EMPLOYMENT WITH THE DISTRICT

What kind of jobs does the District have?
The District is divided into three employment groups - classified, academic, and unclassified.

Classified service includes employees in non-academic positions. Employees in this group are employed in administrative (non-academic), professional, clerical, technical, supervisory, trades, and operations positions.

Academic service includes faculty and academic administrators. Faculty consists of instructors, counselors, librarians, and department chairs. Academic administrators include presidents, academic vice presidents, directors, deans, associate deans, and associate directors.

Unclassified service includes employees that are excluded from the classified and academic services. Employees in this group can be student workers, professional experts, community representatives, or recreational employees.

Do the colleges have part-time employment?
Yes, the District has part-time employment opportunities in the classified service. However, the number of such opportunities is limited. Part-time employees have varying hours based on the type of assignment and programmatic needs of the hiring location.

Does the District have evening positions?
Yes, the District does have evening employment in the classified service. Evening positions are typically in student services offices such as Admissions & Records, Financial Aid, etc.

Most classified employees work a standard 8-hour workday. The typical hours of work for a day shift employee are 8:00 a.m. to 4:30 p.m.; however, there are some offices and work units where the workday begins and ends at other hours. The hours of employees assigned to the evening shift will vary.

Are there jobs where you won't have to work during the summer?
Yes, the District has classified positions that do not require an employee to work during the summer months.

The District has positions that are:

- 12 calendar months beginning on July 1 and ending on June 30.
- 10 4-week periods (or 200 days). This schedule begins with the first payroll day of the Fall semester and ends with the last payroll day of the Spring semester.
- 239 days between July 1 and June 30.

I'm a student. Can I work for the district?
Yes, students who are enrolled with the District and/or an accredited four-year college or university can work for the District as unclassified employees. Unclassified student worker positions are generally part-time and/or intermittent depending on project or program needs. Student workers are required to be enrolled in a specified number of units and make satisfactory progress towards their educational goals.
APPLYING FOR EMPLOYMENT

How will I know when applications are being accepted for a position?
There are three ways:

- Employees and non-employees can check the LACCD website for all current classified position openings. New job listings are generally posted on Mondays and remain on the job board for approximately 3 weeks (time may vary depending on the position). The website address is: www.laccd.edu/perscomm/employment.

- Individuals may register their interest in particular jobs by submitting an interest card online at our website. When recruitment begins for a particular job, notices will be automatically sent to all persons who have submitted an interest card for that job.

- A printed version of each job bulletin is also posted or available at each of the college personnel offices.

Will I have to apply to each college for a position?
No, you only need to complete one application for each job classification. Applications will be considered for all locations and types of assignments for which you have indicated your availability in your application.

Can I submit one application for multiple positions?
No, one application must be completed for each job classification. However, if you apply online, you will be able to save your personal information, work history, and educational background for future use.

Can I submit my application to the college near my home?
No. COMPLETED APPLICATIONS MUST BE SUBMITTED THROUGH OUR ONLINE EMPLOYMENT SYSTEM or MAILED or SUBMITTED IN PERSON to the following location:

Personnel Commission
Attn: Classified Examinations Unit
Los Angeles Community College District
770 Wilshire Blvd, 4th Floor
Los Angeles, CA 90017

Completed applications will not be accepted at any other location. Applications cannot be faxed.

Must I be a resident to work for the Los Angeles Community College District?
No, you do not need to be a resident of the Los Angeles Community College District to work within the District.

If I have a criminal record, can I still apply for employment with the District?
Yes, you may still apply for employment with the District. A police record does not automatically disqualify an applicant from participating in the examination process. If you are offered employment, you will be required to complete a Report of Convictions and be fingerprinted. Employment eligibility determination involving criminal convictions will be made at that point.

If I receive a letter saying that I do not qualify for a position, what can I do?
If you receive a letter of disqualification and feel that our assessment is inaccurate, you will be given one opportunity to present additional information.

Any additional information, documentation, or evidence of your qualifications must be submitted in writing and must specifically site applicable training, experience, license, certificate, or other requirements. The burden of presenting clear evidence is placed upon the applicant. The Classified Examination Unit must receive all additional material within the prescribed time limit specified in the disqualification letter.

Can I get a copy of the application I submit to the District?
Yes, but only if your application is submitted online. The online system allows you to print a copy of your application.
When do I become eligible to apply for promotional examinations?

