

VAZAFK

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 10/31/16 <i>ME Henderson</i>
	Supervisor/Phone Number Rolf Schleicher/(818)710-4142 ext.	Date 10/31/16 <i>Rolf Schleicher 4/3/16</i>
	President/Division Head Kathleen Burke <i>K. Burke</i>	Date 10/31/16 <i>11/7/2016</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)

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)

Change in Basis (PSA)	From:	To:
Change in Shift		
Change in FTE		
Change in Office Location		

SECTION 1

Job Title (of new or existing position, whichever is applicable) Data Communication Specialist			Job Class Code 1074	Office (Org. Unit) Information Technology	
Position No.	Assignment Basis (PSA) CPA3	EE Sub Group Code S2	Work Shift B	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.

This is to permanently fulfill the growing data communication specialist needs regarding support of networking tasks due to construction, administration, management, and maintenance of existing network infrastructure. Provide proactive service and support of voice over IP telephony system, and to execute multiple routine network tasks in support of smart classroom systems that support the academic mission.

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%)
Responsible for the design, implementation, and administration of the complex campus LAN networks such as VLANs and WLANs.	15
Will act as the technical advisor to campus information technology staff on complex issues involving network design, configuration, security, and performance.	15
Will evaluate, design, install, customize, optimize, and monitor LAN-MAN data and telecommunications hardware and software such as Dynamic Host Configuration Protocol (DHCP) or Proxy Servers, as needed.	15
Analyzes specifications and design criteria for voice, data, and video communications and makes final recommendations for new or revised telecommunications networks.	15
Analyzes, recommends and maintains accurate records of network hardware, software and system network configurations.	20
Interfaces with users and LAN support staff to analyze and resolve complex campus network problems.	5
Oversees telecommunications maintenance and repair done by staff and vendors.	10
Other duties to be assigned.	5

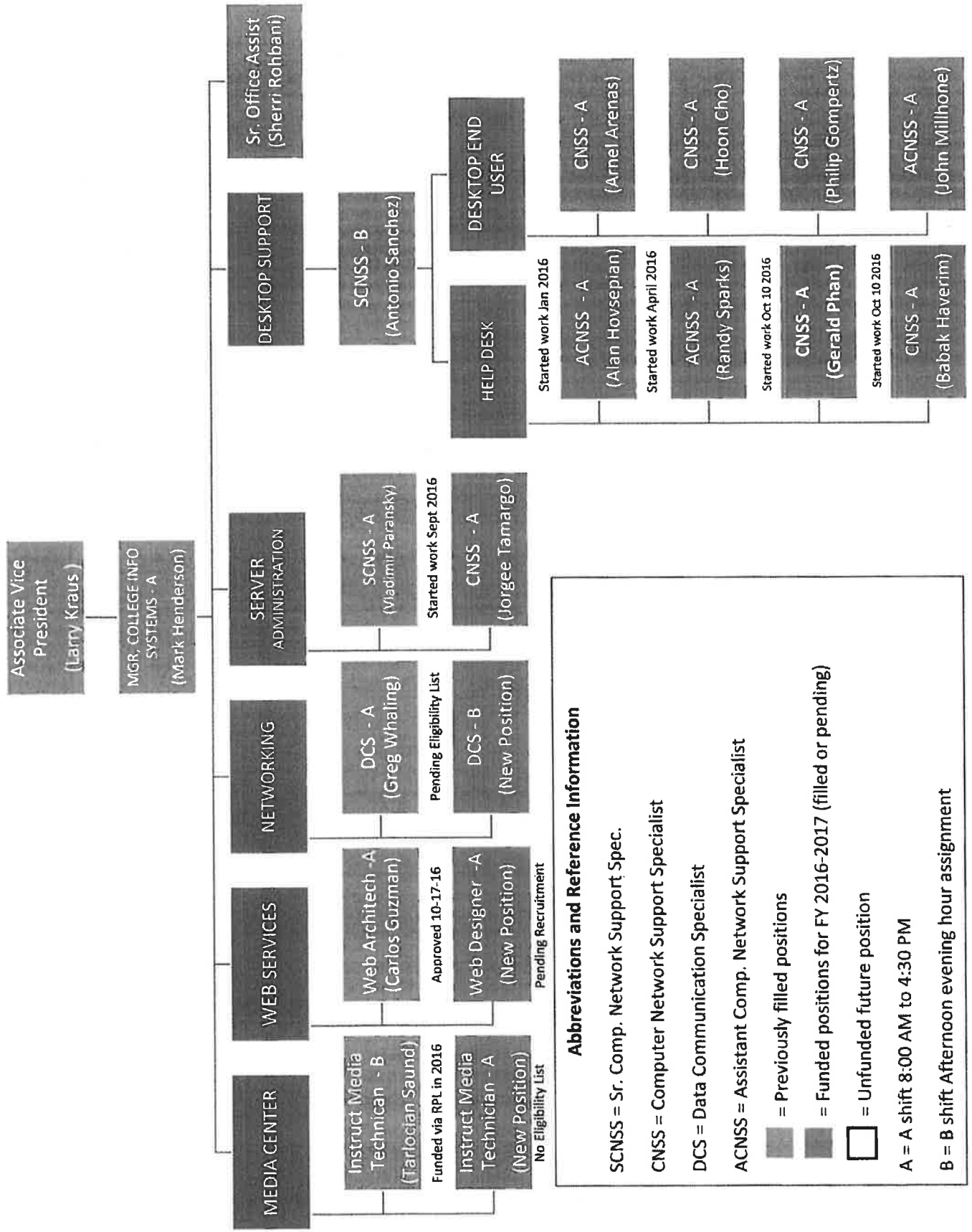
Supervisors

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

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.

ITSG Organizational Chart
October 31, 2016



Abbreviations and Reference Information

- SCNSS = Sr. Comp. Network Support Spec.
- CNSS = Computer Network Support Specialist
- DCS = Data Communication Specialist
- ACNSS = Assistant Comp. Network Support Specialist
- = Previously filled positions
- = Funded positions for FY 2016-2017 (filled or pending)
- = Unfunded future position
- A = A shift 8:00 AM to 4:30 PM
- B = B shift Afternoon evening hour assignment