



CLASSIFIED EMPLOYMENT OPPORTUNITIES WITH YOUR LOS ANGELES COMMUNITY COLLEGE DISTRICT

Personnel Commission

Apply Online At - <https://employment.laccd.edu/>
770 Wilshire Blvd., Los Angeles, CA 90017

Main Line (213) 891-2129 • Job Line (213) 891-2099 • Monday – Friday 7:30 AM – 4:30 PM

CURRENT JOB OPENINGS: January 9, 2017

POOL OPERATIONS TECHNICIAN

\$3,173 - \$3,837 per month

Application Deadline – January 30, 2017, 4PM

Minimum Requirements:

EDUCATION: Graduation from high school or its equivalent.

EXPERIENCE: One year of full-time paid experience in the technical operation and maintenance of a swimming pool. **OR** A valid Certified Pool/Spa Operator certification issued by the National Swimming Pool Foundation or its equivalent.

SPECIAL: Ability to swim fifty feet.

A valid American Red Cross or American Heart Association First-Aid Certificate or its equivalent is desirable.

A valid Swimming Pool Service Technician certificate issued by Los Angeles County Department of Public Health must be obtained within six months of employment.

A valid Class "C" California driver's license may be required for some positions. Travel to locations throughout the District may be required for some positions

Immediate Vacancies: West

ATHLETIC TRAINER

\$5,216 - \$6,461 per month

Application Deadline – January 30, 2017, 4PM

Minimum Requirements: A. Graduation from a recognized four-year college or university which included or was supplemented by completion of the undergraduate course work/subject matter requirements set by the Commission on Accreditation of Athletic Training Education (CAATE). A degree with a specialization in physical education, health, or a closely related field is desirable.

A master's degree from a recognized four-year college or university in physical education, health, or a closely related field is desirable.

SPECIAL: A valid Athletic Trainer Certification (ATC) by the Board of Certification (BOC) of the National Athletic Trainers Association.

A valid American Red Cross or American Heart Association certificate in Cardiopulmonary Resuscitation/Automated External Defibrillators for the Professional Rescuer or its equivalent.

A valid American Red Cross or American Heart Association First Aid certificate or its equivalent.

A valid Class "C" California driver's license may be required for some positions. Travel to locations throughout the District may be required for some positions

Immediate Vacancies: Valley, West

INVESTIGATOR

\$6,183 - \$7,660 per month

Application Deadline – January 13, 2017, 4PM

Minimum Requirements:

EDUCATION: A bachelor's degree from a recognized college or university. Specialized coursework and training in investigative strategies and techniques are desirable. Additional qualifying experience may be substituted for the education requirement on a year-for-year basis. A valid Certified Fraud Examiner certificate issued by the Association of Certified Fraud Examiners is desirable.

EXPERIENCE: Three years of paid Experience as a fraud investigator or law enforcement officer conducting investigations. Experience in conducting investigations of alleged fraud, waste, and abuse in a public agency is desirable.

SPECIAL: A valid Class "C" California driver's license may be required for some positions. Travel to locations throughout the District may be required for some positions.

Immediate Vacancies: District

INSTRUCTIONAL ASSISTANT, LANGUAGE ARTS

\$4,059 - \$5,029 per month

Application Deadline – January 23, 2017, 4PM

Minimum Requirements: A. An associate degree or its equivalent from a recognized college or university with a major in English, Speech, or a related field. Course work in the methods and techniques of tutoring and tutoring experience at a college is desirable. **OR B.** Graduation from high school or its equivalent **AND** two years of full-time paid experience tutoring college students in English fundamentals, reading comprehension, or writing skills **AND** 6 semester units in English Composition and Reading.

SPECIAL: A valid Class "C" California driver's license may be required for some positions. Travel to locations throughout the District may be required for some positions

Immediate Vacancies: East

LOS ANGELES COMMUNITY COLLEGES AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Los Angeles Community College District provides equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex (gender), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status in accordance with applicable federal, state, and local laws governing non-discrimination in employment.

