

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
4400 Ladoga Avenue  
Lakewood, CA 90713

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
October 12, 2017

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of September 28, 2017 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Staff Secretary; Staff Secretary-BL Spanish 4-5
2. **RATIFY** job announcement bulletin for Transportation Supervisor 6-7
3. **APPROVE** the certification of Plant Supervisor I 18-0008-5026 eligibility list established October 3, 2017 8
4. **APPROVE** the certification of Translator-Interpreter BL Spanish 18-0022-5079 eligibility list established October 9, 2017 8
5. **APPROVE** the certification of Senior Translator-Interpreter BL Spanish 18-0023-5184 eligibility list established October 5, 2017 8
6. **APPROVE** the certification of Senior Translator-Interpreter BL Spanish 18-0023-5184 eligibility list established October 5, 2017 8
7. **APPROVE** the certification of Stationary Engineer-Nutrition Center 18-0012-3300 eligibility list established September 29, 2017 8

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the following: 9-20  
Abolish the classifications of:  
Instructional Assistant-On Campus Suspension  
Senior Electronics Technician  
Electrician Manager
2. **APPROVE** the following: 21-25  
Adopt the revised class specification for Maintenance Cost Estimator
3. **APPROVE** the following: 26-30  
Adopt the revised class specification for Network Specialist

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 26, 2017 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
4400 Ladoga Avenue  
Lakewood, CA 90713

MINUTES

Regular Meeting

September 28, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, September 28, 2017 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF  
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Linda Vaughan  
Terence Ulaszewski  
Stacey Lewis

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resources Services; Matthew Woods, Executive Director, Information and Technology Systems; Adrienne Rambo, CSEA Vice President-Unit A.

MINUTES OF  
SPECIAL MEETING  
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Special Meeting of September 21, 2017.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey Lewis	X		

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE  
OFFICER

Kenneth Kato, Executive Officer, informed the Commission that the New Classified Employee Orientation Program will formally begin on September 29, 2017 with two sessions at 8:30 a.m. and 2:00 p.m. Approximately 55 classified employees will be attending. The orientation meetings will be scheduled throughout the year with dates to be determined.

Shristie Nair, Personnel Analyst, informed the Commission that the Recruitment and Testing unit is working on 27 recruitments in various stages with one recruitment pending to open. Ms. Nair informed the Commission that they continue to work with departments including Operations, Maintenance, and Research.

Mary Cates, Human Resources Supervisor, announced the birth of Adam Tootla, son of Asghar Tootla, Human Resources Technician. Ms. Cates reported that Instructional Aide-Special applicants are scheduled to be interviewed by Wendy Rosenquist, Administrative Assistant, Special Education. Ms. Cates mentioned that she and staff are working diligently on employee processing activities.

**CONSENT AGENDA** A motion was made by Ms. Vaughan and seconded by Mr. Ulaszewski, to approve Consent Agenda items 1 through 12. Consent Agenda items 1 and 9 were pulled for discussion.

1. **RATIFY** job announcement bulletin for Network Specialist
2. **RATIFY** job announcement bulletin for Plant Utilities Operator
3. **RATIFY** job announcement bulletin for Pool Operator
4. **RATIFY** job announcement bulletin for Risk Management Technician
5. **RATIFY** job announcement bulletin for Senior Executive Secretary (C)
6. **APPROVE** the certification of Head Start Instructional Aide 18-0010-0657 eligibility list established September 25, 2017
7. **APPROVE** the certification of Head Start Instructional Aide/Bilingual Spanish 18-0011-5235 eligibility list established September 25, 2017
8. **APPROVE** the certification of Instructional Aide-Deaf/Hard of Hearing 17-0060-3271 eligibility list established September 21, 2017
9. **APPROVE** the certification of Instructional Aide-Special 18-0014-0448 eligibility list established September 29, 2017
10. **APPROVE** the certification of Plant Supervisor II 18-0009-5027 eligibility list established September 21, 2017
11. **APPROVE** the certification of Senior Accounting Assistant 18-0019-0760 eligibility list established September 27, 2017
12. **APPROVE** the certification of Speech Language Pathology Assistant/BL Spanish 17-0015-5163 eligibility list established September 21, 2017

Following discussion, the motion carried with a unanimous vote of those present to approve Consent Agenda items 1 through 12.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey V. Lewis	X		

OLD BUSINESS                None

NEW BUSINESS              1. **APPROVE** the following:  
                                      The revised classification and title of Systems Analyst – CICS/COBOL,  
                                      and direct all positions and employment lists be reclassified for the  
                                      purpose of title change only

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business Item 1.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey V. Lewis	X		

OTHER ITEMS                None

NEXT REGULAR MEETING      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 12, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION            The Personnel Commission retired into closed session at 8:26 a.m.

