



**Recruitment June 16, 2014 9:00 am**  
***MUST BE ON TIME***

*Farmer Boy's developing new restaurants in the LA market*  
*Looking for experienced cooks and managers*

*Hourly rates range from \$10 to \$19 / hour based on experience and position.*

*Location:*

*South Bay One-Stop Business & Career Centers*  
**110 South La Brea Ave**  
**Inglewood, CA. 90301**

### **Management**

**Managers** are responsible for the overall operations in delivering

- Service and quality controls
- Hospitality and cleanliness
- Leadership skills – ability to develop and train crew teams

### **LINE COOK**

Is responsible for Farmer Boys overall meal preparation and presentation in a consistent and efficient manner according to Farmer Boys' standards while using independent decision-making. Employees in this position provide customers with menu items as quickly, conveniently and efficiently as possible in a friendly manner. A line cook is also required to work with other cooks and server/cashiers in a team like and friendly manner. Other duties as assigned.

### **PREP COOK**

The prep cook is responsible for preparing the ingredients and basics for Farmer Boys menu items in a consistent and efficient manner using independent decision-making. An employee in this position provides internal customers (crew) with what they want as quickly, conveniently and efficiently as possible in a friendly manner. Other duties as assigned.

### **SHIFT LEADER**

The Shift Leader is an entry level restaurant management position. A Shift Leader will be required to be cross-trained in all crew level job positions and maintain a working knowledge and proficiency in each, sufficient to supervise the execution of these positions and to aid in the orientation and training of new team members to these positions. Other duties as assigned. A Shift Leader may also be under the direction of another Shift Leader as the manager on duty.

A Most Excellent Work Environment with an Outstanding Team,  
Makes the Customer Experience Unforgettable!!

**Public parking available at:**

**115 South Locust Street, Inglewood, CA 90301**

# NOW HIRING

## TREE MAINTENANCE ASSISTANT

The California Science Center Foundation seeks local applicants for tree replanting program!

### Tree Maintenance Assistant Regular Part-Time Starting: \$10.00 per hour

Tree Maintenance Assistant works general horticulture/street softscape responsibilities associated with the California Science Center Foundation tree replanting program. Works as part of a crew assigned to a water work truck. Majority of work performed "off-site" from the California Science Center Foundation grounds and throughout the City of Los Angeles and neighboring cities.

Additional duties may be assigned within interior and exterior educational gardens and themed exhibits at the California Science Center Foundation facility located within Exposition Park.

#### QUALIFICATIONS

- H.S. Diploma or GED.
- Ability to walk, stand, perform manual labor in tree maintenance for long periods of time.
- Tree maintenance experience preferred.
- Ability to lift up to fifty-five (55) pounds; operate mechanical machinery & power equipment or tools.
- Must be able to work under inclement weather conditions.
- Excellent customer service skills.
- See complete job description for more details.

#### HOW TO APPLY

Send Cover Letter, Resume and Salary History to the HR Department via fax at **(213) 744-2673**, email to **HR@cscmail.org**, or mail to

**California Science Center Foundation**  
**Human Resources Department**  
700 Exposition Park Drive  
Los Angeles, CA 90037



**Equal Employment Opportunity Employer!**

To view a complete job description please visit  
<http://goto.californiasciencecenter.org/hr>



CITY OF SANTA MONICA  
invites applications for the position of:  
**Financial Reporting  
Supervisor**

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**SALARY:** \$45.71 - \$56.43 Hourly  
\$3,656.77 - \$4,514.77 Biweekly  
\$7,923.00 - \$9,782.00 Monthly  
\$95,076.00 - \$117,384.00 Annually

**OPENING DATE:** 06/02/14

**CLOSING DATE:** 07/03/14 05:30 PM

**JOB SUMMARY:**

Supervises financial services activities related to financial reporting, annual audit administration, and accounting and financial system maintenance, including the supervision, training and evaluations of staff.

**MAJOR DUTIES:**

Supervises, leads and performs complex professional accounting work in the preparation and maintenance of financial reports, including the City's Comprehensive Annual Financial Report (CAFR), City's Budget, Single Audit Report, reports for the State Controller's Office, County Assessor's Office and Federal Transit Administration, material event disclosures and other mandated financial reports in accordance with the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), and applicable federal, state and municipal requirements.

Supervises the daily operation of the City's general ledger and reporting activities and maintains the City's financial management systems and records in accordance with Generally Accepted Accounting Principles.

Supervises, trains, monitors and reviews the work of staff engaged in the preparation, maintenance and distribution of internal and external financial reports. Develops and provides training and guidance to staff and operating departments pertinent to the City's accounting policies, reporting, procedures and other accounting topics.

Plans and supervises month and year end closing procedures for timely preparation of all financial reports. Reviews and approves all general ledger transactions.

Participates in the analysis, development of and preparation of the City's accounting policies, accounting and reporting manuals and procedures.

Assists in the implementation of systems, system upgrades and maintenance of the City's Chart of Accounts that supports citywide financial operations.

Prepares complex journal entries, reconciliations, report analysis and other assignments at the direction of management.

Acts as liaison for financial reporting functions with external auditors for the annual audit and works collaboratively with City staff to meet internal reporting requirements. Prepares audit

schedules and assists auditors, as required.

Schedules staff assignments, trains employees, and performs employee performance evaluations.

Performs other related duties, as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Abilities and Skills**

**Knowledge of:**

Professional accounting principles, practices and procedures, including but not limited to: Governmental Accounting Standards Board (GASB), Governmental Accounting Auditing Standards (GAAS), Generally Accepted Accounting Principles (GAAP).

Applicable federal, state and local laws and regulations.

Concepts and principles of encumbrance accounting and budgeting.

Auditing principles and techniques.

Grant accounting and reporting.

Quantitative and qualitative analysis techniques.

Client-server automated accounting systems and PC based computer systems, including spreadsheets and word processing programs.

Principles and techniques of supervision and training.

Effective customer service techniques.

**Ability to:**

Select, supervise, evaluate, train and motivate staff.

Prepare and maintain clear, concise and comprehensive financial statements, schedules and reports.

Work independently and exercise good judgment and discretion.

Analyze and evaluate financial operations, and recommend and implement improvements to financial procedures and controls.

Analyze, interpret and effectively communicate financial data, policies and procedures.

Interpret and apply federal, state and municipal policies, rules and regulations.

Perform complex reconciliations and accounting functions.

Establish and maintain cooperative, effective and collaborative working relationships with management, other city employees and the general public.

Communicate effectively both verbally and in writing.

Provide effective customer service.

**Skill in:**

Leadership, management and supervision.

Using a personal computer and applicable software applications.

