Vice Chancellor of Finance and Resource Development

$186,258 to $218,712 annually
Application Deadline – November 13, 2015, 4PM (extended)
Minimum Requirements: Education - A Master’s degree from a recognized college or university preferably with a major in finance, economics, accounting, business administration, or related field. Experience - Five years of senior management level experience with responsibility for financial management and operations for a medium to large public sector or private industry employer. Experience with a public educational institution is highly desirable. Experience in resource development, government relations, and/or communications is desirable.

Special: A valid Class “C” California driver’s license must be obtained within 10 days of establishing residency in the State of California. Travel to locations throughout the District is required.

Immediate Vacancies: District Office

Administrative Secretary

$3,543 - $4,390 per month
Application Deadline – November 13, 2015, 4PM
Only the First 250 Applications Will be Accepted!

Education - A Master’s degree from a recognized college or university preferably with a degree in communications, public relations, marketing, journalism, or a related field. A master’s degree in the aforementioned disciplines is desirable.

Experience: Five years of paid professional-level experience in managing a communications, public relations, or related program, which must have included experience with various media sources such as web-based, broadcast, and print media. Experience in an institution of higher learning is desirable. Experience with legislative activities is desirable.

Special: A valid Class “C” California driver’s license. Travel throughout the District is required.

Immediate Vacancies: District Office

Performing Arts Technician

$4,323 - $5,366 per month
Application Deadline – December 4, 2015, 4PM
Minimum Requirements: A. Graduation from a recognized four-year college or university with a major in theater arts, fine arts, music or a closely related field which included coursework in technical theater or music technology. B. An associate’s degree or its equivalent. C. Two years of full-time paid clerical experience. D. An equivalent combination of A. and B. above.

Special: Must type 60 words per minute.

Immediate Vacancies: Valley

Senior Personnel Assistant

$3,485 - $4,317 per month
Application Deadline – November 20, 2015, 4PM
Minimum Requirements: Graduation from high school or its equivalent. AND two years of full-time, paid clerical personnel experience. Nine (9) semester units at a college level or its equivalent in computer applications and office technology including computerized word processing, business administration, and/or related fields may be substituted for one year of the required experience.

Special: A valid Class “C” California driver’s license may be required for some positions. Travel throughout the District may be required.

Immediate Vacancies: Mission & District

Director, Communications & External Relation

$110,736 - $137,184 per year
Application Deadline – December 4, 2015, 4PM
Minimum Requirements: Education: Graduation from a recognized four-year college or university, preferably with a degree in communications, public relations, marketing, journalism, or a related field. A master’s degree in the aforementioned disciplines is desirable.

Experience: Five years of paid professional-level experience in managing a communications, public relations, or related program, which must have included experience with various media sources such as web-based, broadcast, and print media. Experience in an institution of higher learning is desirable. Experience with legislative activities is desirable.

Special: A valid Class “C” California driver’s license. Travel throughout the District is required.

Immediate Vacancies: District Office

Director of Institutional Advancement

$144,610 - $179,147 per year
Application Deadline – November 20, 2015, 4PM
Minimum Requirements: Education: A bachelor’s degree from a recognized college or university preferably with a degree in fundraising management, non-profit management, philanthropic leadership, or a related field. A post-baccalaureate degree is desirable.

Experience: Five years of experience in fundraising or related fields which included donor research, cultivation, and solicitation and campaign planning and execution. Experience in a higher education or other environment of similar complexity is desirable. Experience in communications, marketing, and branding plans and programs is desirable.

Special: A valid Class “C” California driver’s license. A valid Class “C” California driver’s license must be obtained within 10 days of establishing residency in the State of California.

Immediate Vacancies: District Office

SUPER-C TESTING (MARCH 2016)

Due to an overwhelming response in past years, Only the First 600 Applications Will Be Accepted!

Once the limit of 600 is reached, all 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 2, 2016, 8AM
Deadline: March 3, 2016, 4PM (Open to All on both dates)

The performance exam and oral interviews will take place on selected dates during April 5-13, 2016.

