

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: July 26, 2007

SUBJECT: Job Description

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

In an effort to meet the current needs of our organization we have found it necessary to create a job description for a Technology Technician in the hopes of adding this expertise to our staff. This position will support the Technology needs of the organization and will report to the Information Technology Manager. This will require a new classification to be created in the contract. Below is the proposed classification as it will stand in the contract. The idea has been presented to the AFT. See attached job description.

2007-2008

Classification	Day	Week	Term	Health	Life	Disability	Supplemental	Participation	Mileage	Vacation	Holidays
T-1	7	35	210	X	50,000	X	X	X	X	X	11
T-2	Part	Time		Purchase Option	20,000		Purchase Option	X	X		10

Classification	Sick	Bereavement	Family	Personal	Disability	Parent/ Child	Retirement	Hourly Rate
T-1	11	X	X	3	X	X	X	\$16.00
T-2	4	X	X		X	X	X	\$14.00

RECOMMENDATION:

Motion to approve the attached job description for Technology Technician.

TO: AFT Leadership

FROM: ECTS Administration

DATE: August 14, 2007

SUBJECT: Classified Unit Classifications

As previously discussed, ECTS administration has been assessing the needs of the organization. In this assessment it is our conclusion that the needs of the school have evolved with the integration of technology into the organization. With that said, it seems that the addition of a Technology Technician is the next logical step in assuring the needs of the school are met. It is our opinion that there currently is not a classification in the classified contract that the proposed position fits into. It is our thought that by creating a new classification Technology, T-1 and T-2 these needs could be addressed. Below are the proposed classifications as each position is outlined in the contract:

2007-2008

Classification	Day	Week	Term	Health	Life	Disability	Supplemental	Participation	Mileage	Vacation	Holidays
T-1	7	35	210	X	50,000	X	X	X	X	X	11
T-2	Part	Time		Purchase Option	20,000		Purchase Option	X	X		10

Classification	Sick	Bereavement	Family	Personal	Disability	Parent/ Child	Retirement	Hourly Rate
T-1	11	X	X	3	X	X	X	\$16.00
T-2	4	X	X		X	X	X	\$14.00

2008-2009

Classification	Day	Week	Term	Health	Life	Disability	Supplemental	Participation	Mileage	Vacation	Holidays
T-1	7	35	210	X	X	X	X	X	X	X	11
T-2	Part	Time		Purchase Option	20,000		Purchase Option	X	X		10

Classification	Sick	Bereavement	Family	Personal	Disability	Parent/ Child	Retirement	Hourly Rate
T-1	11	X	X	3	X	X	X	\$16.60
T-2	4	X	X		X	X	X	\$14.53

2009-2010

Classification	Day	Week	Term	Health	Life	Disability	Supplemental	Participation	Mileage	Vacation	Holidays
T-1	7	35	210	X	X	X	X	X	X	X	11
T-2	Part	Time		Purchase Option	20,000		Purchase Option	X	X		10

Classification	Sick	Bereavement	Family	Personal	Disability	Parent/ Child	Retirement	Hourly Rate
T-1	11	X	X	3	X	X	X	\$17.22
T-2	4	X	X		X	X	X	\$15.07

Attached you will find the proposed job description. This addition of a classification would take place during the 2007-2008 contractual year. If you have any questions regarding this subject please contact Natalie Fatica. If no request is made prior to July 20, 2007 the addition will be implemented with the above scale. Thank you for your consideration.

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: Technology Technician
REPORTS TO: Information Systems & Technology Manager
DEPARTMENT: Technology
REVISION DATE: 5/10/2007

QUALIFICATIONS: Formal education, certification, and/or related experience in Information Technology required. Proven experience and depth of knowledge with Windows XP and TCP/IP networks with a basic understanding of Windows Server architectures preferred. Any level of proficiency in a programming language desired.

TALENTS: This position requires the employee to possess an independent service mentality, a passion for technology, an aptitude for technology evolution, pride in the success of their work, and the ability to impose structure in their work day. In addition, the employee will promote a team atmosphere with their peers and customers maintaining an awareness and attentiveness to individual differences.

JOB STATEMENT: This position will provide faculty and staff with technology problem determination and solution implementation for technology related issues, upgrades, and changes under the direction of and in cooperation with the Information Systems and Technology Manager.

PERFORMANCE RESPONSIBILITIES:

Information Technology

1. Provides help desk assistance in a professional and courteous manner.
2. Installs software independently and documents new and/or changes in procedures.
3. Documents and conducts troubleshooting with desktops, laptops, network, and peripherals.
4. Assists Information and Technology Manager with daily maintenance and operations.
5. Assists in preparing, filing and maintaining records related to technology usage.
6. Assists with planning, design, implementation, and deployment of technology systems.
7. Provides assistance maintaining email, backup, and business applications.
8. Implements internet and intranet web programming changes independently.

General

9. Communicates details and escalation information to peers in a professional manner.
10. Attends training sessions and departmental meetings as requested.
11. Performs other duties as assigned by the Information Systems and Technology Manager.

BARGAINING UNIT CLASSIFICATION: T-1

TERMS OF EMPLOYMENT: 12 months, 35 hours per week

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee
Created: 5/2002
Version Date: 5/10/2007

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: Technology Technician
REPORTS TO: Information Systems & Technology Manager
DEPARTMENT: Technology
REVISION DATE: 5/10/2007

QUALIFICATIONS: Associate degree in Information Technology or related computer experience required. Experience with Windows 2000/2003 server and web development preferred.

TALENTS: This position requires the employee to possess a service mentality, a need for mastery of their work, and the ability to impose structure in their work day. In addition, the employee must take personal accountability for their work, and promote team work while having an awareness and attentiveness to individual differences.

JOB STATEMENT: The technology assistant will aide faculty and staff with technology issues under the direction of the Information Systems and Technology Manager.

PERFORMANCE RESPONSIBILITIES:

Information Technology

1. Provides a higher level of help desk assistance in a professional and courteous manner.
2. Assists with planning, implementation and documenting system installations.
3. Provides assistance to maintaining web, email and application servers.
4. Installs software as needed.
5. Conducts troubleshooting with work stations and peripherals.
6. Assists Information and Technology Manager with daily maintenance.
7. Performs web development and maintenance.
8. Assists in preparing, filing and maintaining records related to technology usage.

General

9. Reports urgent problems to the Information Technology Manager in a prompt manner.
10. Attends training sessions and departmental meetings as requested.
11. Performs other duties as assigned by the Information Systems and Technology Manager.

BARGAINING UNIT CLASSIFICATION: T-2

TERMS OF EMPLOYMENT: Part-time

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee
Created: 5/2004
Version Date: 5/10/2007

Date