**Education, Training, and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in accounting or a closely related field.

Four years of recent, paid, progressively responsible experience in governmental accounting including two years of leading and coordinating the work of others. One year of leading and coordinating the work of others and successful completion of the City of Santa Monica's Pre-Supervisory Academy may substitute for the two years of leading and coordinating experience. Preparation of governmental financial reports (i.e. CAFR, Single Audit, etc.) is desirable.

**Licenses and Certificates:**

Certification as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) and/or other related professional certification is desirable.

**SELECTION PROCESS:**

**HOW TO APPLY:** Applicants must file a clear, concise, completed City Application along with any required supplemental applications with the Human Resources Department by the filing deadline. No postmarks will be accepted.

**NOTE:** You must submit a copy of your college diploma/transcript. Applicants who indicated receipt of degree from a foreign institution must provide United States degree and credential equivalency verification along with a copy of your college diploma/transcript. All materials must be received in the Human Resources Department no later than close of business on the application closing date. You may attach a scanned copy of your college diploma or transcript to your online application, e-mail a copy to [mia.jensen@smgov.net](mailto:mia.jensen@smgov.net) or fax a copy to the attention of Mia Jensen at (310) 656-5705. Failure to do so will result in your application being disqualified.

**SELECTION PROCESS:** All applicants will be reviewed and only those candidates determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process.

Testing may consist of any or all of the following:

Oral Interview

**BACKGROUND INVESTIGATIONS:** Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

**NOTE:** If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority, in accordance with the City's civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.smgov.net/hr>

1685 Main Street, Room 101  
P.O. Box 2200  
Santa Monica, CA 90401  
310-458-2276

[human.resources@smgov.net](mailto:human.resources@smgov.net)

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Position #140683-02  
FINANCIAL REPORTING SUPERVISOR  
MJ



**CITY OF SANTA MONICA**  
invites applications for the position of:

# **Resource Recovery and Recycling Equipment Operator (On-Call)**

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**SALARY:** \$23.12 /Hour

**OPENING DATE:** 04/14/14

**CLOSING DATE:** Continuous

**JOB SUMMARY:**

Participates in the daily collection of commercial and residential refuse, food and yard waste, and recyclable materials by driving a refuse collection truck along designated routes.

**\*This position is open on a continuous basis.**

**MAJOR DUTIES:**

Operates various large vehicles, including automated side loaders, front-end loaders, rear loaders, forklifts, skip loaders, stake bed trucks, pick up trucks and other vehicles, used to collect refuse, food and yard waste and recyclable materials.

Uses various hand tools, rakes, shovels, hammers, wrenches and pliers to perform minor repairs and maintenance of truck cargo area.

Obeys traffic laws, follows Division rules and procedures and operates vehicles in a safe manner while collecting solid waste and recyclable materials from residents, businesses, and other City locations.

Performs daily pre-trip and post-trip vehicle inspections and completes required check list to ensure safe vehicle operation.

Identifies and reports mechanical problems immediately to supervisor and fleet maintenance staff.

Ensures vehicle cab, engine and transmission areas are free of debris. Washes and steam cleans vehicles, as required.

Inspects bins, carts and containers before dumping contents into collection vehicle. Reports repairs needed to bins, and carts. Pushes, pulls, drives and carries containers to curbside collection point.

Manually loads materials into collection vehicles. Cleans overflow around bins and containers. Makes special pick ups when required.

Moves containers for appropriate placement for automated collection. Tags containers that are not correctly placed for collection and/or are contaminated (e.g. trash in yard waste containers). Reports incidents to appropriate staff.

Reports findings of possible hazardous waste and conditions to appropriate staff.

Advises customers and co-workers of resource recovery and recycling rules and regulations.

Delivers, removes and maintains City provided solid waste and recycling containers and bins, as directed.

Assists in training assigned staff in collection operations and the safe use of collection vehicles.

Responds to customer inquiries in a professional and courteous manner.

Performs other related duties, as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Abilities and Skills:**

**Knowledge of:**

Mechanical operations and functions of large equipment, including safe driving practices and backing, loading, compacting and lifting procedures.

Basic vehicle and equipment maintenance.

Traffic laws.

Care and maintenance of collection equipment.

Safe work practices and procedures.

Effective customer service techniques.

**Ability to:**

Learn collection and disposal methods and approved materials for collection.

Learn maintenance procedures for collection vehicles.

Learn geography of city streets and alleys.

Drive and operate collection equipment safely in variable weather conditions.

Perform physical labor for sustained periods including entering and exiting a vehicle and pushing and pulling bins and containers.

Perform repetitive bending and lifting up to 50 pounds.

Learn applicable rules, regulations and procedures.

Recognize hazardous and infectious waste.

Communicate effectively, both orally and in writing.

Follow oral and written instructions.

Provide effective customer service.

Establish and maintain effective and cooperative working relationships with City employees and the general public.

**Skill in:**

Reading, writing, and communicating at an appropriate level.

**Education, Training and Experience:**

Graduation from high school or the equivalent.

One year of recent, paid work experience operating large vehicles with a gross weight in excess of 26,000 lbs.

Recent experience driving solid waste collection vehicles is desirable.

**License and Certificates:**

Possession of a valid Class B driver license with valid medical certification.

**SELECTION PROCESS:**

**HOW TO APPLY:** Applicants must file a clear, concise and complete City Application along with any required supplemental materials to the Human Resources Department by the filing deadline. Postmarks will **not** be accepted.

**NOTE:** To receive consideration, you must submit a copy of your valid driver license and medical certification. All materials must be received in the Human

**Job Leads 6/5/14 PCS**

Position	Job #	FT or PT	Days	Hours	Salary
<b>TEST KITCHEN ASSOCIATE</b>		P/T, 3 days/wk, 9:30AM to 4:30PM. Flexibility to more or less days as required.			\$22 to \$25/hr.
Talmo & Associates					

**Description:** Work with product managers and a technical quality team to evaluate kitchen equipment from a performance and usability point of view. The testing is designed to simulate the experience of an in-home user through research and experiments. Prep ingredients, make recipes, perform cooking tests and write detailed reports and recommendations. Research recipes, clean and maintain a showroom kitchen and sample room, assist in product demos, calibrate equipment and make trips to the local grocery store on a weekly basis or as needed. Two years culinary experience or an accredited culinary degree is highly desirable. Analyze cooking test results, draw conclusions and make recommendations. Prepare recipes using proper methodology, ingredient proportion and function, correct temperature and food safety practices. Interpret and research recipes to make proper ingredient selections based on scientific and cooking knowledge. Excellent organizational skills, ability to handle multiple projects simultaneously and to work unsupervised. Proficient in Microsoft Word and Excel. Use of a car for grocery shopping. **Send resume to Lucienne@Talmoinc.com or call her at 310.618.9618.**

