



Job Bulletin

Open & Promotional (Dual Certification) Examination
September 9, 2019

Personnel Commission

770 Wilshire Blvd., Los Angeles, CA 90017
Main Line: (213) 891-2129
Job Line: (213) 891-2099
Hours: Monday–Friday, 7:30am – 4:30pm

ADA Compliance Officer

Monthly Salary*:	\$7,445	\$7,854**	\$8,286	\$8,742	\$9,223
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*Salary Information is based on a full-time, 12-month position.

**Pay at the second step begins with the pay period following 130 days of satisfactory paid service. Increases thereafter are annual.

DESCRIPTION: An ADA Compliance Officer develops, implements, and evaluates policies, procedures, and standards for the effective administration of a comprehensive District ADA compliance program; coordinates and monitors compliance activities.

MINIMUM REQUIREMENTS FOR ACCEPTANCE OF AN APPLICATION:

Education & Experience:

A bachelor's degree from a recognized college or university, preferably with a major in public administration, educational administration, human resources management, business administration, law, or a related field **AND** three years of recent, 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. A master's degree is desirable.

Special:

A valid Class "C" California driver's license. Travel to locations throughout the District is required.

For a complete job description including the Knowledge, Skills, and Abilities associated with the position please visit our website.

EXAMINATION PROCESS: The examination process may consist of one or more parts which may include a training and experience evaluation, written test, performance test and/or oral interview.

ACCOMMODATION: Individuals protected by the Americans with Disabilities Act (ADA) may request, orally or in writing, an accommodation in the examination process. Documentation of the need for accommodation is required solely for the purpose of establishing that the applicant has an ADA disability and that the disability necessitates a reasonable accommodation. Typically, a letter from an appropriate health care or rehabilitation professional which establishes that the applicant has an ADA qualifying disability, identifies the functional limitations as they relate to the testing situation, and recommends/suggests the appropriate accommodation is sufficient. In order for appropriate arrangements to be made at the testing site, a request for accommodation and required documentation must be received by the Examiner of Record at least 3 days prior to the administration of the test.

VACANCIES: A vacancy currently exists at the District Office, 770 Wilshire Boulevard, Los Angeles, CA 90017. The hiring list established by this examination will also be used to fill future vacancies as they occur during the life of the list.

HOW TO APPLY and DEADLINE: Completed applications must be submitted through our online employment system by **4:00 P.M. on FRIDAY, SEPTEMBER 27, 2019**. Resumes will not be accepted in lieu of an application. For a listing of other job Opportunities with the Los Angeles Community College District, call our 24-hr job hotline, or refer to our Web Page.

**How to Apply
Online**

jobapscloud.com/LACCD



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General Information

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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 is a variable rate currently ranging between 6-7 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 or 36 consecutive months of CalPERS membership. Eligibility requirements for retirement are based on age and service credit. More information can be found on the CalPERS website at www.calpers.ca.gov. 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 at the time of application. 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 typically 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.