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

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@mail.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.
ADMINISTRATIVE AIDE

$3,594 - $4,452 per month
Application Deadline – November 13, 2015, 4PM

ONLY THE FIRST 250 APPLICATIONS WILL BE ACCEPTED! ONCE THE LIMIT IS REACHED, ONLY APPLICATIONS FROM CURRENT ACTIVE EMPLOYEES WILL BE ACCEPTED UNTIL THE FLING DEADLINE.

Minimum Requirements:
A. An associate’s degree or its equivalent from a recognized college or university preferably with a major in computer applications and office technology (CAOT), business administration, or a related field AND two years of full-time paid clerical experience which included the processing of documents related to one or more of the following areas: budgeting, purchasing, personnel, payroll, contracts, or the preparation of a college catalog and/or schedule of classes. The required experience must have included the use of at least one computer software application preferably a spreadsheet or database management application. OR B. Graduation from high school or its equivalent AND four years of full-time paid clerical experience, two years of the experience must have included processing documents related to one or more of the following areas: budgeting, purchasing, personnel, payroll, contracts, or the preparation of a college catalog and/or schedule of classes. The required experience must have included the use of at least one computer software application preferably a spreadsheet or database management application.

Immediate Vacancies: Pierce

STUDENT RECRUITER

$3,641 - $4,510 per month
Application Deadline – November 13, 2015, 4PM

Minimum Requirements:
A. Graduation from a recognized four-year college or university with a degree in public relations, marketing, student counseling, communications or a related field AND One year of full-time paid experience in the design, implementation, administration of voice and data networks. OR B. Graduation from high school or a related field AND four years of recent, full-time paid experience in the design, integration, implementation or administration of voice and data networks.

Immediate Vacancies: West

STUDENT RECRUITMENT COORDINATOR

$4,510 - $5,588 per month
Application Deadline – November 13, 2015, 4PM

Minimum Requirements:
A. Graduation from a recognized four-year college or university preferably with a degree in public relations, marketing, student counseling, communications, or a related field. AND Two years of full-time paid experience in recruitment, promotion of student services programs or community services programs, or a closely related field. OR B. An associate degree or its equivalent from a recognized community college or university preferably with coursework in public relations, marketing, student counseling, communications, or a related field. AND Three years of full-time paid experience in recruitment, promotion of student services programs or community services programs, or a closely related field.

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

Immediate Vacancies: Pierce

SENIOR COMPUTER & NETWORK SUPPORT SPECIALIST

$6,647 - $8,235 per month
Application Deadline – (extended)

Minimum Requirements:
A. Graduation from a recognized four-year college or university preferably with a major in computer science, computer information systems, computer engineering, or a related field which included coursework in computer systems AND two years of recent, full-time paid experience in the design, integration, implementation or administration of voice and data networks. OR B. Graduation from high school or an equivalent AND twenty-four (24) semester units from a recognized college or university or completion of an equivalent certification training program in computer science, computer information systems, computer engineering or related subjects AND four years of recent, full-time paid experience in the design, integration, implementation or administration of voice and data networks.

Immediate Vacancies: Southwest, Valley

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.

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

Los Angeles City College
Los Angeles Harbor College
Los Angeles Mission College
Pierce College
Los Angeles Southwest College
Los Angeles Trade Tech College
West Los Angeles College

LACCD LOCATIONS

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**SIGN LANGUAGE INTERPRETER SPECIALIST I**

$3,884 to $4,323 per month

No Application Deadline – Continuous Filing

**Minimum Requirements:** Graduation from high school or its equivalent AND Eighteen hundred 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** National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID) or pass the Educational Interpreter Performance Assessment (EIPA) with a score of 4.0 or higher.

**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**

$4,323 to $5,355 per month

No Application Deadline – Continuous Filing

**Minimum Requirements:** Graduation from high school or its equivalent AND Thirty-six hundred 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** 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.

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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.

*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.*
**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 have/has 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.