Position	Job #	FT or PT	Days	Hours	Salary
<b>IRRIGATION TECHNICIAN</b>					
TruGreen LandCare - Gardena					

**Description:** Execute timely servicing and quality of work at all customer locations where irrigation work is done. Layout and install new or renovated irrigation systems. Troubleshoot irrigation systems to determine repair needs. Pull and fit piping for irrigation systems. Set sprinkler heads and valve boxes. Test irrigation systems for proper functioning. Clear and grub, replace/prepare soil for turf or bed areas, perform rough and fine grading, dig trenches and plant trees and shrubs, lay ground cover, install turf, apply bark and clean up job site after completion of irrigation projects. Purchase parts required to repair, create, or renovate irrigation systems while maintaining accurate inventory and strict cost controls to ensure job performed within required financial requirements. Gather and update historical data for each account regarding waters sources, point of connection and mainline location, services performed, and parts installed. Activate and deactivate irrigation systems according to seasonal priorities or pre-established schedules. Partner with customer by suggesting watering schedules and tactics to reduce water usage and costs, and propose solutions during periods of droughts or water restrictions. Visit properties to evaluate all revenue generating opportunities and design enhancement/irrigation proposals based on finds. Increase market share by achieving enhancement sales goals, and proposal goals. Communicate with customers on a routine basis to ensure satisfaction with service and solve problems to foster a positive, long-term relationship and discuss additional opportunities. Ensure irrigation jobs are managed within budget. . Adjust irrigation schedules maximize capacity and efficiency of work flow. Analyze and resolve work problems, or assist in solving work problems. Review and monitor equipment maintenance programs and upkeep of vehicles used to service clients in designated area. Manage upkeep of irrigation systems in designated area. Partner with and directs laborers where needed on irrigation projects/jobs. Six months related experience and/or training; or equivalent combination of education and experience. Current Driver's License. [www.peopleanswers.com/pa/testExternalPortalPositionDetails.do?companyId=854&pc=253433&positionPositionTypeId=187454&companyGeographyId=108292&languageId=1&job=776756%3A1-108292](http://www.peopleanswers.com/pa/testExternalPortalPositionDetails.do?companyId=854&pc=253433&positionPositionTypeId=187454&companyGeographyId=108292&languageId=1&job=776756%3A1-108292)

**Job Leads 6/5/14 PCS**

<b>RUNNER-AT YOUR SERVICE</b>					
Manhattan Beach Marriott - Manhattan Beach					

**Description:** Test beepers and radios to ensure communications equipment works properly. Place requested items such as rollaway beds and refrigerators in guest rooms. Deliver extra towels, bathrobes, and other items to guest rooms. Provide complimentary toiletries to guests, such as toothpaste, razors, and shampoo. Deliver items (e.g., messages, mail, faxes, packages, flowers, sundry items, gift items) to guest rooms. Deliver rollaways, cribs, linens, toiletries, and other items requested by guests to guest rooms. Follow all company policies and

procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards.

[www.hospitalityonline.com/jobs/518806-runner-at-your-service](http://www.hospitalityonline.com/jobs/518806-runner-at-your-service)

Position	Job #	FT or PT	Days	Hours	Salary
<b>GM/HBC CLERK - Floral (VONS)</b>	11065				
Safeway Corp. - Los Alamitos					

**Description:** Provide superior customer service. Prepare floral merchandise for display. Clean and trim fresh cut flowers when they first arrive at the store, in accordance with company standards on merchandise presentation, safety, sanitation and suggestive selling. Make floral arrangements, take customer orders over the telephone or in-person, inflate balloons, water plants and make sales announcements over the PA system.

<https://www.safeway.apply2jobs.com/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=49&sid=96>

Position	Job #	FT or PT	Days	Hours	Salary
<b>DELI CLERK</b>		P/T, available for scheduling during store hours.			
Bristol Farms - Long Beach					

**Description:** Practice safe food handling procedures at all times. Serve customers at the deli counter by listening to the request and obtaining the desired product. Accurately scale all weighable products, including the use of correct tares & codes to determine price. Set up advertising displays or arrange merchandise on counter and tables to promote sales. Serve customers with a smile and willing attitude. Assure high sales through establishing relationships with customers to ensure repeat business. No experience is necessary; on the job training is provided. Strong communication skills. Handle high stress and volume of customers while maintaining a positive shopping experience for the customer. [https://www.isg1.net/app/MainInfoReq.asp?R\\_ID=700031&B\\_ID=56&fid=1&Adid=&ssbgcolor=196d1f&isg=y](https://www.isg1.net/app/MainInfoReq.asp?R_ID=700031&B_ID=56&fid=1&Adid=&ssbgcolor=196d1f&isg=y)

Position	Job #	FT or PT	Days	Hours	Salary
<b>RECEPTIONIST</b>					
Drybar - Los Angeles					

**Description:** Greet guests with a warm and friendly welcome. Check guests in and out through our booking software. Serve complimentary beverages to our guests. Provide exceptional service. Tend to the social experience of our bar like atmosphere. Strong communication, problem solving and trouble shooting skills. Track record in providing over-the-top, amazing customer service! Ability to multitask in your sleep.

<https://external-thedrybar.icims.com/jobs/1263/receptionist/job>

**Job Leads 6/5/14**

Position	Job #	FT or PT	Days	Hours	Salary
<b>ONE GOAL: GET HIRED WORKSHOP</b>					

**Description:** Monday, June 30, 2014 at 9:00 am sharp. Compton WorkSource Center, 2909 Pacific Commerce Drive, Compton. Two workshops - one in English and one in Spanish. Seating is limited. Sign up today. HW Joiner 310-223-2901. Rose Gudiel 310-223-2901 (Spanish)

Position	Job #	FT or PT	Days	Hours	Salary
<b>GOVERNMENT CAREER WORKSHOP</b>					

**Description:** Veterans Preference, Job Security. Variety of Jobs, Excellent Benefits. Government Retirement Package. Don't know How to write a Resume? Cannot get a job with your Resume? Government Application? Knowledge, Skills, Abilities (KSA) Questionnaires?

Federal, State, County, City, Unified School District, State University, Community. *Every month, Third Tuesday at 6/19/14, 7/15/14, 8/19/14.* Building 133, Y-3, VA Long Beach Healthcare System, 5901 East 7th Street, Long Beach, CA 90822. Kay Kim (562) 826-5593, [cailine.kim@va.gov](mailto:cailine.kim@va.gov) No reservation needed.

