Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

**APPLICATION PROCEDURE**

For an application to be considered, a completed District Classified Employment Application (http://cms.cerritos.edu/hr/empopp.htm) form must be received at the following address:

**HUMAN RESOURCES**
**CERRITOS COLLEGE**
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

**SELECTION PROCEDURE**

Following the closing date, applications will be reviewed to ensure accuracy and completeness, and to evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.

For application/additional information:

**Telephone:**  (562) 860-2451 x2284

**Web Site:**  http://www.cerritos.edu

**Human Resources Hours:** 8:00 AM - 5:00 PM (Monday through Friday)

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

Equal Opportunity Employer

09/09/15
Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at www.cerritos.edu.

The CalWORKs department is seeking individuals who are compassionate, creative, positive, and committed to student success to join an outstanding team of faculty, staff, and administrators to provide high quality services to our district, our community, and most importantly to our students. The CalWORKs Job Placement Technician will work in the Admissions and Records division which consists of Admissions and Records, CalWORKs, and the Office of International Student Services, under the supervision of the Director of Student Program Services and the Dean of Admissions, Records & Services.

The Job Placement Technician oversees the CalWORKs Work Study Program and will assist the campus community, including students, staff, and faculty through the hiring and placement of CalWORKs student employees. This position supports the carrying out of the college’s equal employment opportunity, policies and procedures, as well as supporting these same principles in off campus job placement assistance, including for individuals with limited English proficiency.

Under the direction of the Director of Student Program Services, the Job Placement Technician will work to implement the CalWORKs goals and objectives found in the CalWORKs Unit Plan and the college Strategic Plan. The successful candidate will have initiative and be able to work independently, will prioritize his/her work to meet deadlines, and coordinate multiple projects throughout the academic year. Further, this position performs other duties as assigned.

**DUTIES AND RESPONSIBILITIES**

A job description with duties and responsibilities, knowledge, skills and abilities for this classified position can be found on the Human Resources page of the college website at http://cms.cerritos.edu/hr/jobscsea.htm. Candidates are advised to review this job description.

**EMPLOYMENT STANDARDS**

**Education and Experience:**

The position requires an associates degree and one year of progressive experience in an employment or human resources office. Additional relevant experience may substitute for some post-secondary education.

**Licenses and Certificates:**

Requires a valid driver’s license.

**CONDITIONS OF EMPLOYMENT**

- Hours: 8:00 am - 4:30 pm (Monday - Friday)
- This is a full-time 12 - month classified categorically funded position.
- Initial placement of employees on Classified Salary Schedule is at Step 1. After six months of successful probationary employment, employee is placed on Step 2.
- Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before they are hired.

**APPLICATION DEADLINE**

This position is open until filled, but the priority date for an application to be considered in the initial selection committee review is 5:00 PM on October 7, 2015. The position may close for consideration of applications on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received not later than 5:00 PM on October 7, 2015. It is the applicant's responsibility to ensure that all application materials are received.