



AGENDA

Regular Meeting Tuesday, February 14, 2012 – 4:15 p.m. Board Room – District Office

AGENDA POSTED: February 10, 2012 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Chuck Darrington	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Audrey Cherep	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Chuck Darrington, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Approve the agenda as submitted or amended. Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of regular meeting of January 10, 2012. **Exhibit A**
 Moved by _____
 Seconded _____
 Vote _____

5.3 Communication No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan) **Exhibit B** No Action Required

6.2 Certification/Ratification of Eligibility Lists **Exhibit C**
 Moved by _____
 Seconded _____
 Vote _____

6.2.1 Grounds Maintenance Worker

6.2.2 Speech Language Pathologist Assistant



AGENDA

Regular Meeting
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Board Room – District Office

7.0 CLASSIFICATION AND SALARY

- 7.1 Approve the revised job classification of Athletic Facilities Worker II at salary range 52/AFSM to Athletic Facilities Worker II (Female) at salary range 52/AFSM. **Exhibit D** Moved by _____
Secinded _____
Vote _____
- 7.2 Approve the reallocation of Connie Aragon, Debra Camara Carolyn Castro, Jennifer DeGrande, Linda Jacob, Kelly Mao, Guadalupe Sanchez, Cecelia Walach, from Athletic Facilities Worker II at salary range 52/AFSM to Athletic Facilities Worker II (Female) at salary range 52/AFSM, effective February 15, 2012. Moved by _____
Secinded _____
Vote _____
- 7.3 Approve the revised job classification of Athletic Facilities Worker II at salary range 52/AFSM to Athletic Facilities Worker II (Male) at salary range 52/AFSM. **Exhibit E** Moved by _____
Secinded _____
Vote _____
- 7.4 Approve the reallocation of Jose Alacala, Joseph Barela, James Burluson, Daniel Cassella, Carlos Garcia, Leo Jara, Scott Keene, Ron Ledesma, Yong Lee, Steven Oatman, Daniel Plamann, Robert Sanchez, Miguel Soto, and Barry Westphal From Athletic Facilities Worker II at salary range 52/AFSM to Athletic Facilities Worker II (Male) at salary range 52/AFSM, effective February 15, 2012. Moved by _____
Secinded _____
Vote _____
- 7.5 Approve the revised job classification of Director of Information Systems at salary range 37/ADMN to Chief Technology Officer at salary range 37/ADMN. **Exhibit F** Moved by _____
Secinded _____
Vote _____
- 7.6 Approve the reclassification of Erik Greenwood from Director of Information Systems at salary range 37/ADMN to Chief Technology Officer at salary range 37/ADMN, effective February 15, 2012. Moved by _____
Secinded _____
Vote _____

8.0 OTHER

- 8.1 Unfinished Business No Action Required
- 8.2 Commissioner's Comments No Action Required



AGENDA

Regular Meeting
Tuesday, February 14, 2012 – 4:15 p.m.
Board Room – District Office

9.0 **CLOSED SESSION**

9.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Appeal Decision on:

Case #HR-2011-12-01

Adjourn to Closed Session _____ p.m.

Reconvened to Regular Meeting _____ p.m.

Action taken in Closed Session.

Moved by _____
Seconded _____
Vote _____

10.0 **NEXT REGULAR MEETING**

Date: **Tuesday, March 13, 2012**
Time: 4:15 p.m.
Location: Board Room

11.0 **ADJOURNMENT:** _____ p.m.

The Personnel Commission
Anaheim Union High School District
 501 Crescent Way • Post Office Box 3520
 Anaheim • California 92803•3544



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MINUTES

Regular Meeting
Tuesday, January 10, 2012 – 4:15 p.m.
Board Room – District Office

1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Chuck Darrington at 4:15 p.m.

2.0 ROLL CALL

Present: Chuck Darrington, Chairperson; Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner and Victoria Wintering, Ph.D., Executive Director.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Chuck Darrington, led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS

None.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as submitted.

5.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of December 20, 2011.

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

7.0 CLASSIFICATION AND SALARY

7.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Computer Operator at salary range 59/CSEA to Information Systems Specialist I at salary range 59/CSEA.

7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Willie Dumas III from Computer Operator at salary range 59/CSEA, to Information Systems Specialist I salary range 59/CSEA, effective January 10, 2012.

7.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Senior Computer Operator at salary range 63/CSEA to Information Systems Specialist II at salary range 63/CSEA.