Position	Job #	FT or PT	Days	Hours	Salary
<b>FREE CLOTHING</b>					

**Description:** *Thursdays: Noon – 4pm.* **The Nonprofit Network, A Trabajar Center, 1695 E. 1st Street Los Angeles, CA 90033- (323) 267-9749. [www.thenonprofitnetwork.org](http://www.thenonprofitnetwork.org)** Clothing is for anyone who needs it - period! Bureaucracy-free zone; no paperwork, proof, etc. needed! Five free clothing items per person, bring your own bag. Take the Gold Line to the Pico/Aliso metro station. Walk east two blocks. On the left-hand side.

Position	Job #	FT or PT	Days	Hours	Salary
<b>RECRUITMENT</b>	Temp to Hire and		all shifts available		
Positions available throughout Los Angeles County	Long Term Work				

**Description:** **Deadline to apply: Friday June 6, 2014.** Will interview June 10, 2014 at Florence/Firestone WorkSource Center, 2166 E. Florence Ave 2nd Floor, Walnut Park CA 90255. •Packers •Conveyor Belt •Sanitation •Quality Control •Industrial Laundry •Clothe Sanding •Iron Press •Forklift •Order Puller. Food Background a plus. Cold Storage Environment. Have recent [6 months] warehouse experience. **Call Yareliy to RSVP –[323] 583-9655 or email resume to [fyareliy@yahoo.com](mailto:fyareliy@yahoo.com)**

## **Class A Local Drivers**

- **\$15-\$17 per hour depending on the client**
- **Must be able to load and/or off load trailers**
- **Must have a GPS system or map Books**
- **Must have knowledge of Driver Log Books**
- **Various work schedules available**
- **Local work (Driver will be home daily)**
- **Most deliveries are food, beverages or general freight**
- **Short Line Work also available**
- **Must be able to operate a pallet jack ( Manual or Electric)**
- **9 Months minimum recent driving experience**

Contact Bryant at 562)483-1343 or [bryants@tgsllc.com](mailto:bryants@tgsllc.com)

**TELL THEM THE ONE-STOP CENTER IN INGLEWOOD REFERRED YOU!!**

## **Regional Commercial Drivers**

- Must have 9 Months of recent Class A experience
- Must have experience driving in the rain or snow depending on destination
- Must be willing to load and offload
- Will be making general freight deliveries
- Short Line (gone for 1-2 days at a time)
- Pay starts at \$.40 cpm plus
- Stop & Per Diem Pay
- Apply in Norwalk, CA
- Must have GPS or map books in order to locate delivery locations
- Pallet jack experience required
- Must have knowledge of driver log books
- Must have knowledge of Hours of Service
- Background check required
- DOT physical required
- DOT drug screen required

**Please contact Bryant at [bryants@tgsllc.com](mailto:bryants@tgsllc.com) or 562)483-1343**

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**Mechanical Technician**  
**Temporary Position**  
**Please Reference # (14-048)**

**Carlisle Interconnect Technologies - Tri-Star Electronics**, a leading South Bay manufacturer, has an immediate opening for a Temporary Mechanical Technician. This position is responsible for the maintenance and technical support of automated equipment.

**Job Duties and Responsibilities:**

- Tear-down, clean-to-inspect, refurbish & rebuild automated production equipment
- May assist with other maintenance/technical projects as directed
- Able to work on a cross-functional team in a fast-paced environment
- Able to work with minimal supervision, detail-oriented and organized

**Skills and/or Experience Needed:**

- Certificate from college or a technical school
- Must display knowledge and understanding of mechanical equipment.
- Must be able to communicate effectively (both written and verbal) on any issues or concerns related to the condition, safety or cleanliness of the machines.
- Must be able to comprehend and follow instructions.
- Ability to follow instructions and perform necessary duties
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Additional knowledge of electrical systems is a plus
- Tooling Design experience preferred.

“The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.”

Interested parties must include salary history to be considered. Salary will be based on experience and ability. We are an Equal Opportunity Employer.

Company: **Carlisle Interconnect Technologies/Tri-Star Electronics**

E-mail: [www.carlisleit.com/careers](http://www.carlisleit.com/careers)

Attn: Gabby Gonzalez

2201 Rosecrans Avenue El Segundo, CA 90245

310-536-0444 ext. 1340 Fax: 310-536-9582

**TELL THEM THE ONE-STOP CENTER IN INGLEWOOD REFERRED YOU!!**



**Electrical Technician**  
**Temporary Position**  
**Please Reference # (14-047)**

**Carlisle Interconnect Technologies - Tri-Star Electronics**, a leading South Bay manufacturer, has an immediate opening for a Temporary Electrical Technician. This position is responsible for the maintenance and technical support of automated equipment.

**Job Duties and Responsibilities:**

- Cleaning, rewiring, reconfiguring, and rerouting of electrical components for automated production equipment
- May assist with other maintenance/technical projects as directed
- Able to work on a cross-functional team in a fast-paced environment
- Able to work with minimal supervision, detail-oriented and organized

**Skills and/or Experience Needed:**

- Certificate from college or a technical school
- Must display knowledge and understanding of electrical systems, components, and wiring.
- Must be able to communicate effectively (both written and verbal) on any issues or concerns related to the condition, safety or cleanliness of the machines.
- Ability to follow instructions and perform necessary duties
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Additional knowledge of mechanical systems is a plus

“The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.”

Interested parties must include salary history to be considered. Salary will be based on experience and ability. We are an Equal Opportunity Employer.

Company: **Carlisle Interconnect Technologies/Tri-Star Electronics**

E-mail: [www.carlisleit.com/careers](http://www.carlisleit.com/careers)

Attn: Gabby Gonzalez

2201 Rosecrans Avenue El Segundo, CA 90245

310-536-0444 ext. 1340 Fax: 310-536-9582

**TELL THEM THE ONE-STOP CENTER IN INGLEWOOD REFERRED YOU!!**

## Design Engineer I

**Reference # 14-038**

Carlisle Interconnect Technologies - Tri-Star Electronics, a leading South Bay manufacturer, has an immediate opening for a Design Engineer I. The primary function of this position is to design or develop new or existing company products. Under direction, works from requirements or instructions to design and develop new components or redesign existing components to improve company products.

### Job Duties and Responsibilities:

- Assist Engineering department in the design of contacts that conform to customer and military requirements.
- Ability to perform engineering tasks on computer assisted engineering and design software and equipment.
- Ability to assist in preparing response to RFQ request with as needed support from senior engineers.
- Support Quality and Marketing departments as necessary in resolving non-conformance issues.
- Ability to work with CAD designers and drafters regarding design, function and testing of Tri-Star products.
- Ability to determine and establish specifications through engineering calculations and layouts.
- Ability to prepare analysis as required.
- Must be able to define problems, collect data, establish facts, and draw valid conclusions.

