



# Classified Employment Opportunities

November 8, 2010

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facebook The LACCD Personnel Commission is now on FACEBOOK!

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

\$3,904 to \$4,837 per month

Application Deadline – November 19, 2010, 4pm

**Minimum Requirements:** Graduation from a recognized four-year college or university. **Special:** A valid Class "C" California driver's license. Access to an automobile.**ASSISTANT RESEARCH ANALYST**

\$4,346 to \$5,384 per month

Application Deadline – November 19, 2010, 4pm

**Minimum Requirements:** A master degree, from a recognized college or university, with a major in social science research, economics, education, business administration, public administration, organizational analysis, information science, or other research-oriented specialization **OR** Graduation from a recognized four-year college or university preferably with a major in social science research, economics, education, business administration, public administration, organizational analysis, information science, or other research-oriented specialization **AND** one year of full-time paid professional level experience in a research, analytical, or institutional planning-oriented position. **Special:** A valid Class "C" California driver's license. Access to an automobile.**EXECUTIVE ASSISTANT TO THE CHANCELLOR**

\$10,790 to \$13,367 per month

Application Deadline – November 19, 2010, 4pm

**Minimum Requirements:** Master's degree from a recognized four-year college or university **AND** Five years of professional-level administrative staff experience which required: superior writing skills, superior oral communication skills, policy analysis, legislation analysis, and development of recommendations. Supervisory experience and work experience in an institution of higher education are desirable. **Special:** A valid Class "C" California driver's license must be obtained within 60 days of appointment.**EXECUTIVE LEGAL SECRETARY**

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

Application Deadline – November 29, 2010, 4pm

**Minimum Requirements:** Graduation from high school or its equivalent **AND** Possession of an Office Administration Certificate as a Legal Secretary or its equivalent and two years of full-time, paid experience performing legal secretarial duties **OR** Four years of full-time, paid experience performing the complete range of legal secretarial duties. **Special:** Must type 60 words per minute.**FACILITIES ASSISTANT**

\$3,681 to \$4,560 per month

Application Deadline – November 19, 2010, 4pm

**Minimum Requirements:** 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 closely related field **AND** two years of full-time, paid experience in applying policies and processing documents related to clerical accounting, purchasing, and contracts. Qualifying experience must have also included providing extensive customer service **OR** Graduation from high school or its equivalent **AND** four years of full-time, paid experience with the Los Angeles Community College District which included two years of full-time, paid experience in applying policies and processing documents related to clerical accounting, purchasing, and contracts. Qualifying experience must have also included providing extensive customer service. College-level course work in computer applications and office technology (CAOT), business administration, and the use of computer equipment and software is desirable.**PARALEGAL**

\$4,920 to \$6,095 per month

Application Deadline – November 29, 2010, 4pm

**Minimum Requirements:** Graduation from a recognized law school approved by the American Bar Association **OR** Graduation from a recognized four year college or university with a degree in paralegal, legal assistance, or a closely related field **AND** one year of full-time paid experience as a paralegal working under the supervision of an attorney **OR** Completion of a paralegal or legal assistant certificate program at an accredited college or university that is approved by the American Bar Association **AND** two years of full-time paid experience as a paralegal working under the supervision of an attorney **OR** Graduation from high school or its equivalent **AND** four years of full-time paid experience as aparalegal working under the supervision of an attorney. **Special:** Business and Professions Code Section 6450. Every two years, all Paralegals shall be required to certify completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in an area of specialized law. All continuing education courses shall meet the requirements of Business and Professions Code Section 6070. Certification of these continuing education requirements shall be made with the Paralegal's supervising attorney. The Paralegal shall be responsible for keeping a record of the Paralegal's certification. A valid Class "C" California driver license. Access to an automobile.**PARATRANSIT SHUTTLE DRIVE (PROMOTIONAL ONLY)****THIS EXAMINATION IS OPEN ONLY TO CURRENT PERMANENT EMPLOYEES OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT**

\$2,511 to \$3,111 per month

Application Deadline – November 29, 2010, 4pm

**Minimum Requirements:** One year of full-time paid experience as a Custodian with the Los Angeles Community College District **Special:** A valid Class "C" California driver's license. **SPECIAL NOTE:** Prior to employment all successful candidates must provide proof of a driver's record with the California Department of Motor Vehicles that meets acceptable standards for the transportation of passengers.**RESEARCH ANALYST**

\$5,384 to \$6,670 per month

Application Deadline – November 19, 2010, 4pm

**Minimum Requirements:** A doctor degree from a recognized four-year college or university, preferably with a specialization in social science research, economics, educational administration, business administration, organizational analysis, or other research-oriented specialization **OR** A master degree from a recognized four-year college or university, preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization **AND** one year of full-time paid professional-level experience in a research, analytical, or institutional planning position. **OR** Graduation from a recognized four-year college or university preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization **AND** three years of full-time paid professional-level experience in a research, analytical, or institutional planning position. **Special:** A valid Class "C" California driver's license. Access to an automobile.**SENIOR RESEARCH ANALYST**

\$6,670 to \$8,263 per month

Application Deadline – November 19, 2010, 4pm

**Minimum Requirements:** A doctor degree from a recognized four-year college or university preferably with a specialization in social science research, economics, educational administration, business administration, organizational analysis, or other research-oriented specialization **OR** A master degree from a recognized four-year college or university preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization **AND** two years of full-time paid professional-level experience in a research, analytical, or institutional planning position **OR** Graduation from a recognized four-year college or university preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization **AND** four years of full-time paid professional-level experience in a research, analytical, or institutional planning position. **Special:** A valid Class "C" California driver's license. Access to an automobile.**SWIMMING POOL SUPERVISOR**