MINUTES

Regular Meeting
Tuesday, January 10, 2012 – 4:15 p.m.
Board Room – District Office

- 7.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Jason Jones from Senior Computer Operator at salary range 63/CSEA to Information Systems Specialist II at salary range 63/CSEA, effective January 10, 2012.

8.0 OTHER

- 8.1 Presentation of Item Analysis – Part 2
- 8.2 No unfinished business at this time.
- 8.3 No Commissioners Comments at this time

9.0 NEXT REGULAR MEETING

Date: **Tuesday, February 14, 2012**
Time: 4:15 p.m.
Location Board Room

10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:38 p.m.

Chuck Darrington, Chairperson

Personnel Commission
2011-2012
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Perf Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Substitute Bus Driver (Continuous)	6/13/2011	2/9/2012	158	Open	None	None	On hold			N/A			VK
Warehouse Worker - Nutritional Services (Promotional)	10/5/2011	10/26/2011	15	Promo	None	None	12/9/2011	N/A	1/24/2012	N/A	2/14/2012	50	VK
Speech & Language Pathologist Assistant	10/5/2011	10/26/2011	15	Open	None	None	12/7/2011	N/A	1/12/2012	N/A	2/14/2012	26	VK
Grounds Maintenance Worker	10/31/2011	11/21/2011	15	Promo	None	None	2/22/2012	N/A					
Athletic Facility Worker I (Promotional)	1/10/2012	1/31/2012	15	Promo	None	None							
Auditorium Operations Assistant (Substitute)	1/10/2012	2/9/2012	21	Open	None	None	3/1/2012	N/A	TBD	N/A			ME
Food Service Assistant III	1/25/2012	2/15/2012	15	Promo	None	None	03/05/2012,03/06/2012						LP
Instructional Assistant - Behavioral Support	1/10/2012	1/31/2012	21	Open	None	None							



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. VK-2011-010

POSITION: GROUNDS MAINTENANCE WORKER – PROMOTIONAL

DATE ADVERTISED: 10/31/11 – 11/21/11

NUMBER OF APPLICATIONS RECEIVED:	63
NUMBER OF APPLICANTS ADMITTED TO EXAM	31

DATE OF WRITTEN EXAM: 12/07/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	20
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	18

DATE OF ORAL EXAM: 1/12/2012	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	17
NUMBER OF APPLICANTS PASSING ORAL EXAM	14

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	14
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PANEL MEMBERS:

- MARC ARANDA, M.O. & T COORDINATOR, GARDEN GROVE USD
- DAVID CUBAS, GROUNDS TEAM LEADER, DOWNEY USD
- SHAWN WILLIAMS, GROUNDS MAINTENANCE WORKER, LOS ALAMITOS USD
- SHANE FRANSDEN, M & O MANAGER, NEWPORT-MESA USD



 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: FEBRUARY 14, 2012

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission
 501 Crescent Way • Post Office Box 3520
 Anaheim • California 92803•3544
 Tel: 714•999•3548 Fax: 714•520•9752
We are an Equal Opportunity District



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. E15-2011-VK

POSITION: SPEECH AND LANGUAGE PATHOLOGIST ASSISTANT – PROMOTIONAL

DATE ADVERTISED: 10/10/11 – 11/01/11

NUMBER OF APPLICATIONS RECEIVED: 61
NUMBER OF APPLICANTS ADMITTED TO EXAM 52

DATE OF WRITTEN EXAM: 12/09/11
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 33
NUMBER OF APPLICANTS PASSING WRITTEN EXAM 25

DATE OF ORAL EXAM: 1/24/2012
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 10
NUMBER OF APPLICANTS PASSING ORAL EXAM 10

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 10

PANEL MEMBERS:

MELANIE GREEN, SPEECH THERAPIST, ANAHEIM UHSD
DORIS DEMBI-INGRASSANO, SPEECH THERAPIST, ANAHEIM UHSD
MAGGIE MERMILLIOD, SPLA, ANAHEIM UHSD
SARAH THOMPSON, HR ASSISTANT, HUNTINGTON BEACH UHSD
KARIN DAIGNAULT, SPEECH THERAPIST, ANAHEIM UHSD
WENDY WALL, SPEECH PATHOLOGIST, GARDEN GROVE USD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: FEBRUARY 14, 2012

EXTENDED:

EXPIRED:

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Tel: 714•999•3548 Fax: 714•520•9752
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**Personnel Commission
Anaheim Union High School District**

**Spec. Established 3/13/01
Revised**

~~CLASS TITLE:~~ ATHLETIC FACILITIES WORKER II (Female)

DEFINITION BASIC FUNCTION:

Under the direction of an assigned supervisor, maintains girls and boys physical education fields and athletic equipment for an assigned senior high school site; receives, inventoryies, stores, maintains and issues athletic uniforms and equipment for use in physical education classes and competitive sports; maintains assigned areas in a safe, clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The class of Athletic Facilities Worker II (Female) is distinguished from the class of Athletic Facilities Worker II (Male) in that the latter works in the boys' locker room.

