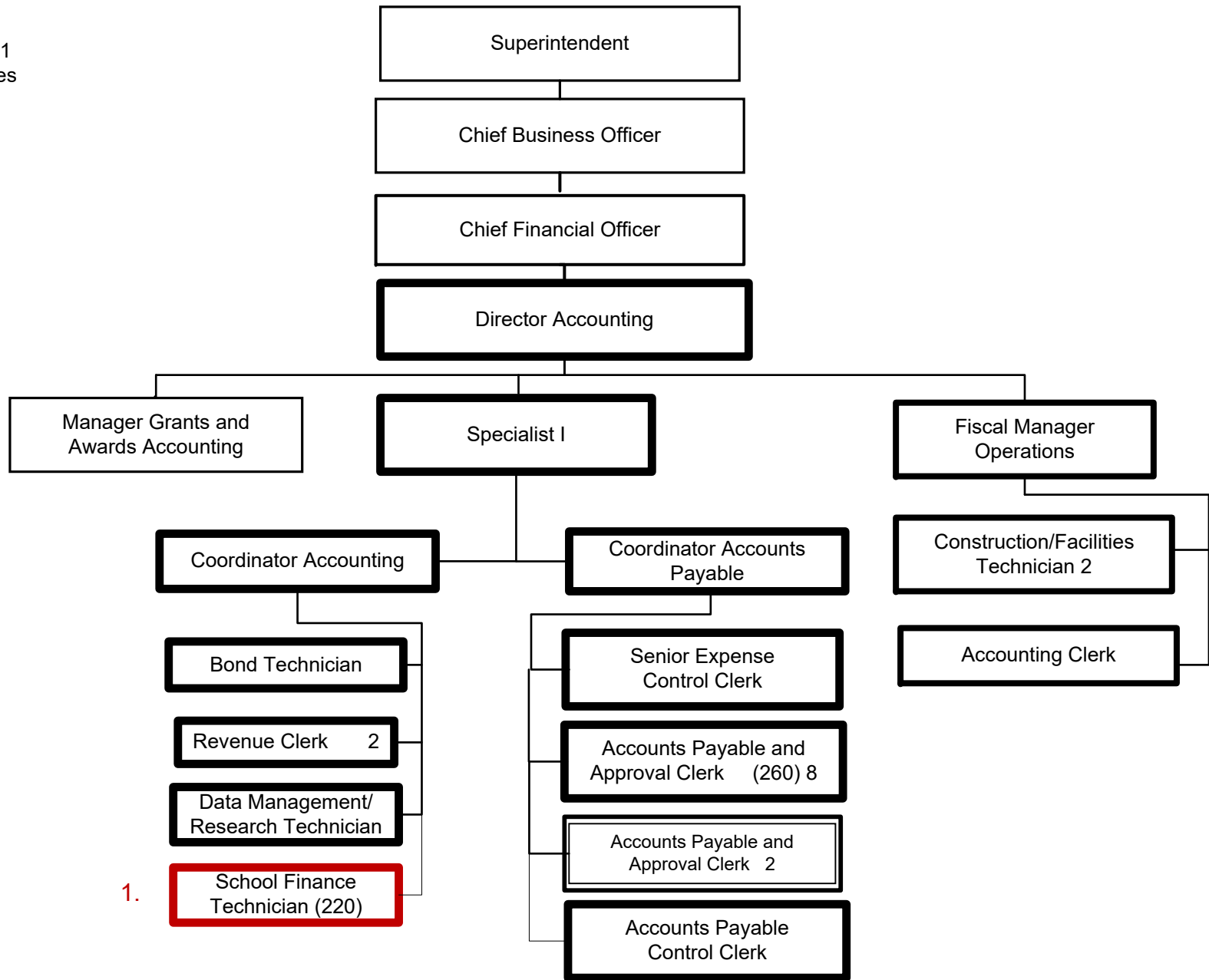


Summary:

General Fund Positions: 23
 Categorical Fund Positions: 2

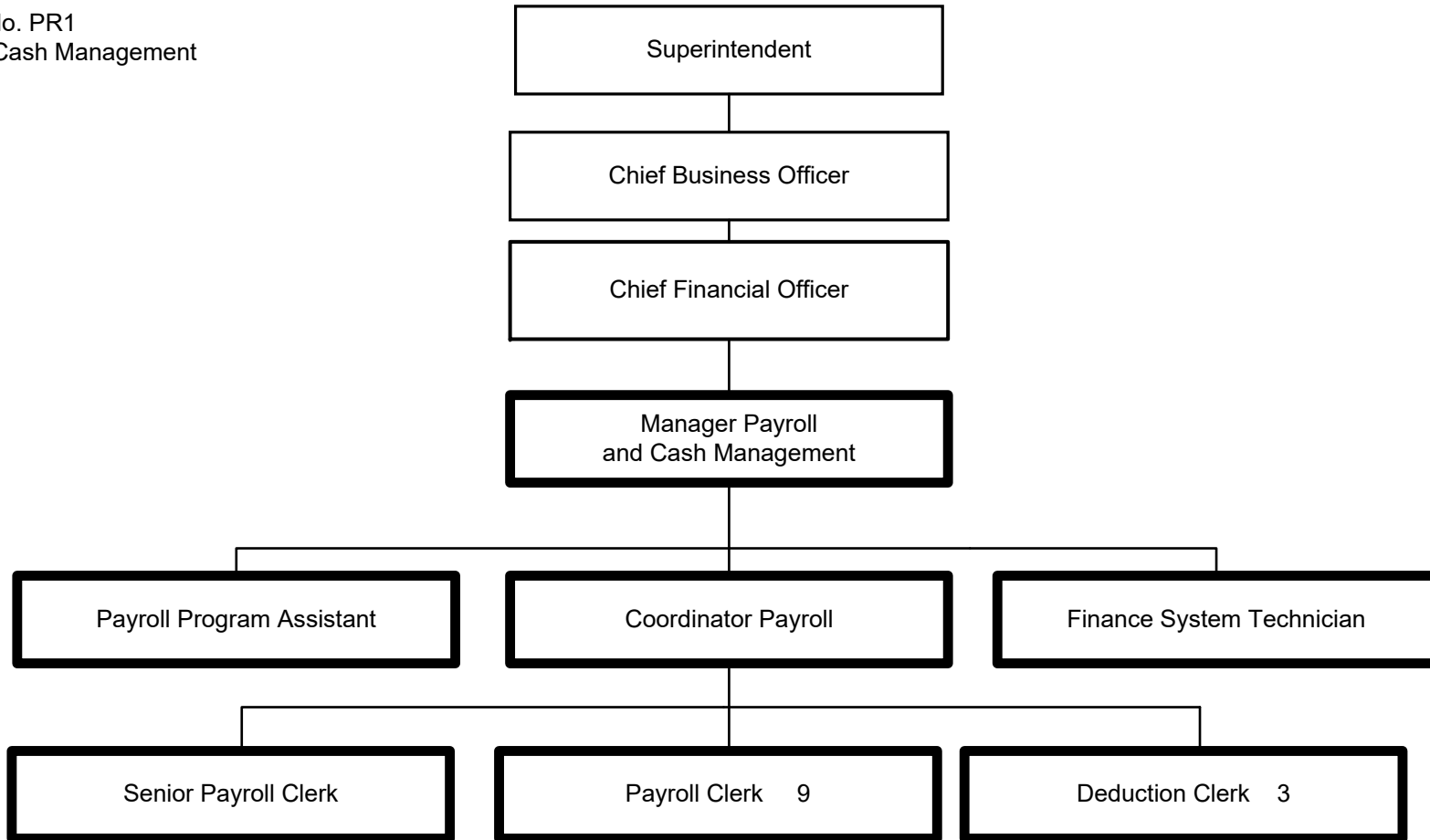


1.

