PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266
Notice of Public Meeting
March 20, 2012
8:30 am
1ˢᵗ Floor Conference Room
District Office

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

   A. Commissioners

   1. Approval of Minutes – February 8, 2012
   2. Approval of Eligibility List – IA Special Education – Intensive Behavioral Instruction

   B. Administration
   C. Employees
   D. Citizens

II. DISCUSSION

III. ACTION ITEM

   Recommend Salary Range Placement for Systems Analyst

IV. ADJOURNMENT

Attendees:

Commissioners: Vida Holguin, Cynthia Strand and Charles Southey

District Staff: Rick Bagley, Deputy Superintendent, Business Services; Kathy Hall, Director of Human Resources; Eric Sangalang, Technology Services Coordinator; Gina Germani, Human Resources Technician – Classified; Donna Hilgendorf, Administrative Secretary and Recorder.

CSEA Representatives: Rod Jorgensen

Ms. Holguin called the meeting to order at 4:32 pm.

I. WRITTEN AND ORAL COMMUNICATION

A. **Commissioners:**

Approval of Minutes
Mr. Southey made a motion to approve the minutes of the January 19, 2012, Personnel Commission meeting, seconded by Ms. Strand. **The minutes of the January 19, 2012, Personnel Commission meeting were approved 3:0.**

B. Administration: Ms. Hall introduced Mr. Bagley, Deputy Superintendent, Business Services, and Mr. Sangalang, Technology Services Coordinator.

C. Employees:

D. Citizens: None present

II. ACTION ITEMS

A. **First Reading and Approval, Job Description for Systems Analyst**

In reviewing the job description for a Systems Analyst, the commissioners discussed the reporting structure and current positions of the Technology department and noted the responsibilities of each of these positions are different from what is required of a Systems Analyst. Job descriptions for existing and/or other positions, examples of duties and essential duties, knowledge and education requirements, and salary comparisons were also discussed. Mr. Sangalang and Mr. Bagley provided information on current MBUSD systems, state-required reporting systems, and the importance of data management and the need for integrating all systems. Ms. Holguin commented she wanted to go on record that this job description is being approved because the representation is that it is imperative to create this position to analyze and create databases and reports and to

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assure compatibility with current systems. Further, changes in state-required data reporting require an employee with a high level of expertise in systems-based district level database systems. A correction to Example of Duties, Bullet #13 reads, *Debugs production errors reported by users and makes appropriate corrections.*

Ms. Strand made a motion to approve the First Reading and Approval, Job Description for Systems Analyst, seconded by Ms. Holguin. **The Job Description for Systems Analyst was approved 3:0, as corrected and with emphasis on two key essential duties as outlined in the agenda note.**

B. **Review and Adopt Revisions to Personnel Commission** *Merit System, Rules and Regulations of the Classified Service*

The commissioners reviewed and approved revisions made to the document by Howard Friedman of Fagen, Friedman & Fulfrost, LLP, that reflect updated Ed. Code changes. Ms. Hall advised there are additional changes necessary and it was agreed the document would be reviewed page by page. Mr. Jorgensen had previously provided copies of the Torrance USD Rules & Regulations to the commissioners for comparison. The commissioners discussed the responsibility of the Personnel Commission, the wording in the CSEA contract, and terms and definitions. Ms. Holguin stated Article I defines terms in the document. If the term is not in there, we should not be defining it. Ms. Holguin made a recommendation to delete terms not defined in the document. Ms. Strand and Mr. Southey agreed. Mr. Southey commented if the terms are not defined in the Merit System Rules and Regulations, the commission would rely on the wording of the union contract definition and abide by the contract. Ms. Holguin wants to revisit Rule 5.06. for language and refine Rule 5.18.

The commissioners would like a word version copy of the document after changes have been implemented. A second draft, incorporating changes, will be provided at the next scheduled meeting.

III. ADJOURNMENT

Ms. Holguin adjourned the meeting at 7:30 pm.

