



PERSONNEL COMMISSION

Career Employment Opportunity

Merged Promotional & Open Competitive

Alternate Media Specialist

Salary: \$4,634-\$5,632 mo.

Vacation: 12 days per year

Sick Leave: 12 days per year

Holidays: 17 days per year

Benefits: Fully-paid medical, dental and vision care.

Life Insurance: \$50,000 pre-paid policy

Probationary Period: Six-months

SELECTION PROCESS

Applicants must complete an official SMC application and supplemental application. Applicants are encouraged to apply online at www.smc.edu/jobs.

A qualifying evaluation of all submitted application materials will be conducted. All qualified applicants will be invited to participate in the examination process which will consist of a Written Exam (qualifying), tentatively scheduled for Saturday, July 25th, 2009. Approximately 20 candidates who achieve the top scores on the written exam (minimum score of 70.0) will be invited to the Qualifications Appraisal Interview, tentatively scheduled for Wednesday, August 12th, 2009. The Qualifications Appraisal Interview will include a demonstration of skills and will be weighted 100% for final placement on the eligible list. Candidates must be successful on the Qualifications Appraisal Interview with a minimum score of 70.0 for their name to be placed on the eligibility list. Santa Monica College reserves the right to modify the above stated examination components and weights prior to the administration of any examination.

In compliance with the Immigration Reform and Control Act of 1986, Santa Monica College requires that all new employees provide documentation to establish both work authorization and identity.

TO APPLY

On-line: www.smc.edu/jobs

By Mail

PERSONNEL COMMISSION
1900 Pico Blvd
Santa Monica, CA 90405

In Person

Personnel Commission Office
2714 Pico Blvd, 2nd floor
Santa Monica, CA 90405

Commission Office: 310/434-4410
24-hr Job hotline: 310/434-4321
TDD Job line: 310/434-4212

E-mail: personnel_commission@smc.edu

Note: Benefits for regular part time positions are prorated. Temporary Assignments do not have a benefits package.

An Eligibility List is currently being established to fill one vacancy in the Disabled Students Center, Monday - Friday, 8:00am-5:00pm., 12 months a year, 40 hours per week. This list will also be utilized to fill any vacancies that may occur during the one year life of the Eligibility List, which may include part-time and temporary positions.

Positions in this classification perform a variety of duties following established guidelines and procedures in the production and evaluation of alternate media (including electronic texts, Braille, tactile graphics, large print, captioned media, text-to-audio and web pages) enabling access for students with disabilities to instruction and services. Positions in this classification provide technical assistance to college staff and faculty regarding legal requirements and technology for making all types of media accessible.

Essential Duties

- Independently obtains, edits and/or creates complete and accessible materials appropriate for students with disabilities while adhering to strict time constraints.
- Submits requests for alternate media formats to resources available to community college districts, such as the ATPC (Alternate Text Production Center), the AMX (Alternate Media Exchange) Database, and Bookshare.
- Evaluates and edits, as needed, alternate media received to ensure accessibility.
- Creates the appropriate alternate media format for textbooks and other class materials.
- Ensures the completion of all requests for alternate media by prioritizing, organizing and monitoring the status of each order.
- Consults and collaborates regularly with faculty in the High Tech Center to determine format and priority for the provision of alternate media requests.
- Maintains a current working knowledge of applicable state and federal laws related to the alternate media field.
- Researches and secures captioning rights; obtains or creates transcripts; and produces captioned media.
- Advises staff and faculty about and assists in the development and implementation of accessible web design.
- Updates and maintains alternate media web pages.
- Performs other related duties as requested or assigned.

For a complete job description, please visit our website at www.smc.edu/jobs.

Education Minimum Qualification

Equivalent to an AA or AS degree, including a minimum of one full year of college level coursework in English.

Experience Minimum Qualification

One year of equivalent full time work experience using a wide variety of computer applications, such as Microsoft office, web authoring tools, optical recognition software, etc., for professional use. Experience using technology to create alternate media formats in a Disabled Students Center is highly desirable.

Education/Experience Equivalency

Experience and/or education of the same kind, level, and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Work Environment and Physical Demands

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands to keyboard, type, or handle materials, see, talk and hear. The employee is regularly required to view a computer screen for extended periods of time. The employee is occasionally required to stand and walk, reach, bend, stoop and lift. While performing the duties of this job, the noise level in the work environment varies greatly.

DEADLINE

A completed Santa Monica College classified application including supplemental application (paper or online) must be received in the Personnel Commission Office by Friday, July 10, 2009 at 5:00 pm. Postmarks are not acceptable. Resumes will not be accepted in lieu of an application. Applications received by fax or e-mail will not be accepted.