Summary:

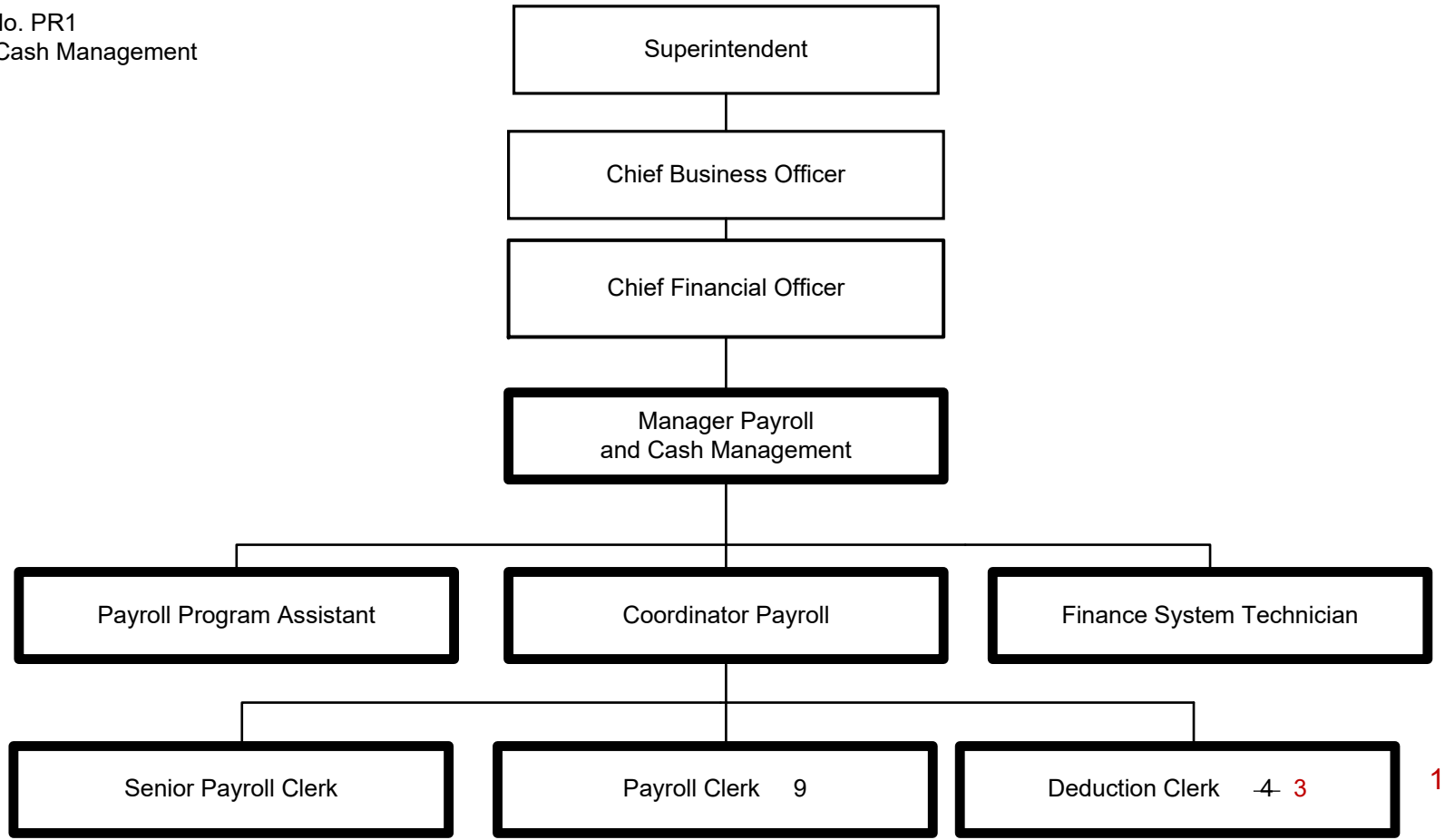
1. Add one (1) School Finance Technician (220)

General Fund Positions: -22 23
 Categorical Fund Positions: 2



Summary:

General Fund Positions: 17
Categorical Fund Positions: 0



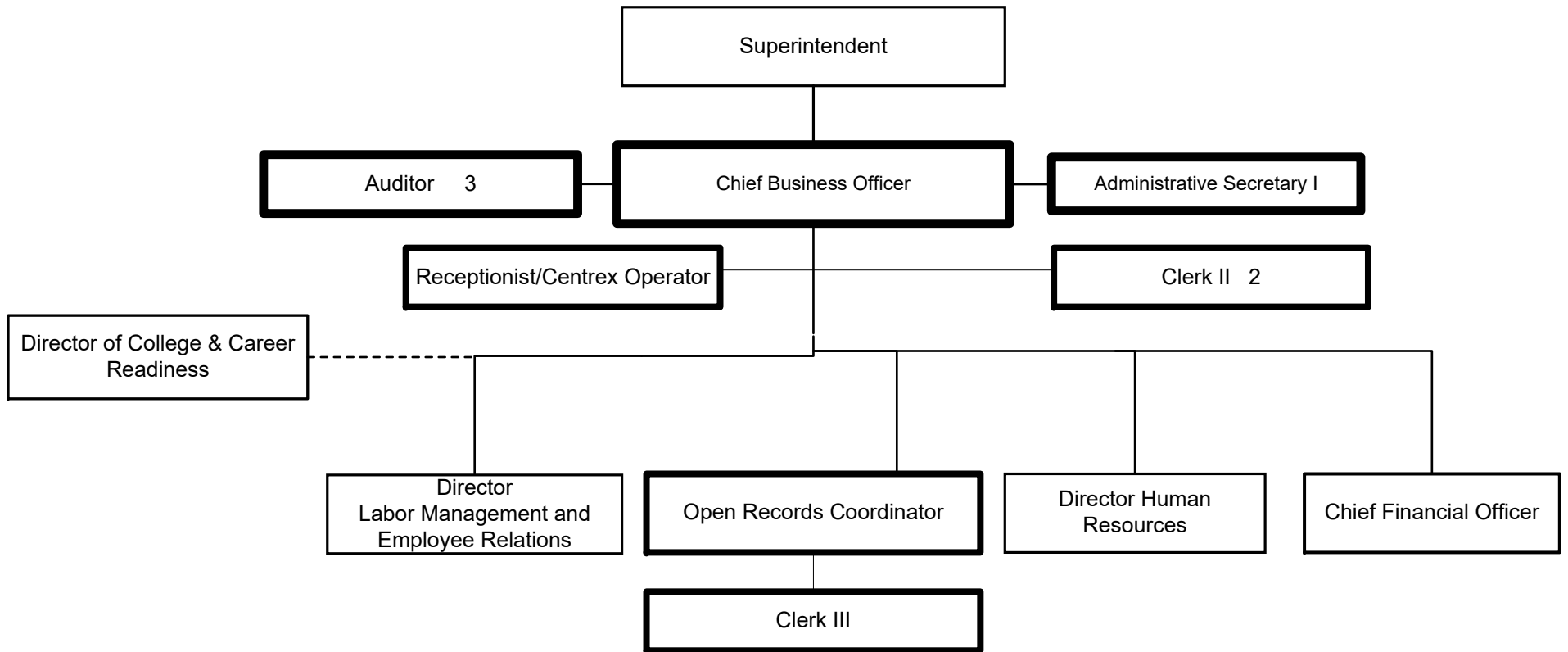
1. Delete one (1) Deduction Clerk

Summary:

