

<b>LOS ANGELES COMMUNITY COLLEGE DISTRICT</b> Personnel Commission  <b>CLASSIFIED STAFFING          REQUEST</b>	Location Pierce	Control Number
	Initiator/Phone Number Mark E. Henderson/(818)610-6551 ext. <i>70</i>	Date 12/9/15
	Supervisor/Phone Number Rolf Schleicher/(818)710-4142 ext. <i>12/18/15</i>	Date 12/9/15
	President/Division Head Kathleen Burke <i>Kathleen Burke</i>	Date 12/9/15 <i>12/18/15</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)**

Establish a New Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart incl. the new position)  
 Reclassification of a Filled Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart)  
 Reclassification of a Vacant Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart)  
 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) Asst Computer Network Support Specialist			Job Class Code 1146	Office (Org. Unit) Information Technology	
Position No. 80005272	Assignment Basis (PSA) CPA3	EE Sub Group Code S2	Work Shift A	FTE 1	Daily Hours 8
Work Days 5	GL (Commitment Item) 213100	Cost Center/WBS P2630A	Fund 10100		
Incumbent's Name: (Complete only if position is filled with a regular incumbent)				Employee Personnel Number:	

**SECTION 2**

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.

To provide a greater level of support and to better serve Pierce College students, faculty, and staff. At Pierce College this position is responsible for the operation of all instructional and administrative computing that occurs 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 IT department operations will not negatively affect campus operations, which may include, but is not limited to participating in network troubleshooting and resolution development on a tactical level. This position reports to the A shift supervisor position.

**PERSONNEL COMMISSION OFFICE USE ONLY**

Position Allocated to the Class of: _____	Notes:
Personnel Director _____	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%)
Performs software installations and updates and/or upgrades of programs.	15
Installs, replaces, and relocates computer equipment and related peripheral devices, and makes appropriate connections and disconnections of cabling.	25
Diagnoses routine computer equipment malfunctions and system processing failures, troubleshoots, and provides users with problem resolution.	15
Communicates with users on the telephone and/or onsite regarding routine computer equipment and systems malfunctions and software problems and provides diagnosis and resolution of problem(s).	15
Performs related duties as assigned.	5
Maintains records of equipment malfunctions and software and hardware installations pertaining to assigned area.	5
May assist in the design, development, update, and maintenance of web sites.	5
Assists in the maintenance of voice and data network equipment.	10
Assists with inventory control of computer and network equipment at a college or the District Office.	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. _____
<b>Supervision Exercised:</b>	Class Title(s)		No. Supervised

**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.

IT Functional Structure