An employee is eligible to compete in a promotional examination if he/she has permanent status as a classified employee by the opening date of filing for non-continuous examinations or at the time of filing for continuous examinations. Permanent status is attained after successful completion of the employee’s initial probation period of either 130 working days or 260 working days depending on the type of position.
EXAMINATION PROCESS

I cannot take the employment test on the date it is scheduled. What can I do?
In order to ensure uniform treatment and fairness, the Personnel Commission’s policy requires all candidates to participate in a classified examination administered at the same time. There are a limited number of circumstances where special administration of an examination will be considered. These include:

- Active military duty
- Strict religious observance
- A subpoena or other order to appear in court
- Jury duty during the regularly scheduled examination
- Serious injury, illness, or hospitalization of the applicant
- Death, imminent death, or funeral of an immediate family member
- Travel commitment of $200 or greater made prior to the announcement of the examination
- Required official performance of District business during the examination administration
- Error by the Personnel Commission staff

Each request for a special administration will be evaluated based on the feasibility of fairly reconstructing test conditions, concerns related to the compromise of testing materials, the size and field of competition, and timeliness and cost effectiveness to the District.

Requests for special administration need to be made as early as possible, but must be submitted no later than three (3) working days prior to the scheduled exam date. In emergency situations, the request must be submitted at the earliest possible date, but no later than three (3) working days after the scheduled exam.

All requests must be submitted in writing along with the required verification to:

Personnel Commission
Attn: Classified Examinations Unit
770 Wilshire Blvd, 4th Floor
Los Angeles, CA 90017

When will I receive my test results?
Test results are mailed within one (1) to three (3) weeks after an examination.

I have a disability. Can it be accommodated in the examination process?
Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation, if needed, in the selection process. In order for appropriate arrangements to be made at the testing site, requests for accommodation must be received at least three (3) days prior to the administration of the examination. Documentation of the need for accommodation must accompany your request.

All requests must be submitted in writing along with required documentation to:

Personnel Commission
Attn: Classified Examinations Unit
770 Wilshire Blvd, 4th Floor
Los Angeles, CA 90017

If I don't pass an examination, can I find out why?
Candidates will receive basic information regarding their test performance in a notification letter. Unsuccessful candidates on any part of the examination process may also review their examination scores and evaluations. Reviews are by appointment only during normal working hours and must be completed within ten (10) working days from the date of the examination results notification.

Tests or test questions which have been procured under a test security agreement or test questions which are subject to future use shall not be subject for review.
If I don't feel I was evaluated fairly in a test process, what can I do?

Candidates who feel they were unfairly evaluated may protest any part of an examination. Protests must be submitted in writing to the Personnel Commission representative who was responsible for the preparation of the examination, within five (5) working days after you have reviewed your examination results.

Protests must:
- Give specific basis for complaint.
- Cite errors that occurred during the test process.
- State the remedy you are seeking.

The Personnel Commission Staff responsible for the examination shall review and answer protests and make any necessary corrections. Corrections shall be applied uniformly to all candidates.

If I don't pass an examination, how long do I have to wait to retake the examination?

Candidates are ineligible to participate in an examination for three months after they have been unsuccessful in an exam for the same job classification.
EMPLOYMENT ELIGIBILITY LISTS

How will the colleges get my name as job openings occur?
Candidates who have successfully completed all parts of the examination process will be placed on an eligible list, which will remain in effect for one year. This eligibility list is used to fill vacancies at all nine colleges.

Once a vacancy occurs, eligibles' names will be certified to the appropriate college. The name of an eligible will only be certified to locations and types of assignments for which s/he has indicated availability on his/her application. Availability statements are completed during the examination process.

How will I be contacted for job interviews?
The college or division with the vacancy will attempt to reach an eligible by telephone to establish an interview appointment. If the college or division is unable to make contact by telephone, an “Availability Letter” will be sent to the eligible. An eligible has three (3) working days from the date the Availability Letter was sent to respond.

How do I notify the Personnel Commission that I have changed address and/or phone number?
If you have applied online, you may log in at anytime to change your contact information yourself. Otherwise, you must submit a request in writing to the Personnel Commission to change it for you.

Letters must contain the following information:
- Name
- Applicant ID number
- Address
- Phone number
- Examination title

Letters and Change of Address Forms should be printed and mailed to:

Personnel Commission  
Office of Classified Examinations, 4th Floor  
770 Wilshire Boulevard  
Los Angeles, CA 90017

Or e-mailed to: class_jobs@laccd.edu

* Note to current employees – Change of address submission to the Office of Classified Examinations will not change your “official” or “payroll” address.