### Skills and/or Experience Needed:

- BS degree in Engineering
- Working knowledge of computer aided design applications: AUTOCAD/Inventor Drafting.
- Computer skills for position: MS Office, database, spreadsheet, 3D graphics
- Self-motivated team player able to work independently
- Must communicate effectively, both written and verbal, to employees at all levels and with outside vendors and customers.
- Must be able to read, write and interpret reports, drawings and procedures.

“The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.”

Salary will be dependent on experience and ability. **Interested parties must include salary history and requirements to be considered.** We offer full benefits package with medical, dental, 401(k), flex plan and more. We are an Equal Opportunity Employer.

Company: **Carlisle Interconnect Technologies/Tri-Star Electronics**

Please apply Online: [www.carlisleit.com/careers](http://www.carlisleit.com/careers)

2201 Rosecrans Avenue, El Segundo, CA 90245

Attn: Gabby Gonzalez 310-536-0444 ext. 1340 Fax: 310-536-9582

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## **Operations Manager**

### **Reference# 14-045**

Leading aerospace, avionics and electronics has an immediate need for an Operations Manager. Our ideal candidate will Direct and manage the production of all product lines within the organization. Responsible for safety, first pass quality and quality in general, on time delivery, controlling manufacturing costs, and developing a team of A players.

#### **Additional responsibilities:**

- Maintains safe working environment in accordance with OSHA & Cal/OSHA standards. This includes improving the incident rate and creating and maintaining a safety first culture.
- Insure that work quality standards are maintained and adhered to.
- Responsible for working within our Quality system and continued evolution of the Quality system.
- Responsible for the manufacturing and related operations. Insures that production schedules are met, that production work load and labor is properly allocated, and that plant labor, facilities, environment, equipment are adequate to meet customer needs.
- Main driver in improving cost through better and innovative machining methods.
- Responsible for all employees on the site with the understanding that some employees receive direction and protocol from various Managers in the El Segundo facility.
- Responsible for continued evolution of the Carlisle Operating System as it relates to the Riverside operation
- Establishes departmental requirements for manpower, supervision and equipment, with continuous modifications as necessary in accordance with management concurrence.
- As applicable, maintains, produces, and conforms to budgetary limitations as well as future forecasting.
- Determine and create all required production reports to assist in maintaining effective control of production operations.
- Responsible for maintaining our TPM system and continued evolution of the TPM system. Insure manufacturing and production facilities, machinery, tooling and equipment are maintained in an efficient operating condition.
- Continued evolution of creating a team of A players. Select, train and develop subordinates for key positions.
- Insure that supervisors and lead personnel know their responsibilities and scope of authority to effectively carry out their functions.
- Assist in determining organizational structures and manpower requirements, insure job classification is maintained accordingly and employees are compensated accurately.

- Works to resolve employee grievances and otherwise promotes good employee relations.
- Contribute to Company's general management through participation on the senior staff.

**Skills and/or Experience Needed:**

- Candidate must have Ten years' experience in related industry and in supervision capacity.
- Must have the necessary computer skills: MS Office, Excel, etc. CAD as necessary to perform position.

**Language Skills**

- Requires strong interpersonal, communication and presentation skills, effectively present information and respond to questions.
- Must be able to communicate effectively, both written and verbal to employees of all levels and with outside customers.

**Reasoning Ability**

- Ability to weigh all available facts and opinion within a reasonable time period to come to a conclusion best suited for the customer, the company, and the employee.
- Must have substantial reasoning in problem solving abilities, extensive planning and scheduling skills, able to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate calmly in a well thought out response
- Formal management training such as accredited schools, workshops, seminars.
- Bilingual is a plus.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift *and/or* move up to 50 pounds. Specific vision abilities required by this job include peripheral vision, eye exam and ability to adjust focus.

**WORK ENVIRONMENT**

Must be able to work in a factory environment to include walking in the factory floor, walking up/down stairs and other related activities in addition working in an administrative environment, to include computer and presentation skills.

Salary will be dependent on experience and ability. **Interested parties must include salary history and requirements to be considered.** We offer full benefits package with medical, dental, 401(k), flex plan, rideshare and more. We are an Equal Opportunity Employer.

**TELL THEM THE ONE-STOP CENTER IN INGLEWOOD REFERRED YOU!!**



# CITY OF INGLEWOOD

*Human Resources Department*



## NON-BENEFITED/AT-WILL POSITION

Announces an Employment Opportunity for

## DRIVER

**SALARY:** \$9.62 to \$12.96 per hour depending on experience

**APPLY IMMEDIATELY!** Interested parties must submit an official City application; resumes are accepted but not in lieu of city application. Applications for this part-time position will be accepted by the Human Resources Department until a sufficient number of qualified applications have been received. **Applicants must submit proof of Class B California Driver's license when submitting application materials.**

### THE POSITION:

Under close supervision, transports seniors, disabled persons and volunteers to and from scheduled destinations throughout the City of Inglewood. Examples of duties include but are not limited to:

1. Performs pre-trip checklist to verify safety inspections and maintain vehicle;
2. Checks operation of wheelchair lifts and restraint devices for safe operation;
3. Washes and cleans vehicles;
4. Collects fares from passengers for transportation service;
5. Conducts surveys to ensure passenger satisfaction;
6. Communicates with transportation division staff to determine and verify time and place of pick-ups and deliveries;
7. Maintains mileage logs, duty status, time sheets, and schedule/appointment records

**TO QUALIFY:** You must have a high school diploma or equivalent AND one-year experience driving public transportation vehicles. **Must possess at the time of application and maintain a valid California Class "B" Driver's License.** Selected candidates will be fingerprinted and must pass a criminal background check prior to appointment to the position.

### SELECTION PROCESS:

Only those applicants whose work history closely matches the city needs will be invited to interview with the Hiring Manager. Applicants will be notified via mail, telephone, or email once all applications have been reviewed for minimum qualifications. Rejected applications shall be notified via US Mail once position is filled.

### PART-TIME POSITIONS:

All part-time positions are At-Will and can be terminated with or without advance notice based on the City needs. Part-Time employees can work up to 1000 hours per the California Public Employee Retirement System between July 1<sup>st</sup> and June 30<sup>th</sup> each year **AND** are not classified as civil service. These positions are not eligible to receive medical, dental, or any other fringe benefits. All newly hires must complete a medical questionnaire and will be fingerprinted for a criminal background check. The provisions in this announcement **DO NOT** constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.