OPEN SESSION              The Personnel Commission returned to open session at 8:32 a.m. No reportable actions were taken.

ADJOURNMENT              The Regular Meeting of the Personnel Commission was declared adjourned at 8:34 a.m. with the consent of the members.



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### STAFF SECRETARY STAFF SECRETARY-BL SPANISH

#### FINAL FILING DATE:

4:30 p.m., Tuesday, October 10, 2017

Applications Accepted: September 29, 2017 – October 10, 2017

#### JOB INFORMATION:

There is a permanent 100% FTE (8 hours per day), 10 month vacancy located at the office of Student Placement Services.

Eligibility list for Staff Secretary Bilingual Spanish is being created to fill future vacancies as they occur.

#### JOB SUMMARY:

Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) Positions in the Staff Secretary-Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test. (4) Accepting employment in a position in this classification requires the individual to either, join the union and pay union dues or to pay the union an agency fee.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

#### SALARY RANGE HOURLY:

START: \$20.67  
6 MONTHS: \$21.80  
1 ½ YEARS: \$23.01  
2 ½ YEARS: \$24.27  
3 ½ YEARS: \$25.60

#### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

#### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

#### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
24 hour job hotline: (562) 491-JOBS  
[www.lbschools.net/Departments/Personnel\\_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0038-3364 AS  
18-0039-5085 AS

LBUSD employees, please see reverse side for important information.

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

*A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*

*The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### TRANSPORTATION SUPERVISOR

#### FINAL FILING DATE:

4:30 p.m., Tuesday, October 10, 2017.

#### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located in Transportation Department.

#### JOB SUMMARY:

Under the direction of the Transportation Director, plan, coordinate and oversee the routing, scheduling and daily transportation services and trucking operations of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Equivalent to graduation from high school. An Associate's degree with coursework in business administration, management or a related field is desired.

##### EXPERIENCE:

Three years of student transportation experience and two years experience dispatching school buses on fixed and variable route assignments.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

##### SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements, a valid unrestricted California Special Driver Certificate for school bus operation and a valid Medical Card within six months of employment. (3) May be required to travel from one school location to another. (4) Applicant for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

#### SALARY RANGE HOURLY:

START: \$ 33.88  
6 MONTHS: \$ 35.75  
1 ½ YEARS: \$ 37.71  
2 ½ YEARS: \$ 39.78

#### APPLICATION:

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#### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0037-0886 SF

LBUSD employees, please see reverse side for  
important information.

*Maria Braunstein*



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**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8

Date: October 12, 2017

Reason for  
Consideration: Approval

**Plant Supervisor I**

**Promotional 18-0008-5026**

List Valid: 10/03/17-10/03/18

Total applications received: 50

Total invited to exam: 37

No. Passed: 10 No. Failed: 12

No. Withdrew: 15 No. Screened Out: 13

**Translator-Interpreter BL Spanish**

**Dual 18-0022-5079**

List Valid: 10/09/17-10/09/18

Total applications received: 78

Total invited to exam: 28

No. Passed: 5 No. Failed: 14

No. Withdrew: 9 No. Screened Out: 50

**Senior Translator-Interpreter BL Spanish**

**Open 18-0023-5184**

List Valid: 10/05/17-10/05/18

Total applications received: 19

Total invited to exam: 3

No. Passed: 0 No. Failed: 2

No. Withdrew: 1 No. Screened Out: 16

**Senior Translator-Interpreter BL Spanish**

**Promotional 18-0023-5184**

List Valid: 10/05/17-10/05/18

Total applications received: 7

Total invited to exam: 3

No. Passed: 2 No. Failed: 0

No. Withdrew: 1 No. Screened Out: 4

**Stationary Engineer-Nutrition Center**

**Dual 18-0012-3300**

List Valid: 09/29/17-09/29/18

Total applications received: 21

Total invited to exam: 9

No. Passed: 6 No. Failed: 1

No. Withdrew: 2 No. Screened Out: 12

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 4, 2017



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

October 4, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Abolishment of Classifications