If I change my mind about where I am willing to work in the district, how do I do it?
Changes to your availability must be submitted in writing to:

Personnel Commission  
Office of Classified Examinations, 4th Floor  
770 Wilshire Boulevard  
Los Angeles, CA 90017
WORKING FOR THE DISTRICT

Can I get paid for speaking a foreign language?
Regular classified employees may be eligible for a pay differential for speaking a foreign language if they are frequently called upon to converse in a foreign language or to exercise their ability to translate to and from English by speaking, reading, and writing a foreign language.

A differential is not available to those employees whose use of foreign language skills are assigned as a part of the regular duties for their position as it has already been recognized in the salary allocation of the class specification.

I think the duties I have been assigned don't fit within my job classification. What do I do?
Every position in the classified service is assigned to a job classification based on duties and responsibilities assigned to the position by the supervisor. Although generic job descriptions identify duties assigned to a position, each position will vary within a job classification based on the needs of a specific department. Occasionally, the operational needs of a department may change.

If the operational needs of an office permanently change, a supervisor and/or an employee can ask the Personnel Commission to perform a study of the position. The study will determine if the changes in duties constitutes a change in job classification and/or compensation.

The form may be obtained from the Personnel Commission’s web site through the forms section or by accessing the following link: http://d-marlin.laccd.edu/perscom/Forms.htm

I have been assigned additional duties while my co-worker is on leave. Can I get paid for the extra work?
An employee may be eligible for compensation only if s/he is performing duties inconsistent with or not reasonably related to the duties of his/her job classification for more than five working days within a 15 calendar day period.

The temporary work out of classification form may be obtained from the Personnel Commission’s web site through the forms section or by accessing the following link: http://d-marlin.laccd.edu/perscom/Forms.htm

My office has been given a special project. I have been asked to help out. How can I get compensated for that?
An employee required to perform duties inconsistent with those assigned to their position for a period of more than five working days within a 15 day calendar period may be eligible for a salary adjustment for the entire period s/he is required to work out of classification. An employee must request a review of the duties by the Personnel Commission. If the duties warrant a higher compensation, a temporary salary differential can be paid to the employee for the period of time the higher duties are performed.
I want to transfer to another college or to the District Office. What do I do?

To transfer to another college or to the District Office, an Assignment Change Request Form (C1045) must be completed and turned into your immediate supervisor. The form may be obtained from the District’s web site through the Employee Forms section or by accessing the following link: http://d-marlin.laccd.edu/perscom/Forms.htm.

Your immediate supervisor and college president/division head must acknowledge your request by signing the form. Your college/division has three (3) business days to acknowledge your request and an additional three (3) working days to forward your request to the Personnel Commission. Once the signatures are obtained, your location Personnel-Payroll Office forwards the form to the Personnel Commission at the District Office.

How long is my transfer request valid?

Unless a collective bargaining agreement specifies otherwise, “transfer” requests are valid for two years. To be considered after that period, a new request must be submitted.

What happens with my transfer once I submit it?

An acknowledgement will be sent to you once the Personnel Commission receives the request. Your name is placed on the “transfer or reassignment” list and certified, along with the names of eligible exam candidates, to a location when it requests to fill an approved position in your job classification.

Do transfers have to be interviewed for vacancies?

Hiring authorities are strongly encouraged to interview all interested internal candidates for positions. Our collective bargaining agreements require interviews as follows:

- AFT, Local 99 and the Building Trades Council - the two most senior employees requesting transfer
- Local 721, Unrepresented, and Confidential positions - there is no interview requirement
I haven't received a performance evaluation. I would like to know how I'm doing. What do I do?

Performance evaluations are completed by an employee's immediate supervisor. At least one evaluation is required each year. You should talk to your supervisor if you have not received an evaluation.

What happens to performance evaluations once they are completed?

Once a review has been completed, the supervisor and the employee should meet face-to-face to discuss and sign the evaluation. A copy of the evaluation is provided to the employee. The original performance evaluation is sent to the District office and shall be placed in the employee's personnel file.

Are performance evaluations used for anything other than letting me know how I'm doing?

Performance evaluations are designed to accomplish several goals. They assess an employee's performance and accomplishments against the job duties and responsibilities of his/her position, encourage joint planning and communication between an employee and his/her supervisor, provide employees with clear and explicit performance expectations, help employees identify and develop job skills, and discuss training and career advancement opportunities. They are also used in the classified selection process.