General Fund Positions: 18- 17
Categorical Fund Positions: 0

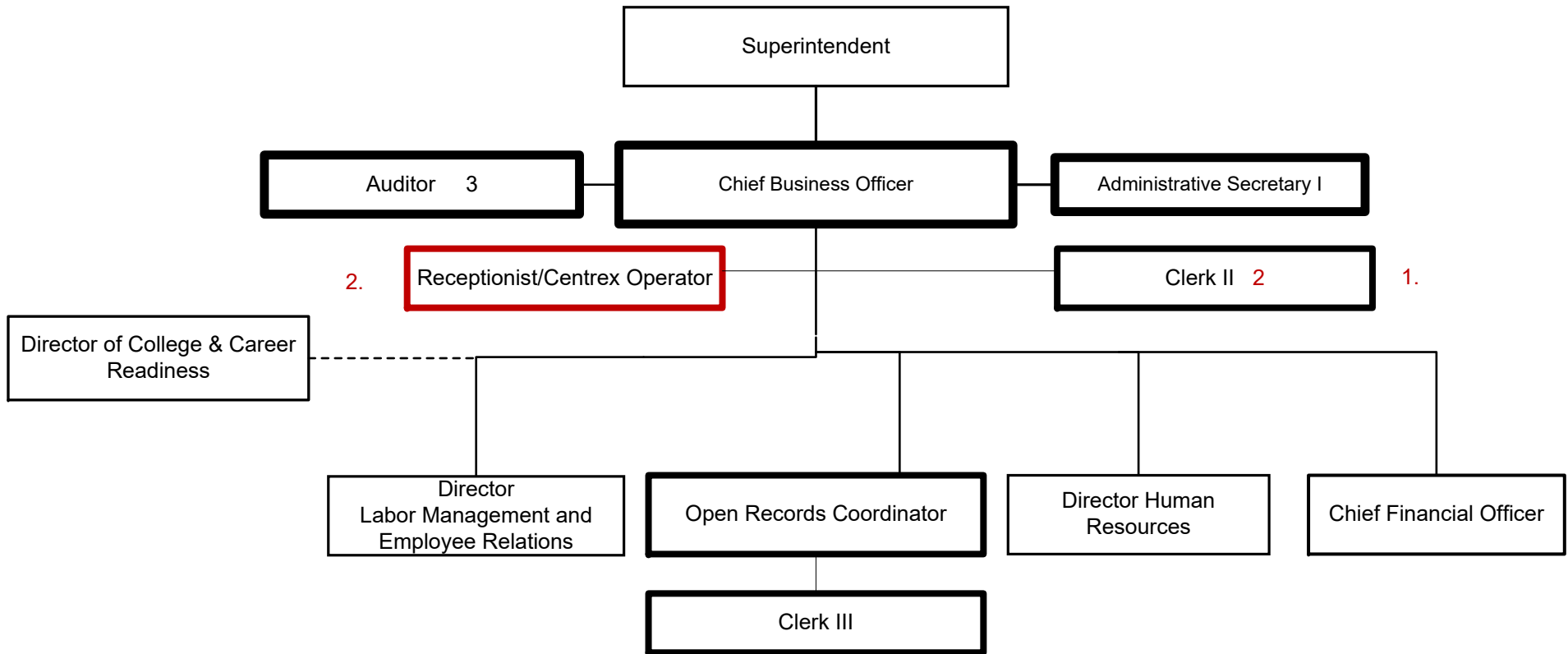
BS-8

02/21/17
04/26/16



Summary:

General Fund Positions: 10
Categorical Fund Positions: 0



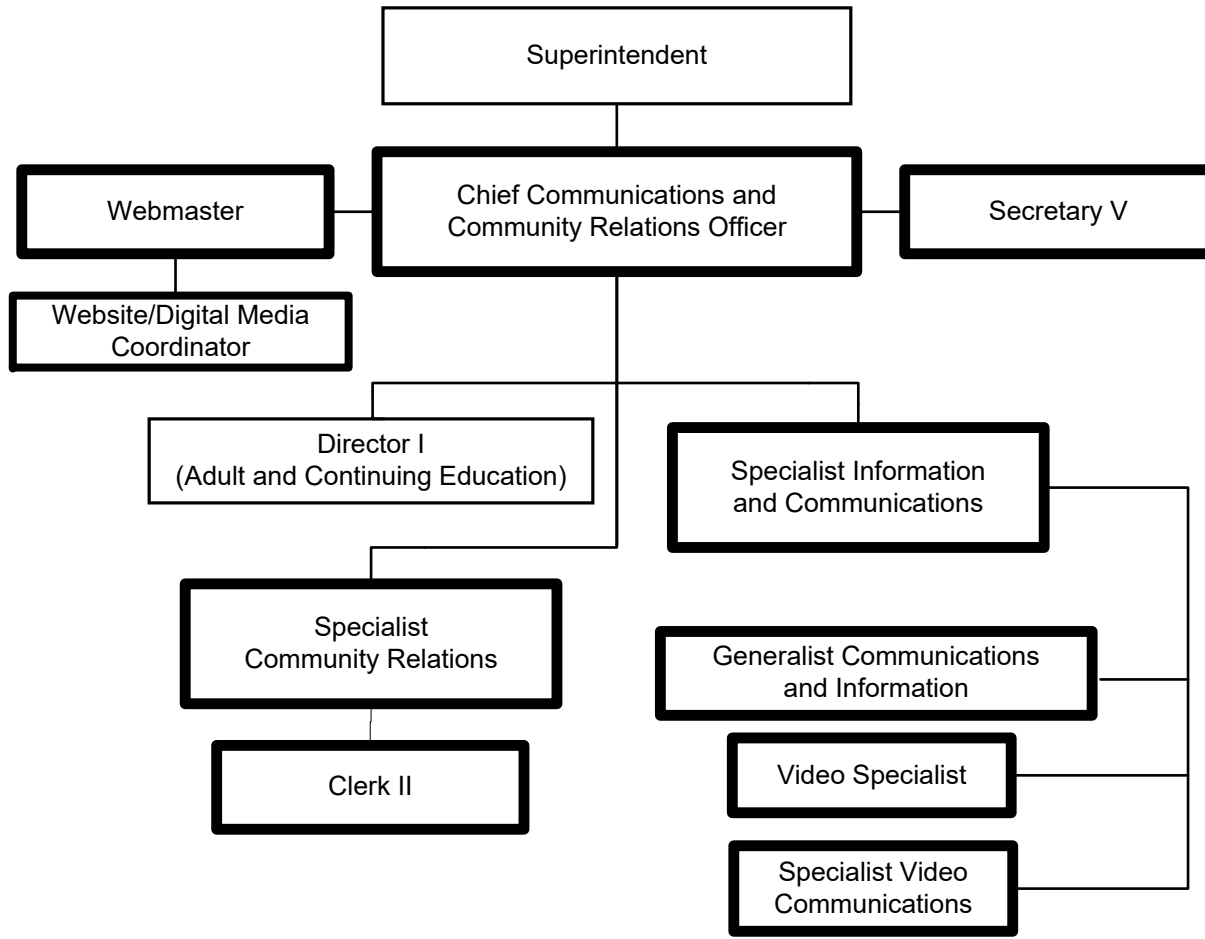
- 1. Move one (1) Clerk II from PM1 to BS1
- 2. Move Receptionist/Centrex Operator from CC1 to BS1