### Background and Findings

While reviewing the District's overall classification plan, Staff found several classifications that will no longer be utilized:

- Instructional Assistant – On Campus Suspension (vacant since June 2016)
- Senior Electronics Technician (vacant since November 2002)
- Electrician Manager (vacant since July 2016)

Staff contacted the appropriate administrators who support the abolishment of these classifications. No staff will be impacted by this action.

### Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:

- Instructional Assistant – On Campus Suspension
- Senior Electronics Technician
- Electrician Manager

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0740  
Salary Range: 42 (M2)

### ELECTRICIAN MANAGER

#### JOB SUMMARY

Under general direction, to plan, organize, and direct personnel performing electrical work; and to perform related work as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, direct, schedule, assign, and evaluate the work of assigned personnel performing a variety of electrical work requiring the installation, maintenance and repair of electrical, electronic and mechanical equipment and related wiring systems. *E*
- Consult on electrical projects with site managers, other administrators, and assigned supervisory personnel; conduct on-site inspections to determine project work needs and schedules. *E*
- Make employment recommendations such as transfer, promotion and hiring of applicants. *E*
- Prepare planned survey reports, cost out surveys, establish priorities for accomplishment, and develop and recommend budgets for inclusion in departmental budget. *E*
- Prepare job cost estimates and monitor on going job or project expenses; recommend changes to cover projected expense overages. *E*
- Write specifications for work or projects to be performed by electrical contractors or for materials and equipment. *E*
- Set up and maintain work records that indicate time spent and supplies and materials needed and used. *E*
- Estimate work or project requirements, prepare schedule, including start and completion dates, personnel to be assigned, equipment, and material. *E*
- Keep abreast of trends or developments in the electrical field and evaluate and recommend adoption of new procedures, layouts, types of material or equipment, or closely related changes to applicable functions. *E*
- Recommend program for preventive maintenance and/or cycles of upkeep for buildings, grounds, or equipment. *E*
- Analyze and prepare financial reports. *E*
- Develop and make recommendations regarding proposed electrical alterations or new construction. *E*
- Coordinate electrical work with other building trades on common jobs or projects. *E*
- Write and submit, or present, required reports, including specifications for materials and equipment. *E*

- Adjust employee grievances. *E*
- May respond to emergency calls.
- May operate a district vehicle.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Electrician Manager directs the activities of personnel who provide and perform the maintenance, repair and installation of electrical service for the District. An incumbent confers with school administrators to discuss the scope of electrical work at a site and the impact of the work on school activities and likely interruption of electrical service to the site. An incumbent plans, coordinates, monitors the expenditures and prepares reports on the objectives and results of the performance of electrical work.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles, practices, tools, equipment and materials used in accomplishing a wide variety of electrical construction, repair, and maintenance work.

Current cost effective practices in the electrical field.

Low voltage installations.

High voltage equipment.

Appropriate safety precautions and procedures.

Applicable city, county, state, and federal building codes and regulations.

Principles of electronic equipment such as television receivers, teaching machines, mini computers and word processors.

Job cost estimating and control procedures.

Shop math applicable to building trades.

General principles of supervision and training.

Personal computer and applicable software including spreadsheets.

#### **Ability to:**

Plan, assign, and direct the work of others.

Train, develop, and evaluate employee skills in proper work methods.

Read and interpret plans and specifications.

Recognize and correct safety hazards.

Estimate labor and material costs.

Order supplies, tools, and equipment.

Write specifications for contract work.

Devise preventive maintenance programs.

Understand financial impact of own segment of work on an entire project.

Establish and maintain effective controls over financial, material, or labor resources.

Search out and investigate facts and develop solutions to electrical maintenance situations. Remain current with technical developments in the electrical trade, evaluate them, and make recommendations for changes.