Manhattan Beach Unified School District
Personnel Commission

Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exam 02/14/12 Oral Exam 03/01/12

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/ Vet	Overall	Status
OPEN											
1st	Jennifer	Bridwell									3/20/2013
2nd	Tina	Marks									3/20/2013
3rd	Wanda	Williams									1/19/2013
4th	Jeffrey	Anderson									3/20/2013

Scoring:
Written: 30%
Oral: 60%
App: 10%

Type of Exam:
( ) Open
(X) Open and Promotional
( ) Promotional

Date of Certification: 03/20/12
Expiration Date: See status date
Approved:

III.   ACTION ITEM

TITLE: Recommend Salary Range Placement for Systems Analyst

BACKGROUND: At the request of district administration a survey of districts was conducted and salary information was solicited for positions related to Systems Analyst. The attached information is offered to assist in the appropriate range placement of the new position titled "Systems Analyst." The position will fall under the job classification of Professional Administrative & Related Classes.

Districts surveyed include Torrance, Long Beach, Burbank, Santa Monica-Malibu, Centinela Valley, Redondo Beach, Hermosa Beach, Culver City, El Segundo, Beverly Hills, Hawthorne, and Wiseburn. In addition to surveying other school districts staff looked at the relationship between positions within the Manhattan Beach Unified School District bargaining unit and classified management and assigned for comparative purposes a salary range placement.

ACTION RECOMMENDED: Recommend the Board of Trustees approve a salary placement at Range 43, for the Systems Analyst position.

PREPARED BY: Kathy Hall, Director of Human Resources

DATE: March 20, 2012

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
CLASSIFIED UNIT EMPLOYEES
SALARY SCHEDULE
3% INCREASE EFFECTIVE 07/01/2007

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	1672.95	1755.65	1843.93	1938.91	2032.80	2135.61
2	1714.30	1801.46	1889.74	1984.73	2084.19	2187.00
3	1755.65	1843.93	1938.91	2032.80	2135.61	2242.90
4	1801.46	1889.74	1984.73	2084.19	2187.00	2297.64
5	1843.93	1938.91	2032.80	2135.61	2242.90	2352.40
6	1889.74	1984.73	2084.19	2187.00	2297.64	2412.75
7	1938.91	2032.80	2135.61	2242.90	2352.40	2471.98
8	1984.73	2084.19	2187.00	2297.64	2412.75	2532.34
9	2032.80	2135.61	2242.90	2352.40	2471.98	2594.92
10	2084.19	2187.00	2297.64	2412.75	2532.34	2659.73
11	2135.61	2242.90	2352.40	2471.98	2594.92	2724.56
12	2187.00	2297.64	2412.75	2532.34	2659.73	2792.71
13	2242.90	2352.40	2471.98	2594.92	2724.56	2860.88
14	2297.64	2412.75	2532.34	2659.73	2792.71	2931.29
15	2352.40	2471.98	2594.92	2724.56	2860.88	3003.91
16	2412.75	2532.34	2659.73	2792.71	2931.29	3078.80
17	2471.98	2594.92	2724.56	2860.88	3003.91	3153.68
18	2532.34	2659.73	2792.71	2931.29	3078.80	3231.89
19	2594.92	2724.56	2860.88	3003.91	3153.68	3310.13
20	2659.73	2792.71	2931.29	3078.80	3231.89	3393.94
21	2724.56	2860.88	3003.91	3153.68	3310.13	3475.52
22	2792.71	2931.29	3078.80	3231.89	3393.94	3564.92
23	2860.88	3003.91	3153.68	3310.13	3475.52	3652.09
24	2931.29	3078.80	3231.89	3393.94	3564.92	3741.50
25	3003.91	3153.68	3310.13	3475.52	3652.09	3834.26
26	3078.80	3231.89	3393.94	3564.92	3741.50	3929.23
27	3153.68	3310.13	3475.52	3652.09	3834.26	4026.47
28	3231.89	3393.94	3564.92	3741.50	3929.23	4125.91
29	3310.13	3475.52	3652.09	3834.26	4026.47	4226.50
30	3393.94	3564.92	3741.50	3929.23	4125.91	4332.66
31	3475.52	3652.09	3834.26	4026.47	4226.50	4437.71
32	3564.92	3741.50	3929.23	4125.91	4332.66	4548.36
33	3652.09	3834.26	4026.47	4226.50	4437.71	4660.11
34	3741.50	3929.23	4125.91	4332.66	4548.36	4775.19
35	3834.26	4026.47	4226.50	4437.71	4660.11	4893.67
36	3929.23	4125.91	4332.66	4548.36	4775.19	5014.37
37	4026.47	4226.50	4437.71	4660.11	4893.67	5138.41
38	4125.91	4332.66	4548.36	4775.19	5014.37	5265.80
39	4226.50	4437.71	4660.11	4893.67	5138.41	5393.21
40	4332.66	4548.36	4775.19	5014.37	5265.80	5528.42
41	4437.71	4660.11	4893.67	5138.41	5393.21	5663.65
42	4548.36	4775.19	5014.37	5265.80	5528.42	5805.57
43	4660.11	4893.67	5138.41	5393.21	5663.65	5947.50
44	4775.19	5014.37	5265.80	5528.42	5805.57	6095.01
45	4893.67	5138.41	5393.21	5663.65	5947.50	6245.87
46	5014.37	5265.80	5528.42	5805.57	6095.01	6400.11
47	5138.41	5393.21	5663.65	5947.50	6245.87	6556.56
48	5265.80	5528.42	5805.57	6095.01	6400.11	6719.71
49	5393.21	5663.65	5947.50	6245.87	6556.56	6885.11
50	5528.42	5805.57	6095.01	6400.11	6719.71	7057.21