**CONVICTIONS** for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

**NOTE:** In accordance with the Immigration Reform and Control Act of 1986, all persons hired after 1986 must verify identity and entitlement to work in the United States by providing required documentation. The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

OPEN: 02/27/2013

REC NO. 2013-08

# Creating A Remarkable Event

WEDDING PLANNER – SPECIAL EVENTS – EVENT DESIGN

## PART-TIME EVENT ASSISTANT & HOSPITALITY INTERN RECRUITMENT

**CARSON COMMUNITY CENTER  
801 EAST CARSON STREET  
CARSON, CA 90745**



**TUESDAY, JUNE 17, 2014  
10:00 A.M. TO 1:00 P.M. & 5:00 P.M. TO 8:00 P.M.**

### **Event Assistant Job Description**

Event Assistants will assist with event tasks including: setting up décor, tables, chairs, party rentals, assisting vendors with deliveries (i.e. cake, flowers, linens, and rentals), assisting the Lead Assistant as needed throughout the day, ensuring time lines are being followed, trouble shooting problems that arise, and much more.



We are seeking applicants who are excited about learning the ins-and-outs of event planning, work well with a team, and exhibit a high level of responsibility.

The ideal candidate is friendly, enthusiastic, and calm under pressure, excel in customer service and a great communicator! Most of our events take place in Los Angeles County and San Bernardino County. You must have reliable transportation and be able to get to event locations on your own.



[WWW.CAREEVENTS.COM](http://WWW.CAREEVENTS.COM) OR EMAIL:  
EULINA@CAREEVENTS.COM  
Phone: 1-877-836-6411

Bringing service to life



# Advance Your Career



Serco Inc. is a leading provider of professional, technology & management solutions to the federal government in the areas of national security & intelligence, human capital management, IT & professional services and engineering & logistics. Headquartered in Reston, VA, Serco has approximately 10,000 employees with an annual revenue of \$1.5 billion and is part of a \$6.6 billion global business that has helped transform government and public service around the world.

Serco recognizes that it takes a diverse workforce with unique talents and perspectives to solve the challenging problems of our clients.

For more information on Serco, these and other opportunities and to apply, please visit us online at [jobs.serco-na.com](http://jobs.serco-na.com).

Serco is providing parking enforcement services for the City of Inglewood, CA and traffic control services for events held at the Fabulous Forum.

The Serco Team is immediately hiring to fill the following opportunities:

- **PARKING ENFORCEMENT OFFICER** — FT (1st Shift, 2nd Shift, Overnight Shift)
- **PARKING ENFORCEMENT OFFICER** — PT (Weekend Shift)
- **PARKING ENFORCEMENT OFFICER II** (1st Shift, 2nd Shift, Weekend Shift)
- **DISPATCHER** (1st and 2nd Shift)
- **PARKING ENFORCEMENT SUPERVISOR** (1st and 2nd Shift)
- **WEEKEND TRAFFIC CONTROL OFFICER** — PT

We provide a safe and drug-free environment for our clients and employees. All positions require a criminal background check and drug test.

Please apply online at [jobs.serco-na.com/](http://jobs.serco-na.com/) **California**.



**TELEDYNE  
REYNOLDS**  
Everywhereyoulook™

5005 McConnell Avenue  
Los Angeles, California 90066  
Phone: 310-823-5491 FAX: 310-823-1802

Dear Outreach and Placement Professional:

This letter is to inform you that Teledyne Reynolds, Inc. is committed to the principles of equal employment opportunity. Moreover, as a government contractor bound by Executive Order 11246, Teledyne Reynolds, Inc. takes its affirmative action obligations very seriously. Teledyne Reynolds, Inc. states as its Policy of Affirmative Action the following:

- A. It will be the policy of Teledyne Reynolds, Inc. to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
- B. All employment decisions shall be consistent with the principle of equal employment opportunity, and only job-related qualifications will be required.
- C. All personnel actions, such as compensation, benefits, transfers, tuition assistance, social and recreational programs, etc. will be administered without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

To assure compliance with the Company's AAP, Michele Jurkovich, Affirmative Action Officer, has been designated to administer and monitor the Plan and make reports to Senior Management. Members of our Human Resources Department will contact you when positions are available. We request that you refer to us all qualified candidates, without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

We thank you for your full support of this program

Sincerely,

Human Resources  
Teledyne Reynolds, Inc.

Attachments: Teledyne Reynolds, Inc. Job Opportunities Listing



5005 McConnell Avenue  
Los Angeles, California 90066  
Phone: 310-823-5491 FAX: 310-823-1802

## **TELEDYNE REYNOLDS, INCORPORATED**

### **Job Opportunities as of June 5, 2014**

We are a supplier of High Voltage components and interconnect Systems for the Aerospace Industry. The following are our current employment opportunities:

#### **Repair Depot Administrator II at Robins AFB, GA – TTJ-2832**

Responsibilities:

- Administration of the repair components, their transportation, receiving and warehouse management processes
- Manage Reynolds/Customer logistics processes
- Resource planning
- Manage inventory levels
- Inbound (post purchase order placement through receipt) and warehousing (inventory, accuracy, quarantine & recall inventory management) processes
- Site Quality Assurance/Quality Control
- Primary point through which technical communications, prioritization of effort, team standardization and technical direction flow between the Government & the Contractor
- Meet contractual commitments
- Provide technical, maintenance and repair support at WRALC Depot

Requirements:

- Bachelor's Degree in Business or technical discipline is required
- 5 – 8 years of related business experience (logistics, supply chain operations) a must
- Ability to make decisions by processing data to estimate forecasting needs
- Ability to lift up to 50lbs
- Use of pneumatic strippers, hand and pneumatic crimpers, solder pots, clip insertion tooling and other common assembly tooling
- Proficient in all Microsoft applications
- Excellent written and oral communication skills
- Active Department of Defense secret-level security clearance or ability to acquire
- Organized, capable of managing multiple assignments in a fast-paced logistics environment
- Willing to travel 30%

No relocation available for this position.

Must be a U.S. citizen

Here's how to apply:

**External candidates:**

<http://www.teledynecareers.com/>

All candidates must create a profile in order to apply for our openings. Once you've created your profile, click on JOB SEARCH to view all of our openings.