Inspect sites, buildings, and equipment to determine electrical maintenance repair needs.

Maintain and direct the keeping of work costs, plans and blueprints, and related records.

Communicate effectively orally and in writing.

Prepare reports with findings, conclusions and recommendations.

Operate a vehicle observing legal and written instructions.

Make presentations before groups to explain purpose and scope of projects and jobs.

Operate office equipment such as multi-line telephone and personal computer.

Establish and maintain effective working relationships with others contacted in the course of work.

### **Training**

Completion of college courses equivalent to an Associate of Arts Degree including such course work as business administration, bookkeeping, accounting, engineering, or construction technology is highly desirable.

### **Experience**

Three years within the last five years of electrical building or facility construction, repair and/or maintenance electrical work at a management or exceptionally strong supervisory level with a large residential, industrial, or governmental entity is required.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

### **WORKING ENVIRONMENT**

Administrative office and visits to sites. Out-of-doors sometimes during inclement weather. Indoors sometimes subject to dust, fumes, dampness, odors, refuse and sewage. May work irregular hours and schedules and be on call for emergencies.

### **PHYSICAL DEMANDS**

Occasional lifting, carrying, pushing and/or pulling objects weighing up to 50 pounds. Climb ladders, stairs, scaffolding, ramps, and poles one or more stories above ground level. Stooping, kneeling, crouching, and crawling through attics, under flooring, similar places and tight spaces.

### **SPECIAL REQUIREMENTS**

Possession of an Active California C- IO Electrical Contractors License that is currently valid and has been active for the past seven years is desirable.

Possession of a valid California Class C Driver's License is required at the time of appointment.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

pca: 11/26/97



## PERSONNEL COMMISSION

**Class Code: 0119**  
**Salary Range 33 (C2)**

### SENIOR ELECTRONICS TECHNICIAN

#### JOB SUMMARY

Under general supervision, to plan and perform complex and difficult installation, adjustment, repair and maintenance of electronic communications systems and equipment; to lead and direct others in the installation and repair of electronic equipment and devices; and to perform related duties as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.*

- Evaluate the current equipment and devices and evaluate new products available for two way radio communication; meet with site personnel to assess needs and determine effective two way radio communication at that location; design, plan and recommend the purchase and installation of new or component upgrades of the two-way radio communication systems to serve personnel at sites and between sites and central District services. *E*
- Design and assist in directing the installation of the computer operated alarm and intrusion systems serving District sites; set up, construct and maintain components of the computers; evaluate and recommend equipment and product components such as operating systems and software; instruct others in the use and operation of the system. *E*
- Repair and maintain electronic equipment and components for emergency alarm systems and radio communications systems including micro-electronic circuits. *E*
- Repair, adjust and maintain a variety of other complex electronic equipment and components requiring in-depth knowledge current technology and may include interface with computer driven systems. *E*
- Estimate time and materials costs for installation of equipment and systems; requisition parts for work as needed. *E*
- Inspect and report on work performed by contract as directed. *E*
- Prepare reports on findings and recommendations of emergency alarm and radio communications for sites and the entire District. *E*
- Keep current of new technological developments and attend training to acquire knowledge of new systems and equipment. *E*
- Operate a District vehicle. *E*

***Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.***



**DISTINGUISHING CHARACTERISTICS**

A Senior Electronics Technician works on a complex systems, equipment and components and has a primary role in evaluating, recommending and planning upgrades and new systems for emergency alarm and two way radio communications. An incumbent has knowledge of and applies computer driven technology to the operation of systems. An incumbent also has a lead role in directing other personnel in installing, repairing and maintaining these and other electronic systems.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles of supervision and directing the work of others.  
Two way radio communications.  
Federal Communications Commission rules and regulations.  
Emergency alarms systems.  
Principles of electrical and electronic theory, circuitry, and semi-conductors.  
Principles of computer operating and network systems associated with electronic systems and circuits.  
Electrical measuring instruments used in servicing electronic equipment and devices including techniques applied to digital and analog circuits.  
Shop math applicable to electronic equipment repair.  
Safety regulations and practices relative to repair and maintenance of electronic equipment.  
Proper methods, materials, tools, equipment used in the repair and maintenance of electronics equipment.