MBUSD Systems Analyst Salary Comparisons in Selected Districts
Monthly Salary Rates

DISTRICT NAME	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	COMP. MBUSD RANGE
Torrance Unified + (eff. 07/01/11)	$5,574.00	5,850.00	6,143.00	6,451.00	6,772.00	n/a	50
Long Beach Unified (eff. 11/20/07)	$5,772.28	6,089.98	6,424.45	6,777.26	7,150.15	n/a	50+
Burbank Unified (eff. 07/01/07)	$5,064.00	5,318.00	5,592.00	5,879.00	6,172.00	6,484.00	46
Santa Monica-Malibu (eff.)	$4,747.00					6,059.00	44
Centinela Valley * (eff. 07/01/06)	$5,692.35	5,976.97	6,275.82	6,589.61	6,919.09	n/a	50+
Redondo Beach Unified @ (eff. 03/11/08)	$4,160.00	4,365.00	4,568.00	4,795.00	5,027.00	n/a	38
Hermosa Beach City	Director of Technology; other work is contracted out as needed.						
Culver City Unified # (eff. 07/01/07)	$3,842.00	4,023.00	4,218.00	4,439.00	4,654.00	n/a	35
El Segundo Unified	Contracts out with Hawthorne School District as needed						
Beverly Hills Unified ^ (eff. 07/01/2006)	$4,246.00	4,469.00	4,676.00	4,911.00	5,161.00	5,413.00	39 (42 if 3 yrs exp.)
Hawthorne & (eff. 2011-2012)	$4,720.53	4,959.51	5,210.59	5,474.38	5,751.51	6,042.69 (6,348.61 step 7)	44
Wiseburn	Uses a consultant as needed						

+ Torrance job title is Network Analyst
* Centinela Valley job title is Information Technology Analyst
@ Redondo Beach job title is Network Specialist
# Culver City job title is Computer Specialist (Computer Technician is additional position @ approx. $300 less per month)
^ Beverly Hills job title is Systems Administrator – salary begins at $4,523 if candidate has 3 years experience
& Hawthorne job title is Network Manager

MBUSD Information Services Department – Internal Salary Schedules
Monthly Salary Schedules
(Effective 07/01/2008)

JOB TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Technology Services Coordinator (Director)	mngmt	$6,337.16	6,593.16	6,859.50	7,136.66	7,425.00	7,725.00
Systems Analyst							
Systems Technician	32	$3,564.92	3,741.50	3,929.23	4,125.91	4,332.66	4,548.36
Media/Technology Specialist	24	$2,931.29	3,078.80	3,231.89	3,393.94	3,564.92	3,741.50
Technology Resource Assistant	21	$2,724.56	2,860.88	3,003.91	3,153.68	3,310.13	3,475.52

Additional Information

MBUSD Internal Comparisons

The MBUSD salary schedule is divided into ranges, which run from range 1 through range 50.
Range 6 (Food Service Assistant I) is the first range with an actual job title held within the District.
Range 50 (Occupational Therapist) is the highest range with an actual MBUSD position.