Summary:

General Fund Positions: -8 10
 Categorical Fund Positions: 0

BS-1

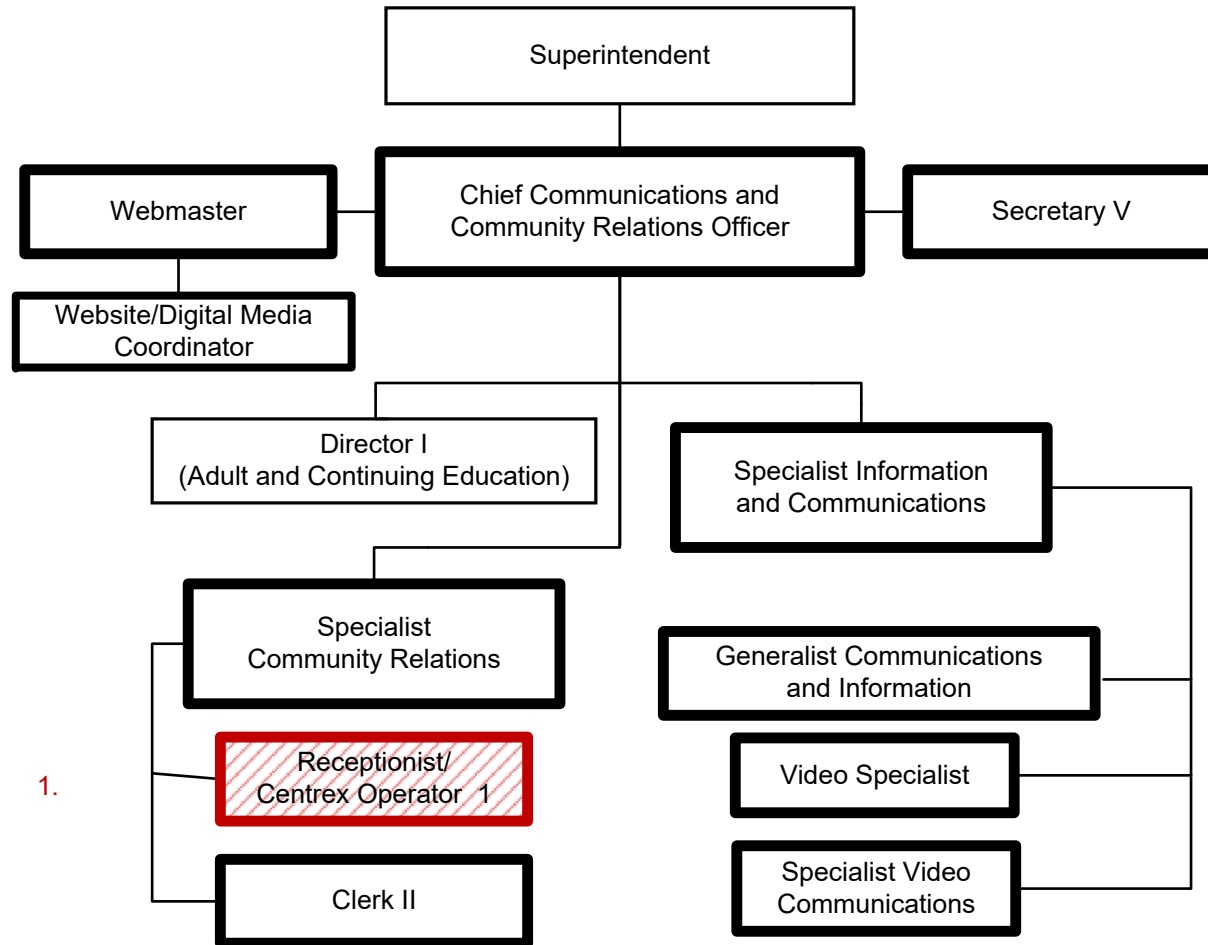
02/21/17
 9/27/16



Summary:

General Fund Positions: 10

Categorical Fund Positions: 0



1.

1. Move one (1) Receptionist from CC1 to BS1

Summary:

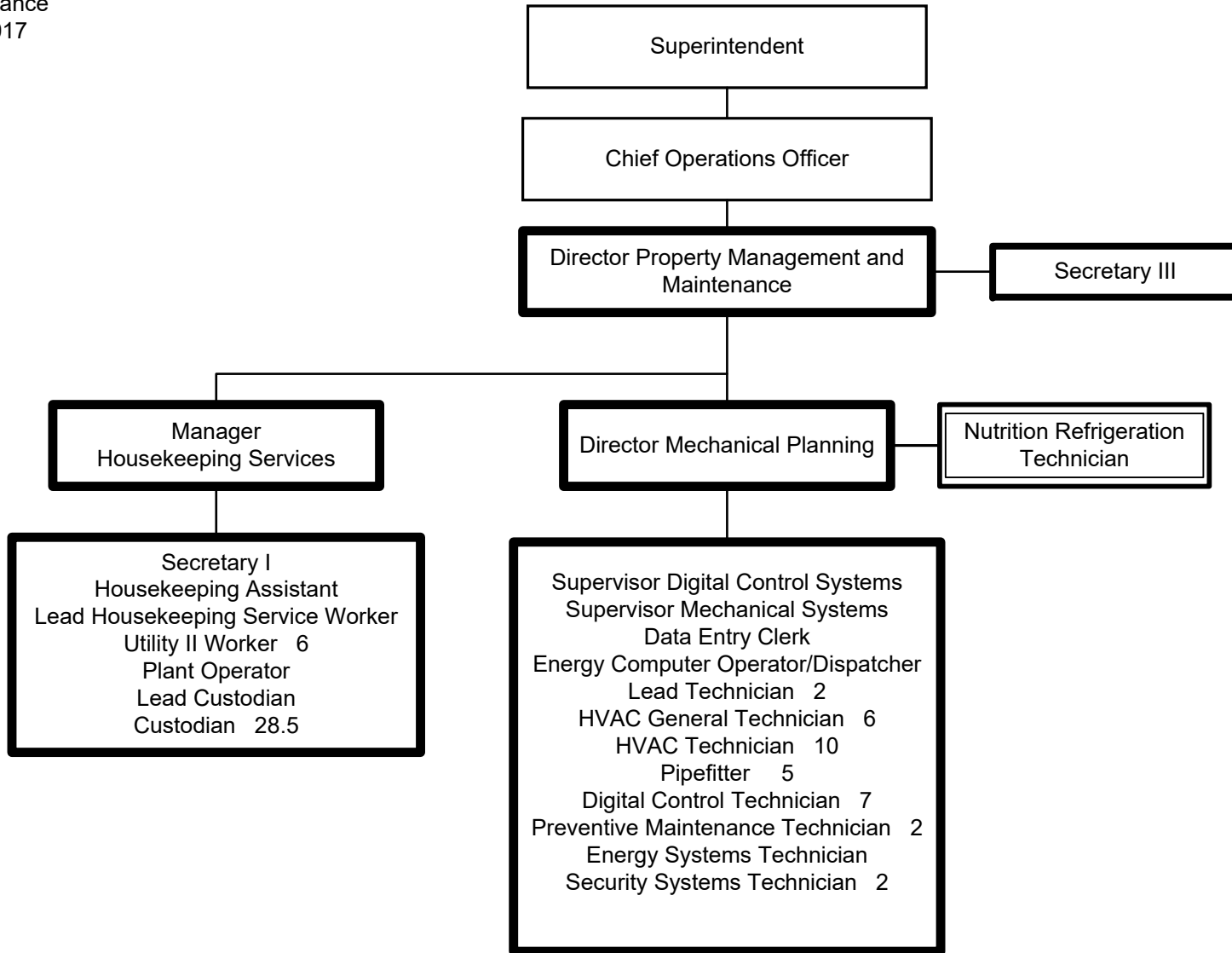
General Fund Positions: 44 10

Categorical Fund Positions: 0

CC-1

02/21/17

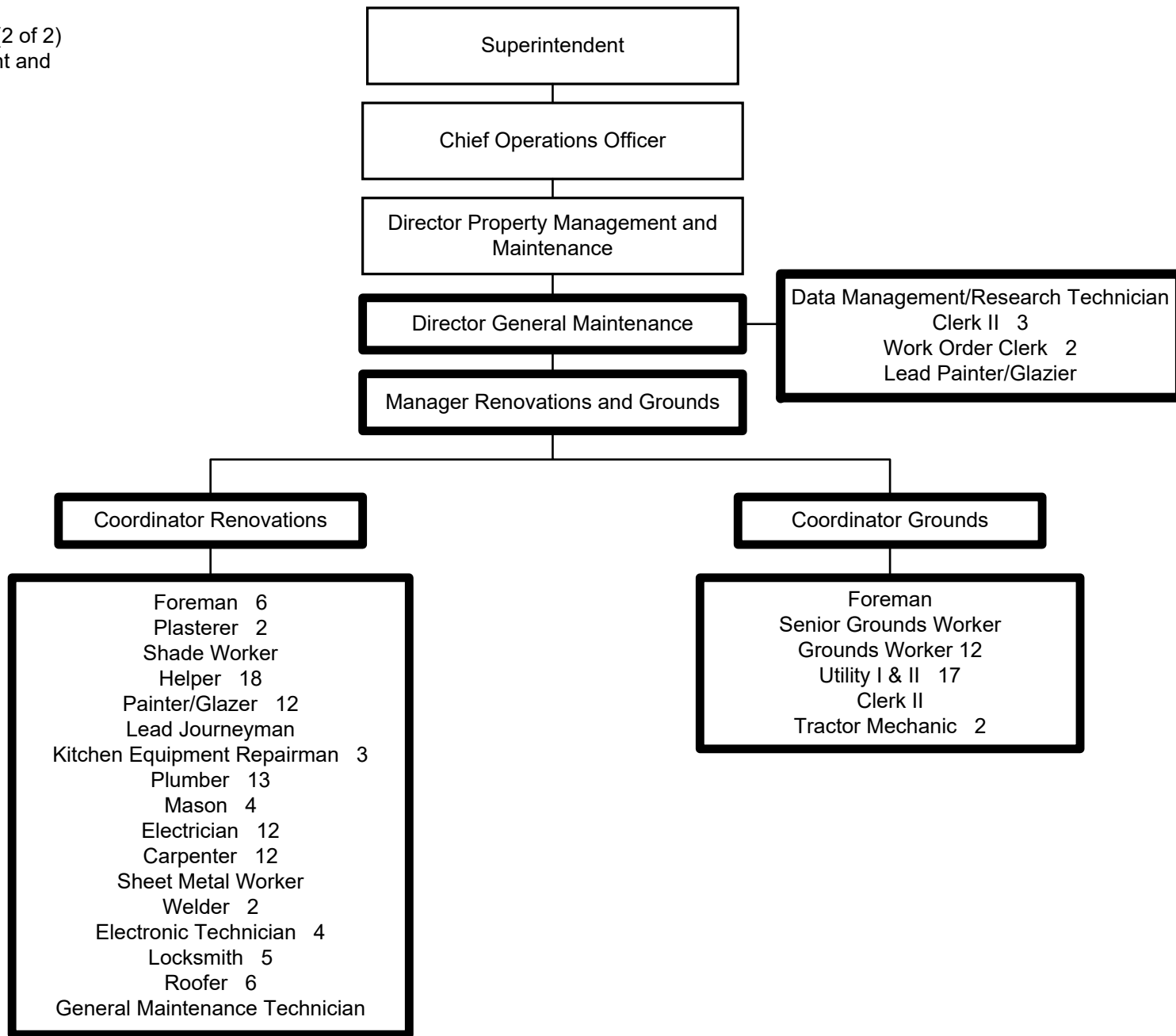
11/15/16



Summary:

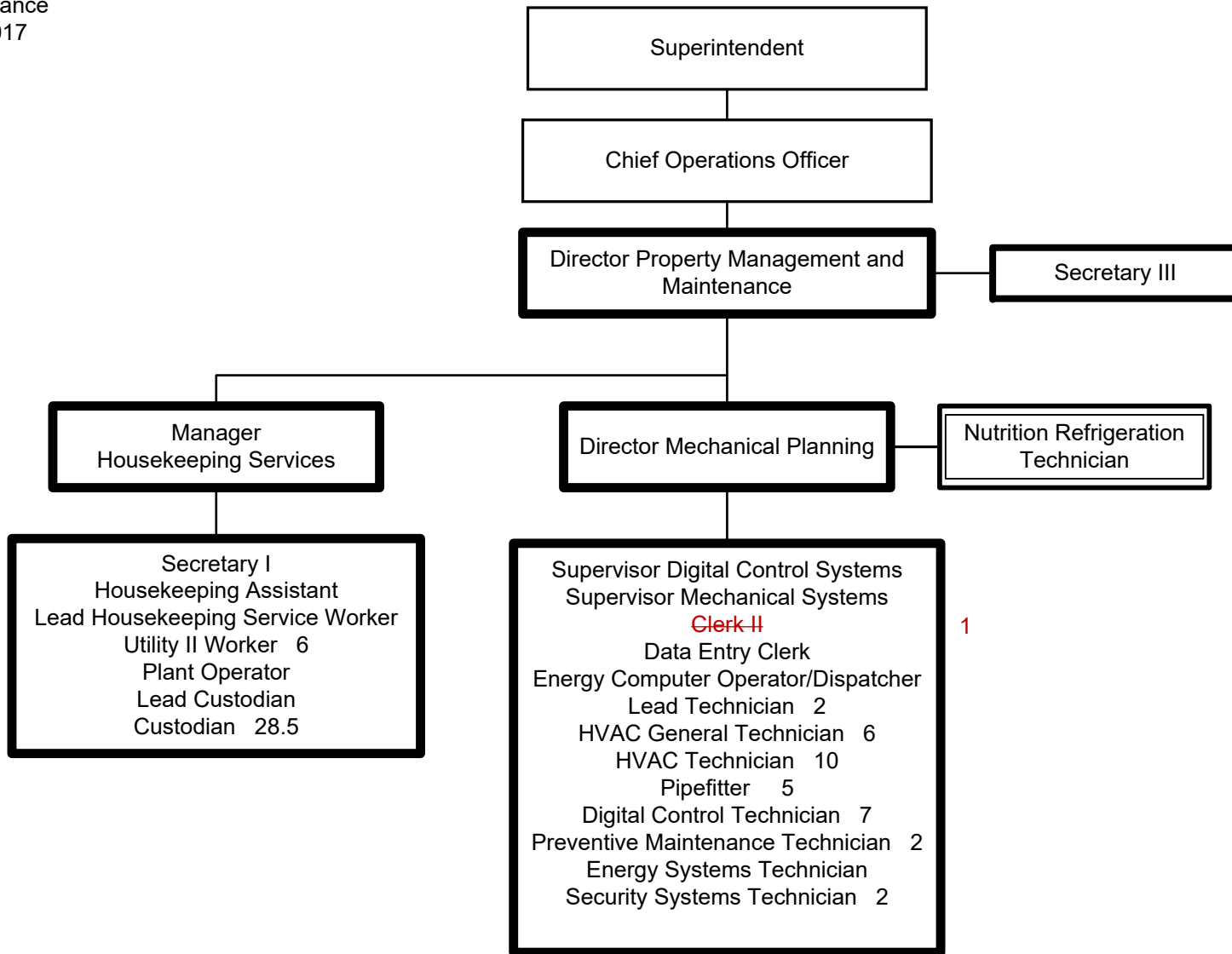
General Fund Positions: 82.5

Categorical Fund Positions: 1



Summary:

General Fund Positions: 148
 Categorical Fund Positions: 0

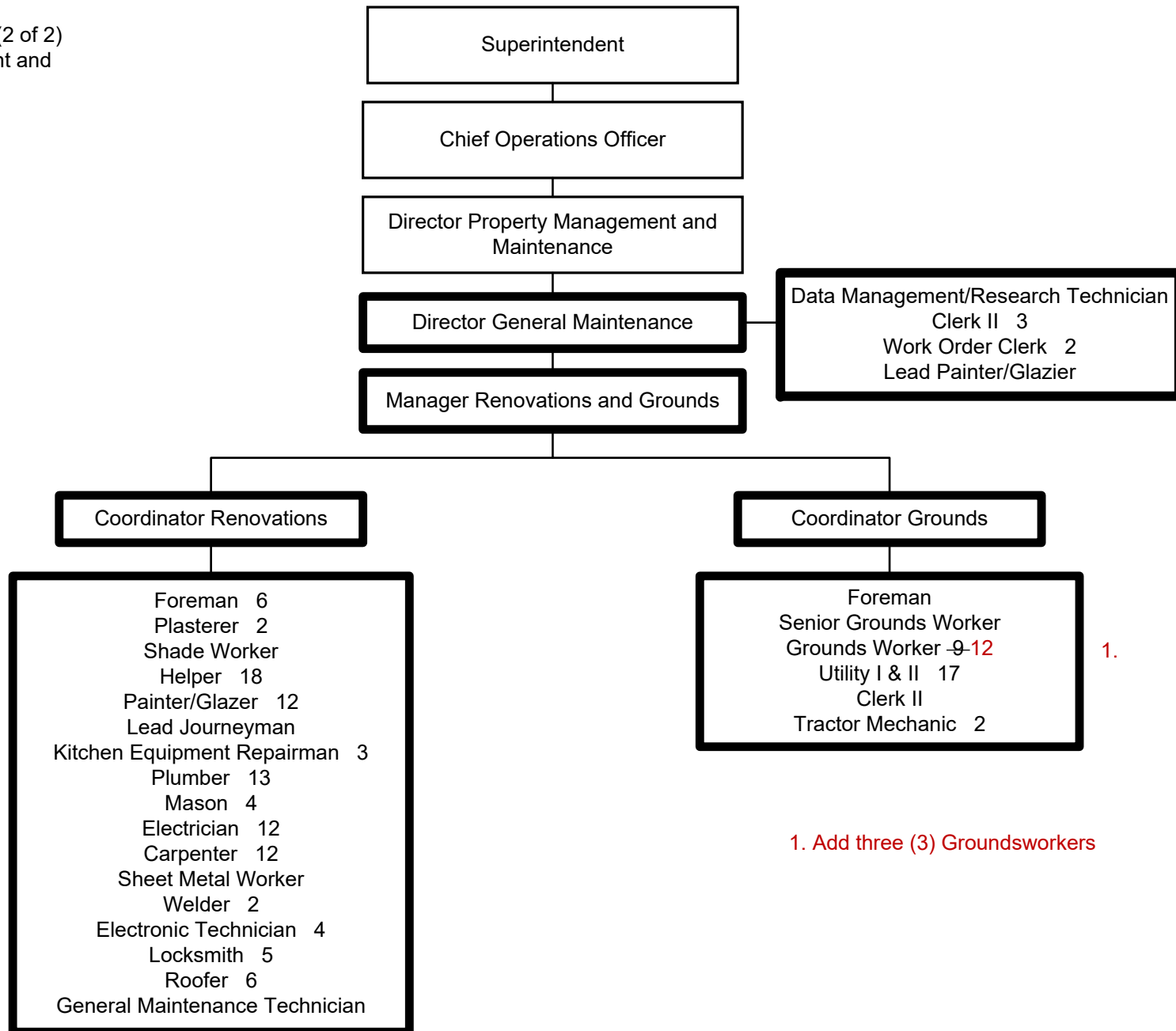


1. Move one (1) Clerk II from PM1 to BS1

Summary:

General Fund Positions: 83.5 82.5

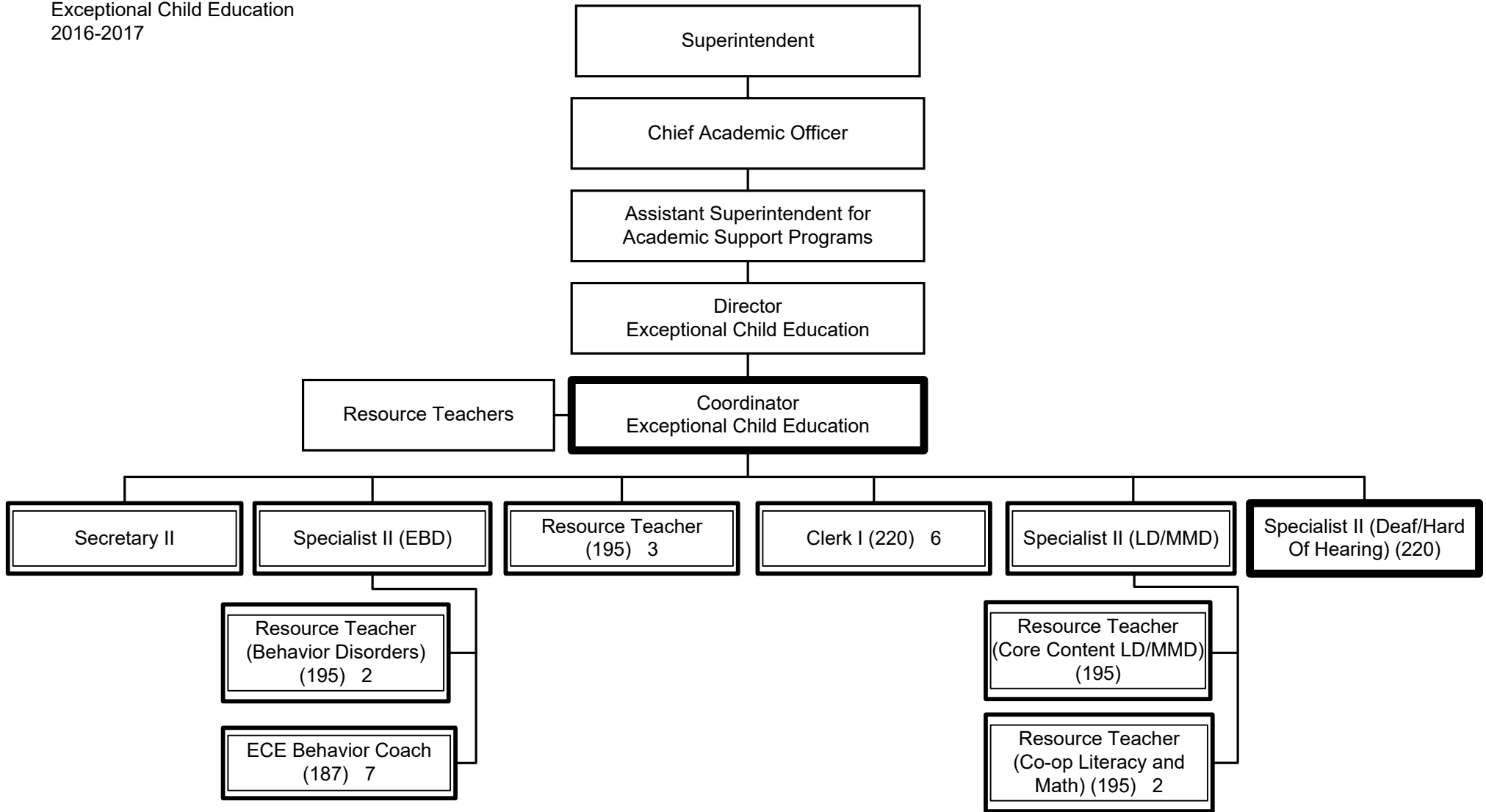
Categorical Fund Positions: 1



Summary:

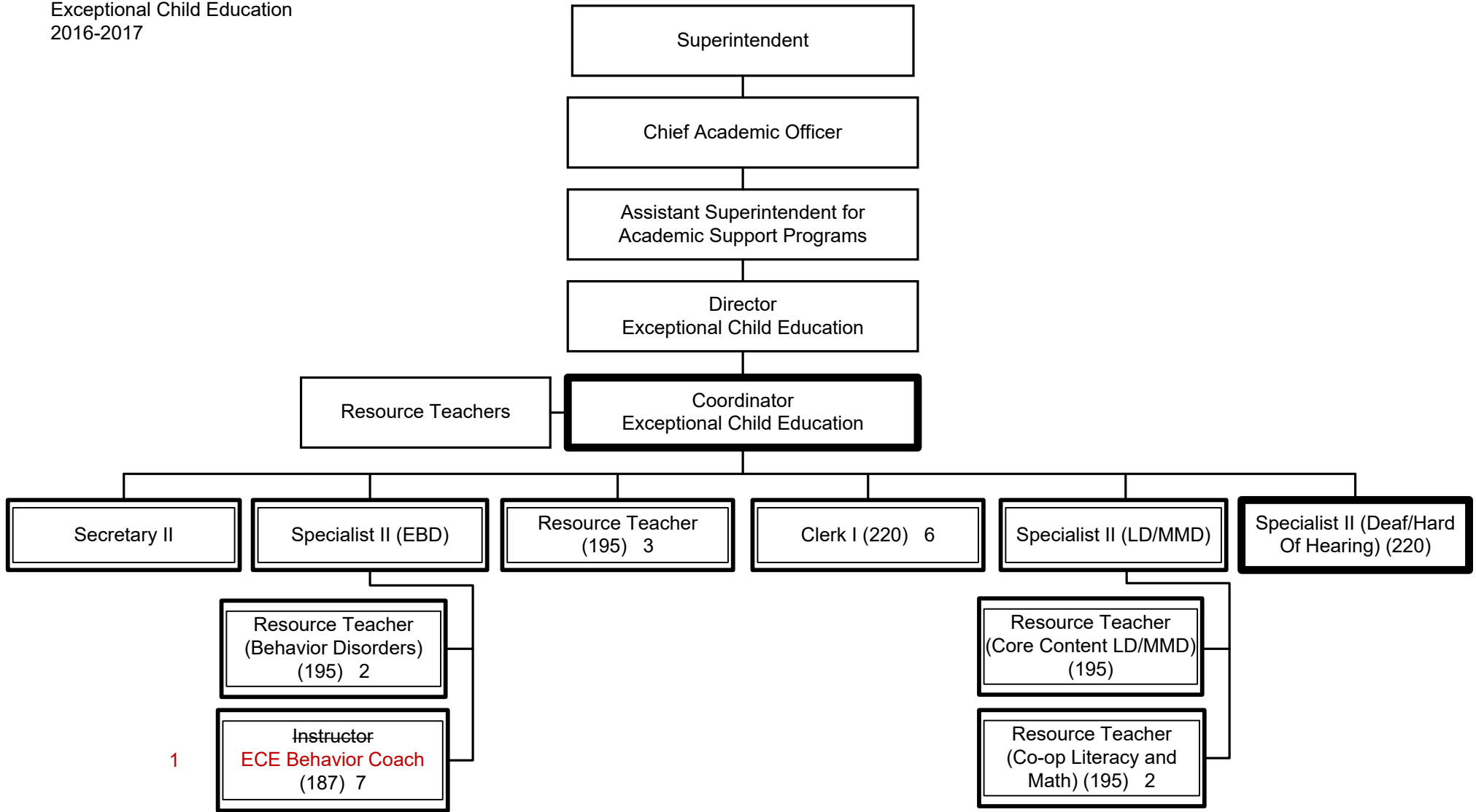
General Fund Positions: 145 **148**

Categorical Fund Positions: 0



Summary:

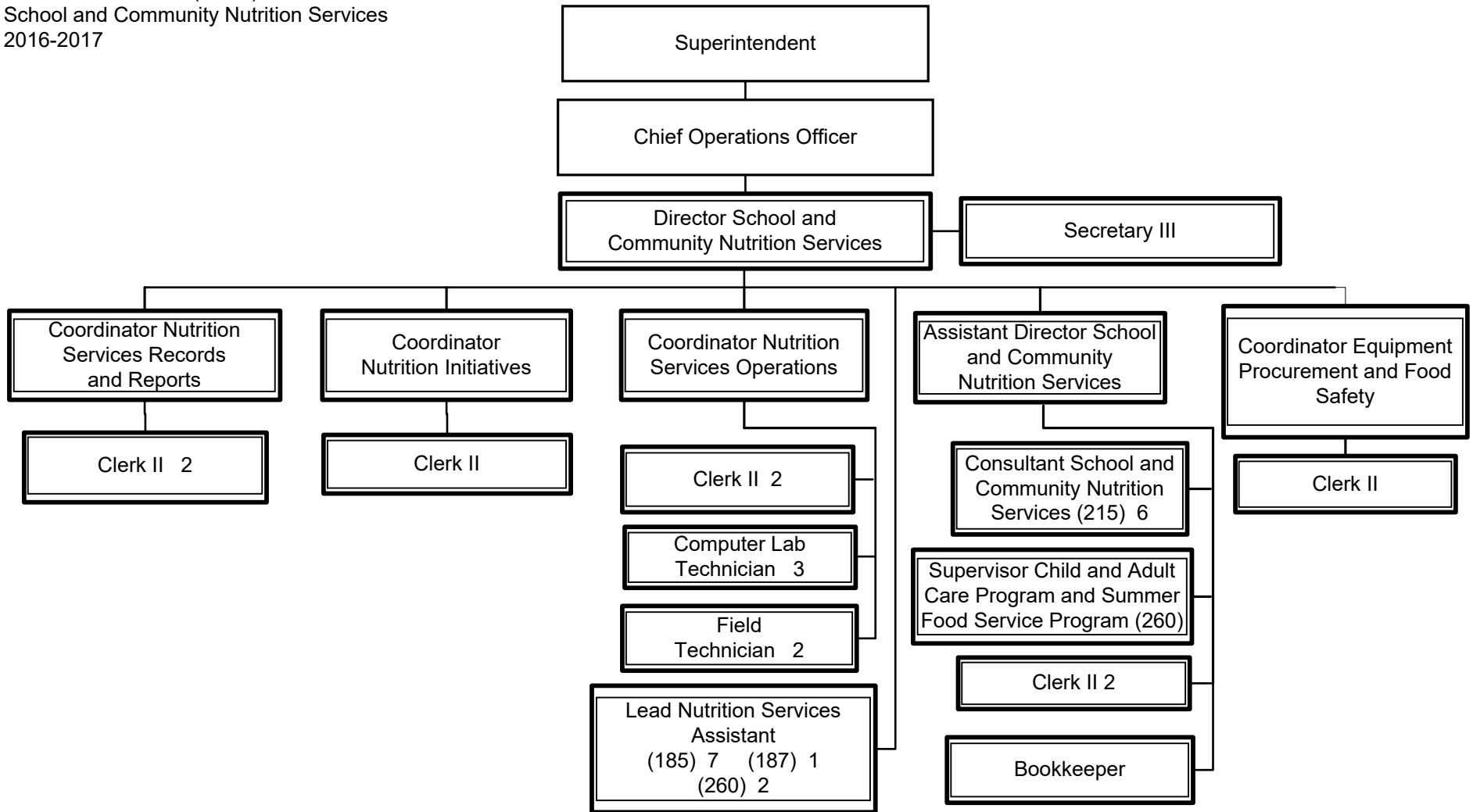
General Fund Positions: 2
 Categorical Fund Positions: 24