**Ability to:**

Work from blueprints, layouts, schematic diagrams, and manufacturer's instructions.  
Use electronic test equipment such as volt meters, signal generators and oscilloscopes.  
Evaluate requirements for emergency alarm, two-way radio and other communication needs and recommend and install new systems.  
Maintain records.  
Prepare letters and written reports with recommendations.  
Use the tools and test equipment of the trade with speed and competence including soldering of small parts and replacement of components.  
Acquire and apply technical knowledge from manuals, written materials and fellow workers.  
Follow oral and written instructions.  
Direct the work of others.  
Operate a vehicle observing legal and defensive driving practices.  
Establish and maintain effective working relationships with others.

**Training:**

Equivalent to graduation from high school. An Associate of Science degree in electronics or a closely related field is desirable.

OR

Completion of an accredited apprentice program of three years duration.

**Experience:**

Four years installing, repairing and maintaining electronic systems and equipment.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

**PHYSICAL DEMANDS**

Lifting up to 50 pounds; dexterity of fingers and hands to operate hand and power tools and test equipment; seeing to observe and perform repairs and distinguish the colors of wires.

***AMERICANS WITH DISABILITIES ACT***

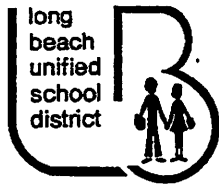
Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 9/93

Revised 3/2/00



## PERSONNEL COMMISSION

**Class Code: 5217**  
**Salary Range: 20 (C1)**

### **INSTRUCTIONAL ASSISTANT - ON CAMPUS SUSPENSION**

#### **JOB SUMMARY**

Under general supervision, monitor and control the behavior of students assigned to an on campus suspension center; sign students in and out of the center and keep attendance records; serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Monitor and control the behavior of students assigned to an on campus suspension center, after-school detention, Saturday school or similarly focused program in the absence of certificated staff. **E**
- Sign students in and out of the center and keep attendance records; distribute on campus suspension notification letters to parents; issue readmits; clear detentions in the student behavior management system. **E**
- Enter student suspension and attendance data into the student information system; make telephone calls or home visits regarding student attendance, behavior or related issues. **E**
- Serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules; observe and record information such as student behavior, attention to work and other significant student data. **E**
- Inform certificated staff of student behavior in the center; refer students to counseling or disciplinary staff as appropriate; prepare related reports; participate in parent/teacher conferences as requested. **E**
- Plan for the preparation and delivery of center materials including books, work packets and videos; confer with teachers regarding classroom assignments and textbooks; review student work assignments or tests. **E**
- Provide assistance to students individually or in groups, lead and facilitate group discussions, projects or related activities; distribute assignments and textbooks. **E**
- Take action to prevent unruly behavior and unsafe acts including intervening in disruptive or violent student behaviors; confiscate banned items from students; assist in monitoring students before school and during passing and nutrition periods. **E**
- Maintain work areas and suspension center in a secure, clean and orderly condition; lock and unlock gates and doors as needed. **E**

- Perform program support activities such as maintaining records and files, ordering supplies, preparing reports, collecting money, writing receipts, completing forms and distributing textbooks or other learning materials. *E*
- Operate a variety of office equipment including a copier, telephone, laminator and a computer and assigned software; operate a two-way radio. *E*
- Assist campus administration and public safety agencies during emergency situations such as lock downs or evacuations; administer first aid or necessary physical assistance to ill or distressed students. *E*
- May participate in or conduct in-service training to other staff within subject matter area of expertise; may make presentations to groups such as parents or community assemblies to explain program goals, objectives or activities.
- Lead the activities of classroom support personnel including college aides, volunteers and student assistants as assigned.

*Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. They actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications. Instructional Assistant-On Campus Suspension incumbents are assigned to an on campus suspension center working directly with students who may be hostile to supervision and argumentative regarding complying with school rules. Incumbents demonstrate strong leadership and student behavior control abilities independent of direct support of certificated teachers or administrators.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Classroom procedures and appropriate student conduct.  
Child guidance principles and practices.  
Appropriate methods and techniques in maintaining a disciplined environment.  
General principles of child adolescent behavior and development.  
Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.  
General instructional methods and techniques.  
Diverse needs of individuals from varying socioeconomic and cultural backgrounds.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of standard office and classroom equipment including a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and filing techniques.