A chart of the placement of Classified Bargaining Unit positions shows the following:

R1 – R5 =	0	
R6 –	1	Food Service Ass't. I
R7 –	0	
R8 –	2	Food Service Ass't II Satellite Kitchen Operator I
R9 –	1	Campus Security Staff
R10 –	0	
R11 –	5	Instructional Assistant - Industrial Arts * Instructional Assistant Instructional Assistant Physical Education * EDP/Preschool Assistant Receptionist *
R12 –	3	Satellite Kitchen Operator II Cook-Baker Instructional Assistant - Special Education
R13 –	2	Instructional Assistant – ESL * Textbook Clerk I *
R14 –	1	Vocational Specialist *
R15 –	5	Preschool Housekeeper * Operations Worker Vocational Spec. (ESL or Am. Sign Lang.) * Instr. Ass't. - Health Care Specialist Clerical Assistant
R16 –	2	Building Maintenance Helper – Limited Term* Library Media Specialist
R17 –	6	Food Production Team Leader School Operations Team Leader Landscape Operations Worker Instr. Ass't. Intensive Behavioral Instruction Student Attendance Clerk Textbook Clerk II *
R18 –	3	Swimming Pool Custodian Health Assistant Office Specialist
R19 –	3	Landscape Operations Technician Staff Secretary Warehouse Delivery Driver
R20 –	4	Bus Driver * Building Maintenance Worker Accounting Specialist Registrar
R21 –	3	Career Center Specialist Technology Resource Assistant Secretary to the High School Principal
R22 -	3	Storekeeper * School Office Manager Senior Secretary

R23 –	3	Landscape Crew Leader Operations Crew Leader Campus Security Lead
R24 –	4	Instr. Ass't. – Instrumental Music Computer Lab Specialist Choral Music Accompanist Media/Technology Specialist
R25 – R27	0	
R28 –	4	Building Trades Specialist Maintenance and Operations Crew Leader Broadcast Theater Production Specialist * Payroll Technician
R29 –	4	Building Trades Spec.- Carpenter with Welding Certificate; Locksmith with Certification Accountant Human Resources Technician Administrative Secretary – Non-Confidential
R30 –	4	Mechanic/Transportation Team Leader * Building Trades Technician Speech/Language Pathology Assistant Athletic Trainer
R31 –	0	
R32 –	2	Systems Technician Senior Accountant
R33 – R34	0	
R35 –	1	Purchasing Coordinator
R36 – R49	0	
R50 -	1	Occupational Therapist

* = positions not currently filled in MBUSD
Positions in bold and Italics are those within the Technology Department.

Classified Supervisorial/Management Positions (non bargaining unit positions – each position has a separate salary schedule with six steps – no ranges).   For comparison purposes only:

Food Services Supervisor	= approx. Range 30
Administrative Secretary	= approx. Range 32
(Human Resources and Admin. Services)	
Executive Ass't. to Superintendent	= approx. Range 40
Office Supervisor	= approx. Range 40
Plant Manager	= approx. Range 40
Food Services Director	= approx. Range 49
Director of Technology Services Coordinator	= approx. Range 50+
Director of Maintenance and Operations	= approx. Range 50+
Director of Human Resources	= approx. Range 50+

Analysis

Within the MBUSD salary schedules, the Systems Analyst salary should be higher than that of a Systems Technician (range 32) and lower than that of the Director of Technology Services (50+). A salary placement similar to that of the districts listed in the first chart would fall in the MBUSD salary chart range of 40 – 50. Though not a position with any supervisorial responsibilities, a salary within the 40 – 50 range would fall between that of a Food Services Director, an Occupational Therapist, and Director of Technology Services (higher salaries); and that of a Plant Manager, Office Supervisor and Executive Assistant to the Superintendent (lower salaries).

For purposes of determining an appropriate salary placement for the Systems Analyst position, the following chart reflects the current MBUSD monthly salary for the selected ranges of 39 through 50.

