



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

Phone: (562) 799-4700 ♦ Fax: (562) 799-4712

www.losal.org

*An Equal
Opportunity
Employer*

CLASSIFIED EMPLOYMENT OPPORTUNITY

CERTIFICATED PERSONNEL SPECIALIST

The Los Alamitos Unified School District is committed to creating and supporting a diverse environment and is proud to be an equal opportunity employer that considers all applicants without regard to race, color, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other bias covered by appropriate law.

POSITION DETAILS

- 40 hours per week; 12 months per year
- Fringe Benefits Package
- Confidential Employee
- Start October 1, 2020

SALARY

\$5,011 - \$6,089 mthly

ISSUE DATE: 7/6/2020

APPLICATION DEADLINE: 7/20/2020 at 4:00 p.m.

TENTATIVE WRITTEN EXAM: 7/23/2020

TENTATIVE ORAL EXAM: 7/28/2020

Posting is open to the first 50 qualified applicants. Online applications will be accepted beginning Friday, July 17, 2020 at 9:00 a.m.

RECRUITMENT TYPE

Dual Certification - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

POSITION BENEFITS

Pay increases: The first pay increase occurs after six months if the employee passes the probationary period. Pay increases occur annually thereafter, until top step is reached.

Benefits: This position includes a fringe benefit package including medical, dental, vision, life insurance, sick time, vacation time, and paid holidays.

BASIC FUNCTION

Under the direction of the Assistant Superintendent, Human Resources, assist in administering the personnel system in conformance with the rules, regulations and policies of the Board of Education, the Commission on Teacher Credentialing, collective bargaining agreements and Education Code; be responsible for a variety of complex personnel activities related to the employment of certificated employees; relieve the Assistant Superintendent of routine administrative detail; perform public relations and communication services to staff and community members. Commitment to Los Alamitos Unified School District's mission, vision and priority goals. Excellent communication/interpersonal skills with the ability to engage and work closely with a wide range of stakeholders.

Complete Job Description available at www.losal.org under Job Opportunities/Classified Job Descriptions.

MINIMUM QUALIFICATIONS

Education & Experience

- High School Diploma, GED or certificate of completion.
- Three (3) years of office experience involving personnel functions. College training may be substituted for experience on a year-for-year basis.
- Ability to type 45 words per minute net from clear copy.
- Prior public sector experience working in human resources is desirable.

APPLICATION & EXAMINATION PROCESS

Application:

Complete a Los Alamitos Unified School District Classified Application electronically through www.losal.org/jobs by the application deadline noted on this job flyer. Be sure your application reflects all relevant experience, paid or volunteer. Attach a supplemental resume or other description of experience if it is not adequately described on your application. For positions indicating educational requirements, you must submit official or unofficial copies of education transcripts with your application by the posting deadline. **NO PAPER APPLICATIONS WILL BE ACCEPTED.**

Examination:

Applications may be screened to select the most qualified candidates.

The examination will consist of:

- A - Written job knowledge exam (30% of Total Score)
- B - Structured oral exam (70% of Total Score)

Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Candidates who pass the written and panel interview will be placed on an eligibility list valid for six (6) months.

Physical Examination:

Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination.

Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at www.losal.org under Human Resources/Personnel Commission.