



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: July 18, 2011

ADA COMPLIANCE ADMINISTRATOR

The successful candidate's starting salary will be commensurate with his/her education and experience, within the above salary range, a process referred to as "Rating-In." For additional information, please see Personnel Commission Rule 583, Rating-In Classified Employees, accessible from our website address above.

\$8,263 to \$10,236 per month

Application Deadline – August 19, 2011, 4pm

Minimum Requirements: Graduation from a recognized four-year college or university. Extensive coursework and/or training in disability studies, disability policy and services, human rights, disability law, compliance, or a closely related field are desirable **AND** Five years of full-time paid experience in developing and implementing employer-based compliance and accommodation programs mandated by federal and State laws, including the Americans With Disabilities Act. **Special:** A valid Class "C" California driver's license or Identification Card must be obtained within 60 days of appointment. Access to an automobile or the ability to travel to sites throughout the District.

GENERAL FOREMAN

\$6,713 to \$8,317 per month

Application Deadline – July 29, 2011, 4pm

Minimum Requirements: Graduation from high school or its equivalent **AND** completion of a recognized apprentice training program of at least four years' duration in a building trade **AND** three years of full-time paid journey-level experience in one or more building trades. One year of the required experience must have been in a lead or supervisory capacity **OR** Graduation from high school or its equivalent **AND** seven years of full-time paid experience in one or more building trades. Three years of the required experience must have been at the journey-level including one year of experience in a lead or supervisory capacity. **Special:** A valid Class "C" California driver's license. Access to an automobile.

SPECIAL NOTE: Some positions may involve working with asbestos and/or lead and will require an incumbent to participate in an asbestos and/or lead medical screening examination in compliance with the California Code of Regulations, Title 8, Sections 1529 and 1532.1.

ART GALLERY PREPARATOR

\$3,535 to \$4,379 per month

Application Deadline – July 29, 2011, 4pm

Minimum Requirements: An associate's degree or its equivalent, from a recognized college or university, with a major in fine arts, art history, drawing, painting, sculpture, or a related field **OR** Graduation from high school or its equivalent **AND** two years of fulltime paid experience in the preparation and exhibition of art. **Special:** A valid Class "C" California driver's license. Access to an automobile.

INSTRUCTIONAL MEDIA TECHNICIAN

\$3,499 to \$4,335 per month

Application Deadline – July 29, 2011, 4pm

Minimum Requirements: High school diploma or its equivalent **AND** two years of full-time paid experience in the operation or maintenance of instructional media equipment such as photographic equipment, video projectors, audio and video recorders, laser disc optical media systems, and audio and video editing equipment **OR** An associate's degree with a major in instructional media technology, broadcasting, cinema, photography, television, or a closely related field. Experience in the operation or maintenance of instructional media equipment is desirable.

PAYROLL MANAGER

The successful candidate's starting salary will be commensurate with his/her education and experience, within the above salary range, a process referred to as "Rating-In." For additional information, please see Personnel Commission Rule 583, Rating-In Classified Employees, accessible from our website address above.

\$7,424 to \$9,197 per month

Application Deadline – July 22, 2011, 4pm

Minimum Requirements: Graduation from an accredited college or university preferably with a major in business administration, public

administration, accounting, economics, or a related field **AND** Four years of full-time paid professional-level experience in payroll operations or accounting with responsibilities for payroll operations, two years of which must have been in a supervisory or management position. To be considered qualifying, the payroll experience above must have included responsibility for time reporting, payroll processing, deductions, computer systems development and/or maintenance, records maintenance, and payroll accounting for a central payroll unit serving over 1,500 employees **OR** An associate's degree or its equivalent from an accredited college or university with a major in business administration, accounting, economics, or a closely related field **AND** Six years of full-time paid experience in a supervisory or management position in payroll operations or accounting with responsibility for payroll operations. To be considered qualifying, the payroll experience above must have included responsibility for time reporting, payroll processing, deductions, computer systems development and/or maintenance, records maintenance, and payroll accounting for a central payroll unit serving over 1,500 employees. **Special:** A valid Class "C" California driver's license. Access to an automobile. Must meet the requirements for bonding.

PROGRAMMER ANALYST

\$5,345 to \$6,622 per month

Application Deadline – July 22, 2011, 4pm

Minimum Requirements: Graduation from a recognized four-year college or university with a degree in management information systems, computer science, or a related field **AND** two years of recent full-time paid experience in business applications analysis, design, and programming for medium or large scale, multi-programmed computers. Experience with JavaScript, COBOL and/or ACMS programming languages is preferred. Experience with an Enterprise Resource Planning (ERP) system is desirable. **Special:** A valid Class "C" California driver's license. Access to an automobile.

SAP QUALITY ASSURANCE COORDINATOR

Up to \$61.08 per hour

Application Deadline – Applications are being received until a sufficient number have been received.

Minimum Requirements: Graduation from a recognized college or university preferably with a major in management information systems, computer information systems, computer engineering, or a related field **AND** Three years of recent full-time paid professional-level experience in applying quality assurance techniques and processes using HP Quality Center in an SAP system environment. **Special:** Completion of a recognized HP Quality Center certification is desirable. A valid Class "C" California driver's license must be obtained within 60 days after appointment. Access to an automobile.

SUPER-C AND SUPER K (OCTOBER 2011)

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: October 3, 4, 5, 2011, 4pm

(Mon, Tues, Wed)

The testing dates are scheduled as follows:

SUPER-C/K: October 15 & 22, 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 for more information.

The **LACCD Personnel Commission** is now on **FACEBOOK!**

[http://www.facebook.com/pages/Los-Angeles-CA/LACCD-Personnel-](http://www.facebook.com/pages/Los-Angeles-CA/LACCD-Personnel-Commission/252984035421?ref=nf)

[Commission/252984035421?ref=nf](http://www.facebook.com/pages/Los-Angeles-CA/LACCD-Personnel-Commission/252984035421?ref=nf)

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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>



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CONTINUOUS JOB OPENINGS

SAP PROJECT COORDINATOR (HR)

\$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 personnel administration, 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 human resources 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 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** 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** four years of recent, full-time, professional-level, paid experience in finance, accounting, contracts, purchasing or closely related area, two years of which must have included participation 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

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