Current MBUSD Classified Unit Employees Monthly Salary Schedule – Selected Ranges
Effective 07/01/2007

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
39	$4,226.50	4,437.71	4,660.11	4,893.67	5,138.41	$5,393.21
40	$4,332.66	4,548.36	4,775.19	5,014.37	5,265.80	5,528.42
41	$4,437.71	4,660.11	4,893.67	5,138.41	5,393.21	5,663.65
42	$4,548.36	4,775.19	5,014.37	5,265.80	5,528.42	5,805.57
43	$4,660.11	4,893.67	5,138.41	5,393.21	5,663.65	5,947.50
44	$4,775.19	5,014.37	5,265.80	5,528.42	5,805.57	6,095.01
45	$4,893.67	5,138.41	5,393.21	5,663.65	5,947.50	6,245.87
46	$5,014.37	5,265.80	5,528.42	5,805.57	6,095.01	6,400.11
47	$5,138.41	5,393.21	5,663,65	5,947.50	6,245.87	6,556.56
48	$5,265.80	5,528.42	5,805.57	6,095.01	6,400.11	6,719.71
49	$5,393.21	5,663.65	5,947.50	6,245.87	6,556.56	6,885.11
50	$5,528.42	5,805.57	6,095.01	6,400.11	6,719.71	7,057.21

Other District's Internal Comparisons

A review of the internal salary placements of the districts listed on the first chart shows that the position of Systems Analyst (or similar job titles) falls within the most highly salaried positions within the bargaining unit classified service.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

SYSTEMS ANALYST

DEFINITION
Under general supervision of the Technology Services Coordinator, analyzes, designs, implements, modifies, troubleshoots, and integrates major student-based district-level databases to meet school, district and state information requirements; develops and provides user training on application systems and related databases; queries, extracts, manipulates and analyzes data.

EXAMPLE OF DUTIES
The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Maintains the integrity, performance, reliability and security of the District's databases. E
- Assists in the design, implementation and maintenance of the District's databases. E
- Analyzes District database requirements. E
- Understands database tables to store District-defined data; performs data analysis and creates queries and reports. E
- Maintains backup and archive copies of databases and restores databases from copies as appropriate. E
- Assists users with analysis and resolution of problems with databases. E
- Loads, updates and cleans up database records to support daily operations; creates, maintains and monitors database batch jobs; designs data input and output forms. E
- Performs feasibility studies to determine appropriate resolution of user needs, compatibility with current systems and computer capabilities and cost and time required; evaluates requests for modifications to determine specific tasks and effects on existing programs and systems. E
- Creates project specifications based on user objectives; meets with end users to discuss design and requirements. E
- Develops and writes documentations for in-house and third party software programs to describe program development, logic, coding, updates and corrections. E
- Participates in the formulation of policies, procedures and programs; advises management of unusual trends or problems and recommends appropriate corrective action. E
- Writes and executes queries to verify integrity of data; analyzes input and output data, file contents, reports and source code to identify and resolve user issues; assures database backups are performed. E
- Debugs production errors reported by users and makes appropriate corrections. E
- Troubleshoots user operating issues and tests possible solutions; contacts software vendors as necessary to troubleshoot operating issues. E
- Maintains a variety of records and files related to assigned activities; extracts and prepares data for a variety of reports; modifies database table structures and data as necessary. E
- Develops and provides individual and group training on application systems and related databases; demonstrates computer programs; develops training and reference manuals, procedural guides and materials. E
- Prepares and maintains projects status reports; modifies projects and adjusts efforts to meet management and department priorities and goals. E

- Attends and participates in a variety of meetings to maintain current knowledge of technological advances in the field; learns new operating systems, utilities and programming languages and remains current with evolving computer technologies. E
- Participates in the evaluation and testing of software applications for purchase by the District; provides recommendations to management regarding the purchase of new applications. E
- Assists with system migrations, to newer web-based applications. E
- Designs, develops and maintains web interfaces as assigned. E
- Performs related duties as assigned. E

* Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

TRAINING AND EXPERIENCE
Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position.