REPRESENTATIVE ESSENTIAL 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.*

Locker Room Duties:

Receives, stores, issues and controls inventory of uniforms, equipment and supplies to senior high school physical education classes and athletic teams; inspects for proper fit and protection; marks equipment; assures that equipment issued to students is returned; ~~E~~ issues loaned physical education or athletic uniforms to students; collects money from students; inspects and launders returned items-~~E~~; issues lockers for athletic and physical education students and maintains related records; orders physical education and athletic supplies and equipment according to established procedures; maintains inventory records; ~~E~~ maintains a variety of records including uniform inventory and equipment usage. ~~E~~ assists in the supervision of senior high school students utilizing the locker room; assigns lockers and issues locks to students; assists students having problems with locks; sets combination locks. ~~E~~

Athletic Field/Event Preparation Duties:

Prepares athletic fields and other athletic areas for men's and women's athletic events; assists in setting up athletic events held on campus; mows baseball fields and sprays weeds on athletic areas as necessary. ~~E~~ transport tools, equipment, first aid supplies and other supplies to athletic events; sets up equipment at athletic sites; ~~E~~ sets up and dismantles equipment for a variety of student activities and special events. ~~E~~

Janitorial/Maintenance/Repair Duties:

Performs a variety of light maintenance and custodial duties including painting, vacuuming, dusting, mopping and sweeping; emptyies waste receptacles; removes gum and graffiti from locker room and gymnasium facilities; cleans lockers and gym facilities; performs minor repair of uniforms and equipment as necessary; recommends equipment for repair or replacement; replaces broken sprinklers as needed; repairs locks as needed-~~E~~ operates a variety of athletic and custodial equipment, including washer/dryer, floor scrubbers, whirlpools and related equipment; ~~E~~ trains and provides work direction to assigned student assistants as assigned; performs related duties as assigned.-~~E~~

MINIMUM QUALIFICATIONS:

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:

Education and Training:-Any combination equivalent to:

~~E~~ Essential Job Functions
Approved 3/13/01
BOT Approved: 2/21/02

g Graduation from high school. and

Experience:

‡ Two years of experience performing athletic equipment repair or general custodial duties.

Gender:

Gender is a bona fide occupational qualification for these positions and is determined by whether or not the position works in and around the boys' or girls' locker room facilities.

EMPLOYMENT STANDARDS: KNOWLEDGE AND ABILITIES:

Knowledge of:

Equipment, materials and supplies used in team and individual sports and the care and maintenance of related items;
Methods, materials and equipment used in athletics including proper fitting of athletic protective gear and use of power tools and equipment;
Safety precautions and rules and regulations of various sports;
District regulations regarding athletic equipment and field preparations;
Basic record-keeping techniques;
Health and safety regulations;
Proper methods of storing equipment, materials and supplies;
Basic inventory techniques;
Basic math.

Ability to:

Receive, store, issue and control inventory of uniforms, equipment and supplies to Physical Education classes and athletic teams;
Set up and dismantle equipment for a variety of student activities and special events;
Operate a variety of athletic and cleaning equipment;
Maintain and repair athletic clothing and equipment;
Understand and follow oral and written directions;
Maintain records and prepare reports;
Oversee the activities of students utilizing the locker room.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate and repair athletic equipment.
Walking or standing for extended periods of time.
Lifting, carrying and pushing moderately heavy objects weighing up to 49 pounds.
Climbing ladders to put up nets, fix scoreboards and clean lights.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

WORK ENVIRONMENT:

Physical education and athletic facilities environment.

HAZARDS:

Exposure to cleaning chemicals.
Working at heights.

**Personnel Commission
Anaheim Union High School District**

**Spec. Established 3/13/01
Revised**

~~CLASS TITLE:~~ ATHLETIC FACILITIES WORKER II (Male)

DEFINITION BASIC FUNCTION:

Under the direction of an assigned supervisor, maintains girls and boys physical education fields and athletic equipment for an assigned senior high school site; receives, inventoryies, stores, maintains and issues athletic uniforms and equipment for use in physical education classes and competitive sports; maintains assigned areas in a safe, clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The class of Athletic Facilities Worker II (Male) is distinguished from the class of Athletic Facilities Worker II (Female) in that the latter works in the girls' locker room.