English usage, grammar and punctuation.  
Basic first aid.

**Ability to:**

Monitor and control the behavior of students assigned to an on campus suspension center.

Demonstrate strong leadership and student behavior control abilities independent of direct support of certificated teachers or administrators.

Serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules.

Demonstrate understanding and patience toward students.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Observe and record information such as student behavior, attention to work and other significant student data.

Provide assistance to students individually or in groups, lead and facilitate group discussions, projects or related activities.

Interpret, apply, and explain applicable laws, codes, rules and regulations.

Prepare and maintain a variety of records, reports and files.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing.

Operate a variety of office and classroom equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Administer first aid or necessary physical comfort to ill or distressed students.

**Education and Training:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education, sociology, mental health, psychology or counseling.



## PERSONNEL COMMISSION

October 5, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Maintenance Cost Estimator class specification

### Background

The Maintenance Director recently reviewed the class specification for the Maintenance Cost Estimator classification while initiating recruitment activities and requested Commission Staff update the specification. The classification is vacant and was last revised in 2006.

Specifically, references to telecommunications and electronics were removed as these functions have been shifted to the Information Services department, and the experience requirements were raised to align with other journey-level trades classifications.

The Maintenance Director has reviewed and approved the recommended changes.

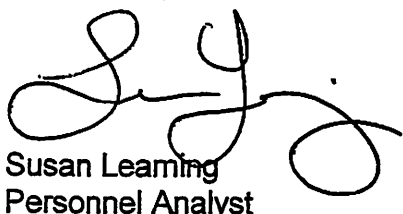
Attached is a copy of the revised specification showing proposed deletions annotated with ~~strike throughs~~ and additions underlined.

### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for Maintenance Cost Estimator

Prepared by:



Susan Learning  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 3321  
Salary Range: 36 (C2)

### MAINTENANCE COST ESTIMATOR

#### JOB SUMMARY

Under general supervision, ~~to~~ prepare cost estimates for construction, reconstruction, alteration and demolition projects on District facilities and buildings; ~~and to~~ perform related duties as assigned~~required~~.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Prepare cost estimates of labor, material and equipment by reviewing preliminary and final plans for construction, reconstruction, and maintenance work in any of the following trades: carpentry, painting, glazing, plumbing, electrical, ~~electronic~~, heating, ventilating, refrigeration and air conditioning, and ~~locksmithing and telecommunications~~. **E**
- Read and work from plans, blueprints, sketches, drawings and specifications. **E**
- Prepare and review cost estimates for proposed change orders submitted by contractors. **E**
- Review unit cost prices submitted by bidders and recommend acceptance or rejection. **E**
- Prepare comparative estimates of alternative construction methods and materials. **E**
- Prepare tentative estimates for building projects from sketches and verbal descriptions. **E**
- ~~Assist with~~ Provide data to contractors, subcontractors and suppliers for cost information in order to resolve cost differences. **E**
- Calculate contractor payments to be made to contractors based on bid data and progress of the project. **E**
- Follow up on the status of requests for service with contractors and site requestors to assure completion of work in accordance with defined scope of work; maintain a variety of records and prepare reports related to assigned activities. **E**
- Communicate with administrators, District staff, outside agencies, contractors, vendors and others to exchange information, resolve issues and concerns, and coordinate activities. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. **E**
- Attend a variety of meetings and trainings to maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities. **E**



- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

## **DISTINGUISHING CHARACTERISTICS**

A Maintenance Cost Estimator applies knowledge and skills of multiple (one or more) trades involving methods and techniques necessary to analyze construction or reconstruction projects to determine acceptable costs. Inspections include carpentry, roofing, plumbing and irrigation, air conditioning, heating and ventilating systems, glazing, electrical, painting, and locksmithing, ~~electronic and telecommunications systems work.~~ Incumbents typically apply engineering concepts and mathematics to figure the most economical construction or installation procedures. Incumbents perform estimating of general construction or reconstruction work that requires journey-level knowledge and skills in multiple (one or more) trades.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Principles, practices, tools, equipment, and materials used in ~~a-the~~ construction and building maintenance trades involving such work as carpentry, painting, heating, ventilation and air conditioning air handling systems, ~~electrical and electronic and telecommunications systems,~~ plumbing, and locksmithing.