EDUCATION
Educational attainment equivalent to a high school diploma or its recognized equivalent, AND, an Associate's Degree (60 semester units or equivalent) from an accredited college/technical or trade school in computer science or a closely related field, including coursework in relational database management systems (RDBMS).

Microsoft Certified Database Administrator is preferred.

EXPERIENCE
Three (3) years of professional information systems experience in applications systems and database developments, programming, testing, modification and maintenance.

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

QUALIFICATIONS

Knowledge of:	Ability to:
- Systems analysis methods and procedures; - Principles, practices and techniques of database structures within a web-based environment; - Database management applied to web-based systems; - Computer hardware systems, software applications, databases and programming languages utilized by the District, such as SQL and Visual Basic and web-based systems; - Applications such as: Aeries/ABI, IIS, CALPADS, SEIS, School Messenger, NutriKids, Edline, and Gradebook Wizard.	- Develop, modify, test and implement the District's student information and business software applications and related systems; - Create software and data specifications based on user objectives; - Develop code in a consistent manner with proper supporting documentation; - Perform systems analysis; - Write new and revised technical documentation to support software including manuals and user guides; - Design, modify and implement databases; - Transition to new database systems, including data conversions, training and full implementation;

• User interface issues, navigation and computer software architecture; • Documentation methods for programs, files and databases; • Relational database design, implementation and manipulation; • Oral and written communication skills.	• Test and debug programs for accuracy and reliability; • Read, understand and interpret technical documentation; • Install software components and edit configuration data file systems and directories; • Train and support system users in the use of database applications; • Analyze data by linking database tables and creating queries; • Analyze situations accurately and adopt an effective course of action; • Create and utilize forms for data collection; • Apply web programming languages and technologies; • Work effectively with all levels of internal and external personnel; • Maintain confidentiality of sensitive and privileged information; • Communicate clearly and concisely, both orally and in writing; • Prepare and deliver oral presentations; • Plan and organize work to meet schedules and timelines; • Work under limited supervision with a broad framework of standard policies and procedures; • Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; • Maintain current knowledge of technological advances in the field; • Adjust to changing priorities and work assignments.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which may be corrected) Read normal print View a computer monitor and read a variety of materials	**To perform tasks such as to:** Read notes from staff, see print on a screen, read software materials Instruct staff and install software
Hearing: (which may be corrected) Understand speech in classroom or office setting Analyze sounds of equipment operation	**To perform tasks such as to:** Respond to questions Troubleshoot mechanical and software problems
Speech: Speak with a level of proficiency and volume to be understood in face-to-face public contact and in a classroom setting	**To perform tasks such as to:** Communicate with and instruct staff
Upper Body Mobility: Finger dexterity Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects Turn, raise, and lower head, twist and bend at torso	**To perform tasks such as to:** Access, enter and retrieve data using a computer keyboard and to operate standard office equipment Install and maintain computer equipment and software, operate keyboard, move cables, Plug and unplug equipment

Lower Body Mobility:	To perform tasks such as to:
Stand for periods of 50 minutes Ability to bend at the waist and twist, stoop, squat, kneel twist, turn and safely climb up and down to install equipment	Instruct staff Maintain equipment; lift and carry equipment
Strength:	**To perform tasks such as to:**
Physical demands may include climbing, bending and stooping and movement of objects	Lifting and carrying to connect cables and equipment that typically weigh 20 to 30 pounds
Environmental Requirements:	**To perform tasks such as to:**
This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee may be required to work at varying heights and in restrictive areas. Note: Travel to various District sites may be required.	Instruct staff Learn new systems, install software, maintain equipment and inventory
Mental Requirements:	**To perform tasks such as to:**
Read, write, understand, interpret, and apply moderately complex information Analyzing Use judgment and process information quickly and make quick decisions Listen, demonstrate and give verbal instruction	Understand software and systems Instruct staff

License Required and Other Conditions of Continued Employment:

- A valid California driver's license and availability of private transportation or ability to provide transportation between District sites is required
- Participate in employer mandated training and retraining programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

General supervision is received from the Technology Services Coordinator. No supervision of other staff is exercised.

Date approved by Personnel Commission: February 8, 2012
Date approved by Board of Trustees: February 15, 2012