REPRESENTATIVE ESSENTIAL 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.*

Locker Room Duties:

Receives, stores, issues and controls inventory of uniforms, equipment and supplies to senior high school physical education classes and athletic teams; inspects for proper fit and protection; marks equipment; assures that equipment issued to students is returned; ~~E~~ issues loaned physical education or athletic uniforms to students; collects money from students; inspects and launders returned items-~~E~~; issues lockers for athletic and physical education students and maintains related records; orders physical education and athletic supplies and equipment according to established procedures; maintains inventory records; ~~E~~ maintains a variety of records including uniform inventory and equipment usage. ~~E~~ assists in the supervision of senior high school students utilizing the locker room; assigns lockers and issues locks to students; assists students having problems with locks; sets combination locks. ~~E~~

Athletic Field/Event Preparation Duties:

Prepares athletic fields and other athletic areas for men's and women's athletic events; assists in setting up athletic events held on campus; mows baseball fields and sprays weeds on athletic areas as necessary. ~~E~~ transport tools, equipment, first aid supplies and other supplies to athletic events; sets up equipment at athletic sites; ~~E~~ sets up and dismantles equipment for a variety of student activities and special events. ~~E~~

Janitorial/Maintenance/Repair Duties:

Performs a variety of light maintenance and custodial duties including painting, vacuuming, dusting, mopping and sweeping; emptyies waste receptacles; removes gum and graffiti from locker room and gymnasium facilities; cleans lockers and gym facilities; performs minor repair of uniforms and equipment as necessary; recommends equipment for repair or replacement; replaces broken sprinklers as needed; repairs locks as needed-~~E~~ operates a variety of athletic and custodial equipment, including washer/dryer, floor scrubbers, whirlpools and related equipment; ~~E~~ trains and provides work direction to assigned student assistants as assigned; performs related duties as assigned.-~~E~~

MINIMUM QUALIFICATIONS:

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:

Education and Training:-Any combination equivalent to:

~~E~~ Essential Job Functions
Approved 3/13/01
BOT Approved: 2/21/02

g Graduation from high school. and

Experience:

‡ Two years of experience performing athletic equipment repair or general custodial duties.

Gender:

Gender is a bona fide occupational qualification for these positions and is determined by whether or not the position works in and around the boys' or girls' locker room facilities.

EMPLOYMENT STANDARDS: KNOWLEDGE AND ABILITIES:

Knowledge of:

Equipment, materials and supplies used in team and individual sports and the care and maintenance of related items;
Methods, materials and equipment used in athletics including proper fitting of athletic protective gear and use of power tools and equipment;
Safety precautions and rules and regulations of various sports;
District regulations regarding athletic equipment and field preparations;
Basic record-keeping techniques;
Health and safety regulations;
Proper methods of storing equipment, materials and supplies;
Basic inventory techniques;
Basic math.

Ability to:

Receive, store, issue and control inventory of uniforms, equipment and supplies to Physical Education classes and athletic teams;
Set up and dismantle equipment for a variety of student activities and special events;
Operate a variety of athletic and cleaning equipment;
Maintain and repair athletic clothing and equipment;
Understand and follow oral and written directions;
Maintain records and prepare reports;
Oversee the activities of students utilizing the locker room.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate and repair athletic equipment.
Walking or standing for extended periods of time.
Lifting, carrying and pushing moderately heavy objects weighing up to 49 pounds.
Climbing ladders to put up nets, fix scoreboards and clean lights.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

WORK ENVIRONMENT:

Physical education and athletic facilities environment.

HAZARDS:

Exposure to cleaning chemicals.
Working at heights.

Personnel Commission
Anaheim Union High School District

Spec. Established 2/21/01
Revised 1/17/12

CHIEF TECHNOLOGY OFFICER
CLASS TITLE: ~~DIRECTOR OF INFORMATION SYSTEMS~~

DEFINITION: BASIC FUNCTION

Under the direction of an ~~an~~ **the** Assistant Superintendent, **Educational Services**, plans, organizes, controls and directs the activities and operations of the **Education & Information Technology Systems** Department; evaluates, develops, modifies and implements information systems and procedures; supervises and evaluates the performance of assigned personnel.

ESSENTIAL DUTIES: REPRESENTATIVE 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.