\$28.01 per hour

Application Deadline – November 29, 2010, 4pm

**Minimum Requirements:** An associate degree or its equivalent from a recognized college or university with a major in recreation or a closely related field **AND** one year of full-time paid experience in managing a swimming pool or in swimming instruction, lifesaving, and first aid work **OR** Graduation from high school or its equivalent **AND** three years of full-time paid experience in managing a swimming pool or in swimming instruction, lifesaving, and first aid work. **Special:** A valid Water Safety

Instructor Certificate issued by the American Red Cross. A valid American Red Cross or American Heart Association First-Aid certificate or its equivalent. Appointees must acquire an American Red Cross or American Heart Association certificate in Cardiopulmonary Resuscitation within six months of appointment.

### **VICE PRESIDENT, ADMINISTRATIVE SERVICES (ELAC)**

**\$11,384 to \$12,226 per month**

**Application Deadline – December 10, 2010, 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. **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 (LASC)**

**\$11,384 to \$12,226 per month**

**Application Deadline – December 10, 2010, 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. **Special:** A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

**APPLICATIONS ARE BEING ACCEPTED ON A CONTINUOUS BASIS FOR THE FOLLOWING JOBS:**

### **SAP ABAP PROGRAMMER**

**Up to \$52.66 per hour**

**No Application Deadline -- Open Until Filled**

**Minimum Requirements:** Graduation from a recognized college or university preferably with a major in computer information systems, management information systems, computer science, computer engineering, or a closely related field **AND** Three years of recent, full-time, paid experience in SAP ABAP programming. **Special:** A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

### **SAP PROJECT COORDINATOR (FINANCE)**

**\$7,287 to \$9,028 per month**

**No Application Deadline -- Open Until Filled**

**Minimum Requirements:** Graduation from a recognized four-year college or university; preferably with a major in finance, accounting, business administration, public administration, computer information systems, management information systems, or a related field **AND** Three years of recent, full-time, paid professional-level experience in the functional configuration, modification, or maintenance of a SAP financial/material management system. Supervisory experience is desirable. **Special:** A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

### **SAP BUSINESS ANALYST (FINANCE)**

**\$5,882 to \$7,287 per month**

**No Application Deadline -- Open Until Filled**

**Minimum Requirements:** Graduation from a recognized four-year college or university preferably with a major in finance, accounting, business administration, public administration, computer information systems, management information systems, or a related field **AND** two years of recent, full-time, professional-level, paid experience in the functional configuration, modification or maintenance of a SAP financial/material management system **OR** A master's degree from a recognized four-year college or university with a major in finance, accounting, business administration, public administration, computer information systems, management information systems or a closely related field **AND** two years of recent, full-time, professional-level, paid experience in finance, accounting, contracts, purchasing or closely

related area which included participation in the functional configuration, modification or maintenance of a SAP financial/material management system. **Special:** A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

### **SAP BUSINESS ANALYST (HUMAN RESOURCES)**

**\$5,882 to \$7,287 per month**

**No Application Deadline -- Open Until Filled**

**Minimum Requirements:** Graduation from a recognized four-year college or university preferably with a major in, business administration, public administration, personnel administration, computer information systems, management information systems or a related field **AND** two years of recent, full-time, professional-level, paid experience in the functional configuration, modification or maintenance of a SAP human resources system **OR** Graduation from a recognized four-year college or university preferably with a major in, business administration, public administration, personnel administration, computer information systems, management information systems or a related field **AND** four years of recent, full-time, professional-level, paid experience in human resources processing, payroll, employee benefits, or closely related area, two years of which must have included participation in the functional configuration, modification or maintenance of a SAP human resources system **OR** A master's degree from a recognized four-year college or university with a major in, business administration, public administration, personnel administration, computer information systems, management information systems or a closely related field **AND** two years of recent, full-time, professional-level, paid experience in human resources processing, payroll, benefits, or closely related area which included participation in the functional configuration, modification or maintenance of a SAP human resources system. **Special:** A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

### **SAP FINANCE/MATERIAL MANAGEMENT CONFIGURATOR (FI, BCS, FM, PR, AP)**

**Up to \$61.08 per hour**

**No Application Deadline -- Open Until Filled**

**Minimum Requirements:** Graduation from a recognized college or university with a degree preferably with a major in business administration, personnel administration, public administration, computer information systems, management information systems, or a related field **AND** Three years of recent full-time, professional-level, paid experience in the technical configuration of a SAP human resources system with an emphasis on benefits, time management and evaluation, organization management, or personnel administration. Experience with a full life-cycle implementation of a SAP human resources system is desirable. **Special:** A completed SAP certificate from a recognized institution in human resources is desirable. A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

### **SIGN LANGUAGE INTERPRETER SPECIALIST**

**(Level I) \$3,884 to \$4,323 per month**

**(Level II) \$4,323 to \$5,355 per month**

### **SUPER-C AND SUPER K (APRIL 2011) – (FORMERLY FAST TRACK 1 & K)**

The **next** application filing period for **SUPER-C** (9 Clerical job classes combined in one test) and **SUPER-K** (4 Keyboarding job classes combined in one test) is as follows:

**SUPER-C/K: April 4, 5, 6, 2011, 4pm** (Mon, Tues, Wed)

The testing dates are scheduled as follows:

**SUPER-C/K: April 30 & May 7, 2011**

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\\_CK\\_Testing.htm](http://www.laccd.edu/perscom/Super_CK_Testing.htm) for more information.

**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](mailto: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>