Applicable building codes, ordinances fire and handicap requirements, regulations and safety precautions.

Methods and requirements of maintaining, repairing, altering, and improving school buildings, grounds and equipment.

Shop mathematics for construction and maintenance trades.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

~~Computer software applications.~~

### **Ability to:**

Analyze construction or reconstruction projects to determine acceptable costs.

Prepare sketches and diagrams.

Read and work from architectural and engineering plans and blueprints, sketches, drawings, and specifications.

Maintain records and prepare reports related to assigned activities.

Operate a computer ~~terminal and applicable~~ assigned software to enter data, maintain records and generate reports.

~~Prepare sketches and diagrams.~~

~~Read and work from architectural and engineering plans and blueprints, sketches, drawings, and specifications.~~

Maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities.

~~Keep abreast of new developments in construction and apply to project cost estimating.~~

~~Understand and follow carry-out oral and written instructions.~~

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Maintain routine records and prepare reports.

Prioritize and schedule work.

Meet schedules and timelines.

Operate a District vehicle observing legal and defensive driving practices.

~~Establish and maintain effective relationships with those contacted in the course of work.~~

### **Education and Training:**

Graduation from high school or equivalent. ~~Equivalent to graduation from high school.~~  
Coursework in \_construction management ~~construction technology~~ is desirable.

### **Experience:**

~~At least two~~ Four years of journey-level experience in one of the ~~a~~ building trades, working in general construction, repair and maintenance work preferably in an educational or public agency. school or similar public facilities, buildings or properties.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

### **SPECIAL REQUIREMENTS**

Positions in this class require possession of a valid California class C driver's license.  
~~Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment.~~

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

~~Some~~ Incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

### **WORKING ENVIRONMENT**

Indoor and outdoor environment.

Seasonal adverse weather conditions.

Driving a vehicle to conduct work.

~~Outdoors in inclement weather; working indoors in an office and in a shop environment;  
driving from site to site; frequent interruptions.~~

### **PHYSICAL DEMANDS**

Climbing and descending scaffolding and ladders.

~~;~~ Sitting, walking and/or standing for extended periods of time.

~~;~~ sitting at a desk and/or table;

~~Bending at the waist, kneeling or kneeling; bending at the waist; crouching.;~~

~~;~~ Reaching overhead, above the shoulders and horizontally.;

Walking over rough or uneven surfaces.

~~e~~ Crawling in attics, under floors and in tight spaces.;

~~d~~ Dexterity of fingers and hands to operate specialized equipment and personal a  
computer.;

~~h~~ Hearing and speaking to exchange information in person or on the telephone.

### ***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

### **APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/2/2000

Revised: 2/9/2006

Revised:



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

October 2, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Network Specialist class specification

### Background

The Executive Director, Information and Technology Systems recently reviewed the class specification for the Network Specialist classification while initiating recruitment activities and requested Commission Staff make minor revisions to the specification. Specifically, references to wireless (WLAN) networks and equipment were added to the description.

Attached is a copy of the revised specification showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for Network Specialist

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer

### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*



## PERSONNEL COMMISSION

Class Code: 5119  
Salary Range: 42 (C1)

### NETWORK SPECIALIST

#### JOB SUMMARY

Under general supervision, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN), ~~and Wide Area (WAN)~~ and wireless (WLAN) networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's local (LAN), ~~and wide area (WAN)~~ and wireless (WLAN) networks ~~and related equipment~~; assure compliance with applicable laws, codes, rules and regulations. **E**
- Install, configure and maintain network servers using software such as VMware, Novell ~~NetWare~~/OES, Apple, Microsoft Windows or LINUX; design and implement server upgrades. **E**
- Monitor and evaluate the performance of networking equipment, firewalls and servers through troubleshooting and use of diagnostic programs; resolve wired and wireless network performance and connectivity issues; adjust network efficiency to provide the best possible performance. **E**
- Install and configure computer hardware and software to assure network access; make adjustments as necessary; integrate new hardware and software to enhance performance; deploy and support network applications. **E**
- Perform a variety of network administration activities including establishing user accounts, passwords, e-mail accounts, internet connectivity, back-ups and directories; troubleshoot and resolve password issues in multiple directory based environments on premise and in the Cloud; maintain confidentiality of sensitive and privileged information. **E**
- Receive and resolve escalated service tickets; assist and train technical support staff by troubleshooting and resolving the more complex network issues; respond to inquiries and provide information concerning network system operations, malfunctions, upgrades and software to technical support staff and end users. **E**
- Monitor and maintain network system security, servers, backup libraries and databases; upgrade anti-virus software; perform preventative maintenance on network hardware and equipment; create utilities or scripts. **E**