APPLICANT INFORMATION

MERIT SYSTEM Santa Monica College is a Merit System employer committed to the following principles: 1) Hiring and promoting employees on the basis of ability through competitive selection; 2) Fair compensation on the basis of like pay for like work; 3) Retaining employees on the basis of performance; 4) Training for high quality performance; 5) Assuring fair treatment of employees without illegal discrimination; 6) Protecting employees against political coercion; and 7) Providing for due process in the event of disciplinary action

APPLICATION PROCEDURE Official SMC application forms and related materials must be completed for each examination. A separate application must be submitted for each position applied for. Resumes may be submitted for any position, but resumes will not be accepted in lieu of a District application. The Personnel Commission may obtain confidential employment references from current and previous employers. If they do not want their current employer contacted, applicants must indicate "NO" on Page 3 of the application. Within approximately two weeks after the closing date, applicants will be notified regarding the status of their application. Applicants requiring special application, testing, or interview arrangements due to a disability, should notify the Personnel Commission office at the time of application submission. The District does not return materials submitted.

SELECTION PROCEDURE Examinations may consist of a written or performance test, an evaluation of training and experience, an oral examination or interview, or other tests determined by the Personnel Commission office. Additional credit is added in entry-level examinations to the composite passing score of qualified veterans for war service (5 points) and disabled veterans (10 points) upon presentation of proof of veteran status at the time of application. Requests for reconsideration of questions contained in written examinations must be made in writing on the day the test is administered. Applicants selected for an oral interview will be notified in writing of the time and place of the interview. Interviews are conducted by a Qualification Appraisal Interview Panel. Travel costs related to the examination/ interview will be borne by the applicant. Final test results are mailed within approximately 15 days after the examination/interview. Requests to review scores must be made during the five day review period following notification results.

ELIGIBILITY LIST Candidates who attain a passing score on each part of the examination will be placed in rank order on the Eligibility List. The Eligibility List is available for review by exam candidates for a five-day review period following notification. Unless otherwise indicated, Eligibility Lists are established for a period of one year. Eligible's names will generally remain on the List until they are hired, decline three interview opportunities, or make themselves unavailable. Unless otherwise stated on the *Job Bulletin*, when a Promotional and Open-Competitive List is established, the Promotional List will be used first. Final selection will be made from the appropriate Re-employment or Transfer List, if any, and from the top three ranks of Eligibles that are "ready and willing" to accept the vacant position. It is the candidate's responsibility to notify the Personnel Commission office of any address and/or phone number changes. Eligibles will be certified only for the locations and shifts they indicated on the availability statement completed at the interview. An Eligible may change their availability by notifying the Personnel Commission office.

ADDITIONAL REQUIREMENTS All offers of employment are conditional, based upon the successful completion of: 1) **Fingerprinting/Conviction Clearance:** State law requires that all employees be fingerprinted to check for, or verify, conviction records. Costs for fingerprinting will be borne by the applicant. All candidates with a conviction record for any offense, other than minor traffic violations, must file a *Conviction Record Statement* with their application. Conviction records will be fully investigated. A record of conviction will not automatically disqualify an applicant, but failure to list all convictions may result in disqualification or dismissal; 2) **TB Test:** All persons selected must successfully pass a tuberculin skin test or chest x-ray; 3) **Eligibility to Work:** Upon hire, each new employee must complete an *I-9 Form* and present supporting documents establishing proof of identity and employment eligibility as outlined in the *Immigration Reform and Control Act*.

PROBATION PERIOD Permanent Classified Employees, other than management, law enforcement and confidential personnel, become permanent upon successful completion of six months (130 days) of work.

SALARY AND BENEFITS **Beginning Salary:** Generally, new employees start at step A on the salary schedule. If there is a limited candidate pool, a new permanent Classified Employee may request a higher salary placement based on his/her training and experience that greatly exceeds the minimum qualifications. The maximum initial placement is on Step 3 of the salary schedule. Advanced salary placement must be requested at the time of offer and is subject to verification of qualifying training and experience. **Vacation and Sick Leave:** Regular non-management employees receive vacation and sick leave at the rate of one day per month each. Vacation is increased after 4, 8 and 12 years of employment to a maximum of 22 days per year. Longevity increments of 5% are granted at the completion of 5, 10, 15, 20, 25 and 30 years of service. **Holidays:** Employees receive 17 paid holidays per year. **Benefits:** Permanent full-time employees receive fully-paid medical, dental, and vision-care coverage. Benefits for permanent part-time employees are prorated according to the number of hours worked per week.

CSEA UNION MEMBERSHIP New permanent Classified Employees are required to either join the California School Employees Association (CSEA), Chapter 36 or pay a service fee as provided for in the CSEA/District contract. New employees requesting a religious exemption are required to pay an equal amount to an approved charitable organization in lieu of a service fee.

Revised: 09/11/08