Recruitment and Assessment Manager

Salary: $107,186-$132,785/Yr

Personnel Commission

Los Angeles Community College District

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The Personnel Commission of the Los Angeles Community College District (LACCD) is seeking applicants for a **Recruitment and Assessment Manager** vacancy in the Classified Recruitment and Selection Unit. This position is responsible for planning, organizing, and managing the classified recruitment and assessment program administered by the Personnel Commission, including personnel research, job analysis, test development, statistical analysis, and evaluation of Civil Service testing methods, procedures and operations; personally performs the most complex test analysis and development work of the unit; and manages the day-to-day project and program activities of staff assigned to the unit.

MONTHLY SALARY: $8,932.23 - $11,065.47 ($107,186 to $132,785 annually)

*\*Salary Information is based on a full-time, 12-month position*

**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 master’s degree from a recognized college or university industrial/organizational psychology, testing and measurement, psychometrics, research and statistics, or related field **AND** three years of full-time paid professional-level in highly analytical test development or related roles, with responsibility for creating, implementing and managing assessments for employee selection.

Special:

A valid Class “C” California driver's license is required.

Travel to locations throughout the District is required.

**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, December 21, 2018**. Resumes will not be accepted in lieu of an application.