- Participate in researching, designing and implementing new network systems, configurations and applications; test and evaluate hardware and software to determine efficiency, reliability and compatibility with existing operating environment and configuration requirements. *E*
- Communicate with administrators, vendors and District staff to coordinate activities, exchange information and resolve issues and concerns; provide advice regarding proper placement and infrastructure needs for new equipment installation and movement of existing equipment. *E*
- Develop procedures for training technical staff in the installation and configuration of network systems and equipment. *E*
- Attend and participate in meetings, conferences and seminars related to network technology to maintain current knowledge of technological advances in the field. *E*
- Prepare and maintain records of assigned work orders and work performed; update computerized service tickets; prepare routine reports related to assigned activities. *E*
- Operate a variety of equipment and hand tools used in the maintenance, diagnosis and repair of network equipment. *E*
- Drive a District-issued or personal vehicle to various District sites to conduct work; transport equipment from site to site as necessary; respond to after-hours emergency calls as assigned. *E*

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

## **DISTINGUISHING CHARACTERISTICS**

A Network Specialist performs a variety of specialized duties in the installation, configuration, maintenance and operation of District Local (LAN) ~~and Wide Area (WAN) and wireless (WLAN)~~ networks and related equipment. Incumbents in this classification are expected to maintain a level of expertise in evolving technologies via ongoing training.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Technical aspects of network installation, maintenance, operation, troubleshooting and repair.

Technical aspects of networking standards for wired and wireless networks including cabling systems, heat maps and RF propagation, switching and VLANs and Power over Ethernet (PoE).

~~Materials and methods used in the operation, installation and repair of computer and network systems.~~

Principles and techniques of systems and network design and analysis.

TCP/IP ~~and BGP/IGRP and IPX~~ network protocols in a routed environment.

Network server systems such as VMware, ~~Novell NetWare~~/OES, Apple, Microsoft Windows or LINUX.

Configuration of servers and communications equipment.

Configuration of operating systems, applications software and networking of Windows or Macintosh computers.

Components and capabilities of ~~network-hubs~~ Access Points, switches, routers, firewalls, servers and cabling.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Install, configure and maintain LAN, ~~and WAN~~ and WLAN software, hardware, cabling and peripheral equipment.

Monitor and evaluate the performance of wired and wireless networking equipment, firewalls and servers through troubleshooting and use of diagnostic programs.

Resolve network performance and connectivity issues.

Maintain network servers and security.

Analyze complex technical problems accurately, logically and quickly.

Evaluate user needs and advise on appropriate hardware and software configurations.

Support end-users and field support staff via telephone and remote access tools.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Operate a variety of tools and equipment utilized in the operation and repair of computer and network systems.

Plan and organize work.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Train and provide work direction to technical support staff.

Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Bachelor's degree in computer science or a closely related field.

Professional certifications by a major vendors such as Novell, Cisco or Microsoft is are highly preferred.

**Experience:**

Three years of experience installing and maintaining local, wide or wireless ~~and wide area networks~~ and related equipment for an organization with multiple locations and a minimum of 500 users. ~~with an organization having a minimum of 30 servers.~~

Two years of additional experience may be substituted for two years of the higher education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this class require the use of personal automobile and possession of a valid California class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Offices and school sites.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling or crouching.  
Climbing ladders and working at heights.  
Reaching overhead, above the shoulders and horizontally.  
Lifting and carrying objects weighing up to 25 pounds.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DATE: 6/14/2007

Revised: 10/31/2013

Revised: