Supervising Personnel Analyst

Classified Recruitment and Selection Unit of the Personnel Commission

Los Angeles Community College District

$93,761 to $116,153 per year

The Personnel Commission of the Los Angeles Community College District (LACCD) is seeking applicants for a **Supervising Personnel Analyst** vacancy in the Classified Recruitment and Selection Unit. This positionplans, organizes, and supervises the day-to-day activities of one or more assigned functional units of a personnel program and performs the more complex technical and professional personnel work related to areas such as recruitment and selection, testing, job classification, compensation, organizational analysis, staff development and training, and rules and policy development.

**BENEFITS**

* District-paid medical, dental, and vision insurance plans for employee and dependents.
* $50,000 District-paid life insurance policy.
* 12 full-pay days and 88 half-pay days of illness leave.
* A minimum of 15 paid holidays per year.
* Up to 24 days of vacation annually depending on years of service
* Public Employees Retirement System.
* Employee Assistance Program

**MINIMUM REQUIREMENTS FOR ACCEPTANCE OF AN APPLICATION:**

Education and Experience:

A.      Graduation from a recognized four-year college or university, preferably with a major in human resource management, industrial or organizational psychology, public administration, or a related field **AND**four years of full-time paid professional-level personnel experience in at least one of the following areas: recruitment and selection, job classification, wage and salary administration, affirmative action, or employer-employee relations.  Public personnel work is desirable.

**OR**

B.      A master’s degree from a recognized college or university with a major in human resource management, industrial or organizational psychology, public administration, or a related field **AND** two years of full-time paid professional-level personnel experience in at least one of the following areas: recruitment and selection, job classification, wage and salary administration, affirmative action, or employer-employee relations.  Public personnel work is desirable.

Special:

A valid Class “C” California driver's license may be required for some positions.

Travel to locations throughout the District may be required for some positions.

**DEADLINE AND HOW TO APPLY**

Completed applications must be submitted through our online employment system – <https://jobapscloud.com/laccd> by 4:00 P.M. on **FRIDAY, June 8, 2018**. Resumes will not be accepted in lieu of an application.