Teledyne is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

If you need assistance or an accommodation while seeking employment, please email [khnguyen@teledyne.com](mailto:khnguyen@teledyne.com) or call Human Resources at (310) 823-5491. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



5005 McConnell Avenue  
Los Angeles, California 90066  
Phone: 310-823-5491 FAX: 310-823-1802

**TELEDYNE REYNOLDS, INCORPORATED**  
**Job Opportunities as of June 5, 2014**

We are a supplier of High Voltage components and interconnect Systems for the Aerospace Industry. The following are our current employment opportunities:

**Quality Inspector 3 – TTJ – 2780 – Temporary position**

Responsibilities:

- Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
- Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating required adjustments to production supervisor.
- Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work.
- Documents inspection results by completing reports and logs; summarizing re-work and waste; inputting data into quality database.
- Keeps measurement equipment operating by following operating instructions; calling for repairs.
- Prepare and interface with both Customer and Government source

Requirements:

- Minimum 3 years previous experience
- Defense/Aerospace experience preferred
- Ability to read and interpret schematics, blueprints
- Knowledge of GD&T
- Ability to lift up to 25lbs.
- Knowledge or familiar with ANSIZ14.5M Geometric Dimension and Tolerance
- Knowledge and experience in inspecting molded plastic and rubber products, ceramic, connector and cable assemblies.
- Familiar with First Article Inspection (FAI) process and familiarity with AS9100 requirements a plus.
- Computer literate and familiar with using Microsoft Office products including email
- Detail orientated and organized with good verbal and written communication skills.

Must be a U.S. Person or U.S. Citizen

**Product Quality Inspector 3 – TTJ – 2825 – Special Products – Temporary Position**

Responsibilities:

- Inspection of machined, molded, plastic, plated parts
- Inspect cable harness and electro-mechanical assemblies
- Internal in-process and final inspection and configuration review
- Assist with all inspection related prototype activities
- Conduct source inspection at suppliers facilities as required

Requirements:

- High School diploma or equivalent, some college coursework preferred
- 3-5 years related experience of inspection of cable, detail and electro-mechanical assemblies per specs and drawings
- Ability to lift 50 lbs.
- Problem solving/Investigation skills
- Read and comprehend blueprints, geometric tolerancing
- ANSI knowledge
- Geometric tolerancing
- Experience with measurement tools, microscopes, and inspection equipment
- Familiarity with MS Office
- Knowledge and use of CMM a plus
- Must be able to perform basic arithmetic functions.
- Must be able to effectively communicate both written and verbal, and comprehend drawings, specifications and Engineering instructions.

Must be a U.S. person or U.S. citizen

Here's how to apply:

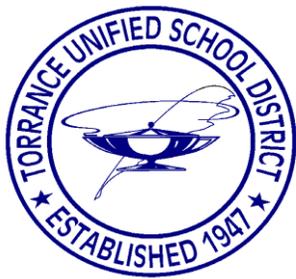
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All candidates must create a profile in order to apply for our openings. Once you've created your profile, click on JOB SEARCH to view all of our openings.

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If you need assistance or an accommodation while seeking employment, please email [khnguyen@teledyne.com](mailto:khnguyen@teledyne.com) or call 310.823.5491. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



PLEASE POST

TORRANCE UNIFIED SCHOOL DISTRICT  
**CLASSIFIED POSITION ANNOUNCEMENT**

PERSONNEL COMMISSION  
2335 Plaza del Amo  
Torrance, CA 90501  
www.tusd.org  
Phone (310) 972-6340  
Job Hotline (310) 972-6344

## PERSONNEL ANALYST

### PROMOTIONAL AND OPEN

*In a promotional and open recruitment, the promotional list shall take precedence. When the promotional list contains fewer than three eligible and willing employees, certification of additional ranks shall then be made from the open list.*

<b>FILING DEADLINE:</b>	<b>District application and supplemental application form</b> must be submitted to the Personnel Commission Office prior to <b>June 23, 2014, 4:30 P.M.</b>										
<b>PURPOSE:</b>	To establish an eligibility list and fill a vacancy.										
<b>SELECTION:</b>	Written Examination – 50% Oral Screening – 50%										
<b>ORAL PANEL INTERVIEW:</b>	Tentatively scheduled for Wednesday, July 2, 2014. Qualified candidates will be notified by phone or email.										
<b>BASIC FUNCTION:</b>	Under the direction of the Director – Personnel Commission, assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level personnel work relating to classification, compensation, examinations, test analysis and construction.  (See attached sheet for job description)										
<b>EDUCATION AND EXPERIENCE:</b>	Any combination equivalent to: bachelor's degree in personnel administration, psychology or a related field and one year professional personnel experience including job analysis, classification, or test development and validation.										
<b>SALARY:</b>	<table><thead><tr><th><u>STEP 1</u></th><th><u>STEP 2</u></th><th><u>STEP 3</u></th><th><u>STEP 4</u></th><th><u>STEP 5</u></th></tr></thead><tbody><tr><td>\$5090</td><td>\$5351</td><td>\$5610</td><td>\$5895</td><td>\$6192</td></tr></tbody></table>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	\$5090	\$5351	\$5610	\$5895	\$6192
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\$5090	\$5351	\$5610	\$5895	\$6192							

*Individuals with legally-defined disabilities may request reasonable accommodation in the examination process. In order to make the request, please contact the Personnel Commission Office at the time of filing an application. Candidates may be required to supply documentation supporting the need for accommodation when the request is made.*

TURN OVER FOR IMPORTANT INFORMATION

#### EO, AA, ADA EMPLOYER

Torrance Unified School District does not engage in any employment practice that discriminates against an employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, creed, age, sex, marital status, medical condition, or physical or mental disability

This is a summary of information related to our recruitment, selection, and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

**APPLICANT PROCEDURE:** Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it clearly indicates that the minimum requirements for the position are met. The job bulletin will provide information available at publishing time regarding the details of the selection process. Please read it carefully.

**CONVICTION RECORD:** If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to fill out a CONVICTION SUPPLEMENT including dates, places, charges and disposition of all cases PRIOR TO OFFER OF EMPLOYMENT. A record of conviction does not, by itself, disqualify you. However, FAILURE TO REPORT CONVICTIONS ON YOUR INITIAL APPLICATION WILL USUALLY RESULT IN DISQUALIFICATION OR, IF HIRED, YOUR TERMINATION.

**EXAMINATION PROCESS:** This may consist of two or more of the following parts: 1. A written examination of technical knowledge, skills, and abilities is normally administered. It may cover any subject matter appropriate to the duties of the position. This portion is normally weighted 50%. 2. An oral examination, or its equivalent, to explore and verify your personal qualifications, education, experience, training, and personal suitability for service in this classification will be conducted by an oral interview panel. This portion of the exam process is normally weighted 50% of the test, and you must achieve a weighted passing score of 70%. Oral interviews are required by law to be **TAPE RECORDED**. 3. Candidates for positions requiring specific proficiency test. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. 5. Make every effort to be on time since we cannot admit anyone once instructions have begun. Attendance will be at the candidate's expense. 6. Ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a certification call from the Personnel Commission. Failure to call will result in your name not being included in a certification list. 7. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

**NOTIFICATION OF EXAMINATION AND EXAM RESULTS:** Candidates are normally notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

**PROTEST PROCEDURE:** A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission not later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

**ELIGIBILITY LIST:** An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists usually remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military, or civil convictions. The Personnel Commission staff may obtain confidential references from your former employees. TUSD is a drug, alcohol, smoke, harassment free, and diversity-driven work environment.

