

LOS ANGELES COMMUNITY COLLEGE DISTRICT Personnel Commission CLASSIFIED STAFFING REQUEST	Location Pierce	Control Number
	Initiator/Phone Number Mark E. Henderson/(818)610-6551 ext. _____	Date 5/19/16 <i>M.E. Henderson</i>
	Supervisor/Phone Number Rolf Schleicher/(818)710-4142 ext. _____	Date 5/19/16 <i>Rolf Schleicher</i>
	President/Division Head Kathleen Burke <i>K. Burke</i>	Date 5/19/16 <i>5/19/2016</i>
Instructions: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor; and acknowledges submission of this request. In the event of disagreement regarding the duty statement or need for a study, a signed statement outlining the disagreement should be attached and the request forwarded to the Personnel Commission. Contract timelines may apply.		

ACTION REQUESTED: (Check One)	
<input checked="" type="checkbox"/>	Establish a New Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart incl. the new position)
<input type="checkbox"/>	Reclassification of a Filled Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart)
<input type="checkbox"/>	Reclassification of a Vacant Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart)
<input type="checkbox"/>	Change a Position as follows: (Complete Sections 1 & 2)
	From: _____ To: _____
Change in Basis (PSA)	_____
Change in Shift	_____
Change in FTE	A _____ A
Change in Office Location	_____

SECTION 1					
Job Title (of new or existing position, whichever is applicable) Instructional Media Technician			Job Class Code 4571	Office (Org. Unit) Information Technology	
Position No. P80005294	Assignment Basis (PSA) CTA3	EE Sub Group Code S2	Work Shift A	FTE 1	Daily Hours 8
Work Days 5	GL (Commitment Item) 213100	Cost Center/WBS P6370A	Fund 10100		
Incumbent's Name: (Complete only if position is filled with a regular incumbent)				Employee Personnel Number:	

SECTION 2
<p>Briefly state the reason for your request. If the request is to reclassify a position, your statement should include information such as why the duties of the position have changed, when the change occurred, technological, procedural, organizational, and staffing changes which may have impacted the position, and the requested position title.</p> <p>This request is to fill a vacant Media Center position. This will better serve Pierce College students, faculty, and staff. At Pierce College this position is responsible for the operation of all audio/visual and smart classroom support in instructional departments and programs during A shift hours of operation. This position will also mitigate delay in completion of work tasks and assignments. This position will also ensure that all aspects of the Media Center department operations will not negatively affect campus operations. This position reports to the IT Manager position.</p>

PERSONNEL COMMISSION OFFICE USE ONLY	
Position Allocated to the Class of: _____ _____ Personnel Director	Notes: _____ Date

SECTION 3

Statement of Duties: List duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amounts of time. Be sure to indicate machines or equipment operated, if applicable. List licenses required, if applicable. Attach additional pages as needed. **DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.**

Duties	% of Time (needs to add up to 100%)
Issues and receives instructional media equipment, materials, and supplies.	15
Performs routine and preventative maintenance and minor repairs on a variety of campus owned instructional media and smart classroom equipment.	25
May assist in the installation of multimedia and related equipment.	15
Performs related duties as assigned.	15
Trains faculty, staff, and students in the use and operation of instructional media equipment and software used to create instructional media.	5
Sets up and operates audio visual equipment for events held on campus.	5
Distributes instructional media equipment and materials including uploading files to the internet.	5
Operates and adjusts a variety of instructional media equipment used in the preparation and presentation of instructional materials such as multi-media systems, slide projectors, high speed audio duplication systems, TVs, digital audio and video recorders, audio and video editing equipment, digital cameras, LCD projectors, overhead projectors, public address systems, video tape, and optical media systems.	10
Duplicates instructional media materials such as audio and video recordings, optical media, and printed materials within copyright guidelines.	5

Supervisors			
Immediate Supervisor	Name Mark E. Henderson	Title Manager, College Information Systems	Phone Number (818)610-6551 ext. _____
General Supervisor	Name Rolf Schleicher	Title Vice President; Administrative Services	Phone Number (818)710-4142 ext. _____
Supervision Exercised:	Class Title(s)		No. Supervised
	N/A		

Note: Forward completed form to the Personnel Commission Office at the District Office. If you have any questions pertaining to the completion of the form, please call the Personnel Commission Office at (213) 891-2333.