1. Reclassify Instructor positions as ECE Behavior Coach I, II, II (BEST)

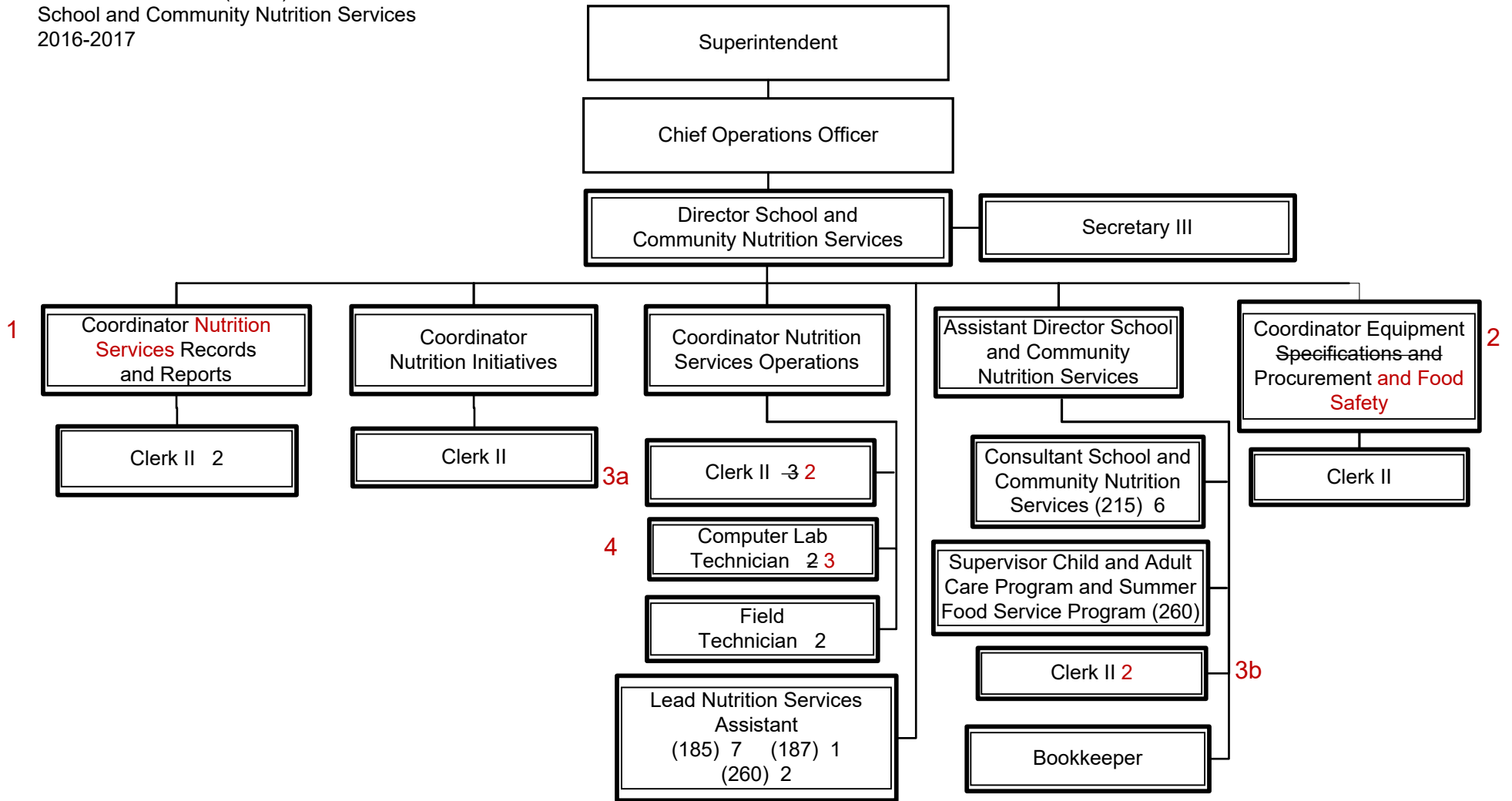
Summary:

General Fund Positions: 2
 Categorical Fund Positions: 24



Summary:

General Fund Positions: 0
 Categorical Fund Positions: 38



1. Add "Nutrition Services" to job title, and update job description
2. Change job title from Coordinator Equipment Specifications and Procurement to Coordinator Equipment Procurement and Food Safety, and update job description
3. Change reporting of one (1) Clerk II from Operations to Assistant Director
4. Add one (1) Computer Lab Technician

Summary:

General Fund Positions: 0
 Categorical Fund Positions: 37 38



07/12/04

JOB TITLE:	COMPUTER LAB TECHNICIAN
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8550
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Responsible for the upkeep of the computer lab and efficiently scheduling its use; the complete operation of all information processing equipment and the uses of advanced information processing functions. Provides support for the formal and informal training of end users on and off-site.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Successfully operates the computer hardware and software used by unit personnel.
- Maintains scheduling and in-service records and other databases required for computer projects.
- Assists staff with the production of training materials and is responsible for maintaining the equipment.
- Provides support to users of computer systems.
- Maintains bid specifications for microcomputer hardware and software.
- Maintains the hardware inventory and maintenance records of the unit/system.
- Assists with the successful completion of special projects assigned to the unit/system.
- Supports the staff in the district-wide evaluation of software.
- Develops forms and correspondence related to the efficient operation of the unit/system.
- Trains end users in specific applications.
- Performs the duties as assigned by the supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years successful experience with word processing, information processing, or microcomputers
- Two (2) years experience assisting users in the appropriate operation of computers
- Availability to work flexible hours
- Knowledge of office management skills

DESIRABLE QUALIFICATIONS

- Demonstrated ability to develop strong interpersonal relationships with computer-using adults
- Post-secondary training in information processing techniques and equipment
- Mechanical dexterity and aptitude to maintain operation of equipment