Department Administration

Plans, organizes, controls and directs the activities and operations of the **Education and Information Technology Systems** Department; evaluates, develops, modifies and implements information systems and procedures; ~~E~~develops, implements and monitors goals, priorities, procedures, schedules and standards related to internal information systems operations; assures compliance with established goals, priorities, procedures, schedules and standards; ~~E~~analyzes existing systems and operations and recommends data processing alternatives including providing information on the use and cost of new systems and procedures; ~~E~~ plans, organizes, supervises and participates in District **telecommunications**, network and information services procedures including programming, input preparation, documentation, data communication, hardware and software management, hardware operation and distribution of data/information in a variety of formats; ~~E~~ directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; ~~E~~ operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to various sites to conduct work; ~~E~~ designs and supports wide and local area networks; ~~E~~ manages computer system activity including security, problem analysis, troubleshooting system hardware and software components, crisis recovery, hardware and software update and tuning of computer system for efficient operation and support for District students and staff. ~~E~~ trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; ~~E~~ develops and prepares the annual preliminary budget for **Education and Information Technology Systems**; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; prepares cost estimates on data processing activities and project control as directed.

Communications

Provides technical expertise, information and assistance to the administrator regarding assigned functions; assists in the formulation and development of policies, procedures and programs; advises the administrator of unusual trends or problems and recommends appropriate corrective action; ~~E~~ provides assistance to staff regarding the technical aspects of data processing including system and program operations, equipment, costs, operations problems and other related areas. ~~E~~ communicates with other administrators, vendors, consultants, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. ~~E~~ maintains current knowledge and evaluates emerging technology and related trends in the industry; makes recommendations regarding various hardware, software and supplies; serves as liaison with vendor representatives and assures maximum efficiency from service providers, equipment and software; ~~E~~ attends and conduct a variety of meetings as assigned; and performs related duties as assigned.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

Any combination equivalent to: **of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:**

Education and Training:

Bachelor's degree in information systems, computer science, data processing, business administration or related field. and

Experience:

Seven years increasingly responsible data processing and information systems analysis work including two years as a skilled programmer or systems analyst and two years of experience in a supervisory capacity.

Licenses & Other Requirements:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification. Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification.
Personal transportation for job-related travel throughout the District.

EMPLOYMENT STANDARDS:KNOWLEDGE AND ABILITIES:

Knowledge Of:

Planning, organization and direction of the **Education and Information Technology Systems** Department;
Principles and techniques of systems development and administration, program planning and computer programming and processing;
Principles and elements of computer systems and procedures analysis and design;
Organization, procedures and operating details of the department;
Application of information management techniques in a school environment for office automation, network, accounting, statistical and record keeping operations;
Budget preparation and control;
Oral and written communication skills;
Principles and practices of administration, supervision and training;
Applicable laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software.

Ability To:

Plan, organize and administer the activities and operations of the **Education and Information Systems** Department;
Analyze informational requirements and needs, identify problems, examine alternatives, develop conclusions and recommendations, and design and implement procedures;
Train and evaluate the performance of assigned staff;
Analyze, interpret and report research findings;
Apply principles of data processing to various problems;
Communicate effectively both orally and in writing;
Interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and time lines;
Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports and files related to assigned activities.

PHYSICAL DEMANDS:

Employees in this classification use fingers repetitively, use twisting or pressure repetitively involving wrists or hands, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, drive a vehicle, use a computer and a telephone, have depth perception, have color vision and be able to distinguish shades, see small details, sit, lift and carry up to 25lbs. without assistance, walk, maintain balance, stand, push, pull, bend repeatedly, reach over head, climb stairs, and stoop/bend.

Salary Range: ADMN/37–Exempt

~~E~~ **Essential Job Functions**

~~Approved 2/21/01~~

~~BOT Approved: 12/13/01~~

WORK ENVIRONMENT:

Employees in this classification work alone, inside and outside, over 40 hours/week, in direct contact with the public, students, and other District staff, with high work volume and tight deadlines, continually changing priorities and constant interruptions, in temperature changes, with moving vehicles, in negative interpersonal situations, exposure to minor contagious diseases (colds, flu, etc.), inadequate lighting, poor ventilation, loud noises and odors.

~~PHYSICAL DEMANDS:~~

~~Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to view a computer monitor.~~

~~**WORKING CONDITIONS:**~~ ENVIRONMENT:

~~Office environment.
Driving a vehicle to conduct work.~~

Salary Range: ADMN/37-Exempt

~~E-Essential Job Functions~~

~~Approved 2/21/01~~

~~BOT Approved: 12/13/01~~