**TUBERCULOSIS AND /OR PHYSICAL EXAMINATION:** As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you

have a negative TB test result. Health agencies provide this service and are listed in the phone book. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees including a urine sample.

**RIGHT TO WORK:** ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

**DISABILITY ACCOMMODATION:** By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

**VETERANS PREFERENCE:** If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

**LONGEVITY PREFERENCE:** Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of 3 points.

**SAFE DRIVING RECORDS/STANDARDS:** An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated, or reckless driving in the past five years.

**OFFICIAL OFFERS OF EMPLOYMENT:** Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

**BENEFITS:** As earned by a regular classified employee working at least 50% or more as follows:

**VACATION AND SICK LEAVE:** One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

**HOLIDAYS:** Thirteen (13) paid holidays per year.

**PERSONAL NECESSITY LEAVE:** Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

**BEREAVEMENT LEAVE:** Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

**INSURANCE:** The District provides health, dental, and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Hartford Insurance. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

**PART-TIME EMPLOYEES:** Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

**RETIREMENT:** Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age fifty (50) and five (5) years of service. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

**PROBATIONARY PERIOD:** All classified employees serve a probationary period of one hundred and thirty (130) days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be two hundred and sixty (260) days of paid regular service in one classification.

**SALARY INCREASES:** Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: PERSONNEL ANALYST

Under the direction of the Director – Personnel Commission, assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level personnel work relating to classification, compensation, examinations, test analysis and construction.

#### REPRESENTATIVE DUTIES:

Assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level duties to assist the Director with personnel functions. **E**

Design and construct examinations considering applicability to the District, reliability and difficulty; develop and implement validation methods. **E**

Develop written, oral, technical and performance examinations; design interview forms and examination materials. **E**

Oversee scheduling and administration of examinations; determine appropriate qualifications of raters and interviewers; select and provide instructions to raters; recommend passing points and participate in qualification appraisal interviews. **E**

Analyze state and federal laws, regulations and guidelines concerning selection, examination and other personnel functions; recommend procedural changes to assure compliance with legal requirements. **E**

Conduct job analysis studies of positions and classifications utilizing interviews and questionnaires; prepare and revise class specifications; prepare study findings and implementation reports for submission to the Personnel Commission. **E**

Design and conduct salary surveys and compensation studies; collect and analyze data and prepare reports and summaries. **E**

Interpret for classified employees, supervisors and administrators, merit system rules and regulations, labor agreements, personnel-related sections of the California Education Code and District policies related to classified personnel. **E**

Provide technical expertise to the Personnel Commission; assist the Director in preparation of the annual budget and annual report. **E**

Assist in the development of operating policies and procedures and recommend changes as appropriate. **E**

Coordinate the preparation and maintenance of a variety of reports, records, lists and files; oversee the compilation and maintenance of a variety of statistical analysis reports and graphic presentations such as graphs and charts. **E**

Attend Personnel Commission meetings, disciplinary hearings, conferences and workshops to maintain current knowledge of personnel trends and practices. **E**

Train and provide work direction to department clerical support staff; monitor office workflow and assure compliance with established time lines, procedures and standard of quality. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of public personnel administration and supervision.  
Laws, rules, regulations involved in test creation and validation, compensation and classification activities.  
District organization, operations, policies and objectives.  
Applicable sections of State Education Code and other applicable laws.  
Modern office practices, procedures and equipment.  
Statistical analysis and prediction techniques.  
Operation of a computer terminal.  
Oral and written communication skills.  
Merit system rules and regulations.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Technical aspects of test creation, classification studies and salary surveys.  
Research methods and report writing techniques.

**ABILITY TO:**

Assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees.  
Perform professional-level personnel work relating to classification, compensation, examinations, test analysis and construction.  
Analyze jobs and identify skills, knowledge and abilities required for successful job performance.  
Plan and develop selection procedures and validation studies.  
Collect and analyze data and prepare clear, comprehensive reports.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Operate a computer terminal  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide quickly and accurately.  
Plan and organize work.  
Meet schedules and time lines.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Provide work direction to clerical and other staff.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in personnel administration, psychology or a related field and one year professional personnel experience including job analysis, classification, or test development and validation.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.

**PERSONNEL COMMISSION**  
TORRANCE UNIFIED SCHOOL DISTRICT  
2335 Plaza del Amo  
Torrance, CA 90509  
(310) 972-6347

SUPPLEMENTAL APPLICATION

**PERSONNEL ANALYST**

**(THIS IS CONSIDERED AN EXAMINATION)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**IMPORTANT INFORMATION & INSTRUCTIONS**

This supplemental application has been designed to allow you the opportunity to provide a more detailed description of your knowledge, skills, abilities, background, training and experience as related to the position of **Personnel Analyst**. Please provide explicit, but concise, statements in response to each section. Please complete each section fully.

Both the standard application form and this supplemental are **REQUIRED** of all applicants and must be filed in the Personnel Commission office by **June 23, 2014, 4:30 p.m.**

As you complete this supplemental application, be aware that you are competing in the first phase of the examination process. It is your responsibility to assure that all information you deem important to your candidacy is included in this supplemental application. The application must be typed or legibly printed. Resume or referral to a resume in lieu of a response on an application area is not acceptable. Applicants submitting an illegible or uncompleted application will be disqualified from consideration.

Candidates invited to the oral interview will be required to present proof of their education with their official academic transcripts.

*CERTIFICATION*

I hereby certify that all statements made in this supplemental application are true and complete to the best of my knowledge, and that any misstatement of material facts will subject me to disqualification or dismissal.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**(Please turn over)**

**PLEASE USE A SEPARATE SHEET TO RESPOND TO THESE QUESTIONS**

1. Outline your past educational/training experience and any future educational plans which would assist you in your role as the Personnel Analyst for the Torrance Unified School District. Include workshops, seminars, in-service training programs, college courses and degrees, etc.
2. How does a Merit System school district differ from a non-Merit school district in California?
3. Describe your specific experience and training in policy and procedure development, explanation and interpretation.
4. How would you go about conducting a salary survey regarding your current position?
5. Describe experience you may have leading, training, and supervising employees.
6. Explain why it is important for a written job description to be prepared and updated for all job classifications in a school district.
7. Describe your experience conducting classification studies.
8. Describe your experience interpreting and applying federal, state and local policies, procedures, laws and regulations as they apply to this position. Describe how you have kept up-to-date on current issues that relate to human resource management?
9. Name two of the most significant decisions you made in the last year. Explain how you went about making them and the results.