – October 27th, 2017.*

Visit our website for more information:

[http://laccd.edu/Departments/PersonnelCommission/jobapp-center/Pages/Super-C-Testing-Program.aspx](http://laccd.edu/Departments/PersonnelCommission/jobapp-center/Pages/Super-C-Testing-Program.aspx)
Continuous Job Openings

**Sign Language Interpreter Specialist I**

$4,490 - $4,998 per month  
No Application Deadline – Continuous Filing

**Minimum Requirements:** A) Graduation from high school or its equivalent AND 1800 hours of paid, volunteer, or family-related experience as an interpreter for the deaf and hard of hearing. Completion of an American Sign Language Interpreting program of at least 30 units or its equivalent is desirable. OR B) Graduation from a recognized four-year college or university with a major in Deaf Studies with a concentration in ASL/English Interpreting or a closely related field. OR C) National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID) or a passing score of 4.0 or higher on the Educational Interpreter Performance Assessment (EIPA).

**SPECIAL:** Certification of Interpretation (CI) or Certificate of Transliteration (CT) from the Registry of Interpreters for the Deaf (RID) will be accepted as qualifying.

**Sign Language Interpreter Specialist II**

$4,998 – $6,192 per month  
No Application Deadline – Continuous Filing

**Minimum Requirements:** A) Graduation from high school or its equivalent AND 3600 hours of paid, volunteer, or family-related experience as an interpreter for the deaf and hard of hearing. Completion of an American Sign Language Interpreting program of at least 30 units or its equivalent is desirable OR B) Graduation from a recognized four-year college or university with a major in Deaf Studies with a concentration in ASL/English Interpreting or a closely related field OR C) National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID).

**SPECIAL:** Certification of Interpretation (CI) or Certificate of Transliteration (CT) from the Registry of Interpreters for the Deaf (RID) will be accepted as qualifying.
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; please be advised, however, that when hired, you may be paid on other than a monthly basis.

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 is a variable rate currently ranging between 6.7 percent. The District also contributes to the retirement system. Allowance is based on age, length of service, and the average monthly pay rate for the last or highest 12 or 36 consecutive months of CalPERS membership. Eligibility requirements for retirement are based on age and service credit. More information can be found on the CalPERS website at www.calpers.ca.gov. 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 at the time of application. 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. Fingerprinting 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 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.