Classified Employment Opportunities

October 5, 2009

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Community Services Assistant

$3, 535 to $4, 379 per month
Application Deadline – October 16, 2009
Minimum Requirements: Graduation from a recognized four-year college or university with a degree in recreation, business administration, education, or a closely related field. **AND** One year of full-time paid experience with a community involvement or public service group which included responsibility for extensive public contact work and participation in at least two of the following areas: program development, promotion, implementation, and evaluation. **OR** An associate in arts degree from a recognized community college preferably with coursework in recreation, business administration, education, or a closely related field AND Three years of full-time paid experience with a community involvement or public service group which entailed responsibility for extensive public contact work and participation in at least two of the following areas: program development, promotion, implementation, and evaluation. **Special:** A valid Class "C" California driver's license. Access to an automobile.

APPLICATIONS ARE BEING ACCEPTED ON A CONTINUOUS BASIS FOR THE FOLLOWING JOBS:

SAP Project Coordinator (Finance)

$7,287 to $9,028 per month

No Application Deadline -- Open Until Filled
Minimum Requirements: BA/BS degree from a recognized college/university and 3 years of recent full-time, paid, professional-level experience in the functional configuration modification, or maintenance of an SAP financial/material management system. **Special**: A valid Class C Calif driver's license & access to an automobile must be obtained within 60 days of appointment.

SAP Finance/Material Management Configuror (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 **AND** A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.

SAP Human Resources Configuror (PA, OM, TM)

Up to $61.08 per hour (Commensurate with education/experience)
No Application Deadline -- Open Until Filled
Minimum Requirements: BA/BS degree from a recognized college/university and 3 years of recent, full-time, professional-level, paid experience in the technical configuration of an SAP human resources system with an emphasis on benefits, time management and evaluation, organization management, or personnel administration. **Special**: A valid Class C Calif driver's license and access to an automobile must be obtained within 60 days of appointment.

SAP Human Resources Configuror(PAYROLL)

Up to $61.08 per hour (Commensurate with education/experience)
No Application Deadline -- Open Until Filled
Minimum Requirements: BA/BS degree from a recognized college or university and 3 years of recent full-time, professional-level, paid experience in the technical configuration of an SAP human resources system with an emphasis on payroll. **Special**: A valid Class C Calif driver's license and access to an automobile must be obtained within 60 days of appointment.

SAP Business Analyst (Human Resources)

$5,882 to $7,287 per month

No Application Deadline -- Open Until Filled

Minimum Requirements: BA/BS degree from a recognized four-year college or university **AND** 2 years of recent, full-time, paid, professional-level experience in the functional configuration, modification or maintenance of a SAP human resources system **OR** BA/BS degree from a recognized four-year college or university preferably with a major in, business administration, public **AND** 4 years of recent, full-time, paid, professional-level experience in human resources processing, payroll, employee benefits, or closely related area, 2 years of which must have included participation in the functional configuration, modification or maintenance of a SAP human resources system **OR** MA/MS 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** 2 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 Calif driver's license and access to an automobile must be obtained within 60 days of appointment.

SAP Business Analyst (Finance)

$5,882 to $7,287 per month

No Application Deadline -- Open Until Filled

Minimum Requirements: BA/BS from a recognized four-year college or university <u>and</u> 2 years of recent, full-time, paid, professional-level experience in the functional configuration, modification or maintenance of a SAP financial/material management system **OR** BA/BS degree from a recognized four-year college/university **AND** 4 years of recent, full-time, paid, professional-level experience in finance, accounting, contracts, purchasing or closely related area, 2 years of which must have included participation in the functional configuration, modification or maintenance of a SAP financial/material management sys-tem **OR** MA/MS 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** 2 years of recent, full-time, paid, professional-level 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 Calif driver's license and access to an automobile must be obtained within 60 days of appointment.

Sign Language Interpreter Specialist

(Level I) $3,884 to $4,323 per month

(Level II) $4,323 to $5,355 per month

FAST TRACK 1 & K (October 2009)

The **next** application filing period for **Fast Track** are as follows:
Fast Track 1/K: Oct. 5, 6, & 7, 2009 (Mon, Tues, Wed)

The testing dates are scheduled as follows:
Fast Track 1 & K -- October 24, 2009

You <u>MUST</u> submit an application during the application filing periods to be invited to participate in the testing dates above!!

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.