LACCD LOCATIONS

- District Office
- Los Angeles City College
- East Los Angeles College
- Los Angeles Harbor College
- Los Angeles Mission College
- Pierce College
- Los Angeles Southwest College
- Los Angeles Trade Tech College
- Los Angeles Valley College
- West Los Angeles College

For Questions email us: Class_jobs@email.laccd.edu

**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.*



CLASSIFIED EMPLOYMENT OPPORTUNITIES WITH YOUR LOS ANGELES COMMUNITY COLLEGE DISTRICT

Personnel Commission

Apply Online At - <https://employment.laccd.edu/>
770 Wilshire Blvd., Los Angeles, CA 90017

Main Line (213) 891-2129 • Job Line (213) 891-2099 • Monday – Friday 7:30 AM – 4:30 PM

CURRENT JOB OPENINGS: January 9, 2017

AUTO MECHANIC

\$4,792 - \$5,841 per month

Application Deadline – (extended) Applications are being accepted until a sufficient number have been received.

Minimum Requirements: **A.** Graduation from high school or its equivalent **AND** completion of a recognized apprenticeship program of at least four years' duration or its equivalent in automotive equipment repair **AND** one year of recent, full-time paid journey-level experience in all-around automotive repair of complete power train, electric, and hydraulic systems including work on automobiles, heavy-duty trucks, buses, or off road equipment. **OR B.** Graduation from high school or its equivalent **AND** five years of full-time paid experience in all-around automotive repair of complete power train, electric, and hydraulic systems including work on automobiles, heavy-duty trucks, buses, or off-the-road equipment. One year of the required experience must have been recent and at the journey-level.

PHYSICAL REQUIREMENTS: Ability to lift and move items weighing up to fifty pounds.

SPECIAL: A valid Class "C" California driver's license may be required for some positions. Travel to locations throughout the District may be required for some positions.

Immediate Vacancies: West

SUPER-C TESTING (MARCH 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 **next** application filing period for **Super-C (13 entry-level clerical positions combined in one test)** begins on:

March 1, 2017, 8AM

Deadline: March 2, 2017, 4PM
(Open to All on both dates)

The first part of the selection process is a written exam. Once you have successfully submitted your application you will be assigned a test date of March 11, 2017 or March 18, 2017.

You MUST submit an application during the application filing period to be invited to participate in the testing dates above!!

Visit our website for more information:

<http://laccd.edu/Departments/PersonnelCommission/jobapp-center/Pages/Super-C-Testing-Program.aspx>

LOS ANGELES COMMUNITY COLLEGES AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Los Angeles Community College District provides equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex (gender), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status in accordance with applicable federal, state, and local laws governing non-discrimination in employment.

LACCD LOCATIONS

- District Office
- Los Angeles City College
- East Los Angeles College
- Los Angeles Harbor College
- Los Angeles Mission College
- Pierce College
- Los Angeles Southwest College
- Los Angeles Trade Tech College
- Los Angeles Valley College
- West Los Angeles College

For Questions email us: Class_jobs@email.laccd.edu

**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.*



CLASSIFIED EMPLOYMENT OPPORTUNITIES WITH YOUR LOS ANGELES COMMUNITY COLLEGE DISTRICT

CONTINUOUS JOB OPENINGS

SIGN LANGUAGE INTERPRETER SPECIALIST I

\$4,367 to \$4,861 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 passing score of 4.0 or higher on the Educational Interpreter Performance Assessment (EIPA).

Special Note: 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

\$4,861 to \$6,021 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 Note: Certification of Interpretation (CI) or Certificate of Transliteration (CT) from the Registry of Interpreters for the Deaf (RID) will be accepted as qualifying.

LOS ANGELES COMMUNITY COLLEGES AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Los Angeles Community College District provides equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex (gender), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status in accordance with applicable federal, state, and local laws governing non-discrimination in employment.

LACCD LOCATIONS

- District Office
- Los Angeles City College
- East Los Angeles College
- Los Angeles Harbor College
- Los Angeles Mission College
- Pierce College
- Los Angeles Southwest College
- Los Angeles Trade Tech College
- Los Angeles Valley College
- West Los Angeles College

For Questions email us: Class_jobs@email.laccd.edu

**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.*

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; 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 rate is 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 consecutive months of CalPERS membership. 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.