



JOBS AVAILABLE WITH YOUR LOS ANGELES COMMUNITY COLLEGE DISTRICT

Open Examination
VOL. XXXIX, No. 2 • January 9, 2017

ATHLETIC TRAINER

MONTHLY SALARY*: **\$5,216 \$5,502** \$5,805 \$6,124 \$6,461**

*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 **Athletic Trainer** plans, coordinates and implements programs for the prevention, evaluation, therapeutic, rehabilitative, and emergency medical care of students engaged in intercollegiate sport programs at a college.

MINIMUM REQUIREMENTS FOR ACCEPTANCE OF AN APPLICATION:

Education & Experience:

Graduation from a recognized four-year college or university which included or was supplemented by completion of the undergraduate course work/subject matter requirements set by the Commission on Accreditation of Athletic Training Education (CAATE). A degree with a specialization in physical education, health, or a closely related field is desirable.

A master's degree from a recognized four-year college or university in physical education, health, or a closely related field is desirable.

Special:

A valid Athletic Trainer Certification (ATC) by the Board of Certification (BOC) of the National Athletic Trainers Association.

A valid American Red Cross or American Heart Association certificate in Cardiopulmonary Resuscitation/Automated External Defibrillators for the Professional Rescuer or its equivalent.

A valid American Red Cross or American Heart Association First Aid certificate or its equivalent.

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

A valid Class "B" drivers license may be required for some positions.

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 recent 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: Vacancies currently exist at Los Angeles Valley College, 5800 Fulton Avenue, Valley Glen 91401; and West Los Angeles College, 9000 Overland Avenue, Culver City 90230. However, the hiring list established by this examination will also be used to fill future vacancies as they occur during the life of the list.

DEADLINE: Completed applications must be submitted through our online employment system, mailed or submitted in person to the offices of the Personnel Commission by **4:00 P.M. on MONDAY, January 30, 2017**. Completed applications will not be accepted at any other location. Postmarks are not accepted. Resumes will not be accepted in lieu of an application. Applications received by fax or email will not be accepted. 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:

<u>Online</u>	<u>By Mail or In Person</u>	<u>Contact Us</u>
https://employment.laccd.edu	LACCD Personnel Commission 770 Wilshire Blvd., Los Angeles CA 90017	Personnel Commission: (213) 891-2129 24-hr Job Hotline: (213) 891-2099 TDD: (213) 891-2408 Email: class_jobs@email.laccd.edu
Hours of Operation: Monday – Friday 7:30 AM to 4:30 PM		

It is the policy of the Los Angeles Community College District to maintain a drug-free workplace. The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

The Los Angeles Community College District provides equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex (gender), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status in accordance with applicable federal, state, and local laws governing non-discrimination in employment.

LOS ANGELES COMMUNITY COLLEGES
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

COLLEGES OF THE DISTRICT

- East Los Angeles College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College
- Los Angeles Trade-Technical College
- Los Angeles Valley College
- West Los Angeles College

GENERAL INFORMATION

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 rate is 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 consecutive months of CalPERS membership. Retirement is allowed at age 50. 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, in order to be admitted to the examination. 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 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.

Agency Shop Requirement: Some of the District's employees are covered by Collective Bargaining Agreements, which may include Agency Shop provisions. This provision requires that as a condition of employment, an employee must become a member of the union, or pay a service fee to the union; or claim a religious conviction which may require the payment of a fee to a District authorized charity. All questions concerning Agency Shop Fees should be referred to the Office of Employer-Employee Relations, (213) 891-2442.