



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1j

Meeting Date: March 6, 2025

Subject: Approve Job Descriptions

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Human Resources Services

Recommendation: The recommendation is to approve new and/or revised job descriptions.

Background/Rationale: The District has a need to ensure that job descriptions are updated or new job descriptions created in order to meet evolving needs. As a reminder, as part of an updated process, moving forward, job descriptions will be brought to the Board prior to their implementation.

Financial Considerations: The job descriptions below have been approved through an internal District process that includes approval by Business Services, Purchasing Review Process, Cabinet, and Human Resources.

LCAP Goal(s): Graduation Outcomes, Academic Outcomes, and Welcoming Safety Outcomes.

Documents Attached: Job Descriptions:

Revised Job Descriptions as of 3/6/2025:

Electronics Assistant Supervisor

Facilities Maintenance

Estimated Time of Presentation: N/A

Submitted by: Cancy McArn, Chief Human Resources Officer & Lead Negotiator

Approved by: Lisa Allen, Superintendent

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Electronics Assistant Supervisor	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	TBD	WORK YEAR:	12 Months
DEPARTMENT:	Facilities and Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	TBD, 01-65
		BOARD REVISION:	04-74 04-27-87
		HR APPROVAL:	02-04-25, 06-11-10

BASIC FUNCTION:

Perform specialized and technical skilled electronics work to install, maintain, repair, and troubleshoot a variety of electronic and audiovisual equipment, such as, printers, monitors, , digital dialers, networking systems; microprocessor based intrusion alarm and fire alarm receivers and transmitters, , LCD TVs/Smart Displays, VOIP and analog telephone equipment, , public address (PA) systems, intercom systems, clock systems, , card access control, CCTV/Security Cameras and video recorders, various IP connected network devices, motorized gate openers, Two-way radios, network wiring, and other electronic equipment to purchase materials and keep records; to prepare reports train and provide work direction to assigned skilled staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform specialized and technical skilled electronics work to install, maintain, repair, and troubleshoot a variety of electronic and audiovisual equipment including fire alarms, telephone systems, surveillance systems, intrusion systems, intercom-communication centers, and peripheral equipment, audiovisual equipment, cable television systems and amplifiers, networking systems, and clock systems. **E**

Train and provide work direction to assigned skilled staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work. **E**

Uses various test equipment such as multi-meter, oscilloscope, signal generator, logic probe, frequency meter, toner & probe, network analyzer and other test instruments. **E**

Assist in planning, scheduling, and leading the day-to-day operations of assigned staff. **E**

Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established guidelines; budget management; maintain material inventories. **E**

Assist in establishing preventive maintenance schedules; recommend priorities of repair projects. **E**

Respond to after-hours emergency situations as directed. **E**

Install, program, maintain, and repair all fire alarm systems and associated devices. , . **E**

Install, program, maintain, and repair intrusion systems and associated devices. . E

Install, program, maintain, and repair intercom-communication systems and associated devices. E

Install, program, maintain, and repair , power supply units, monitors, printers, peripheral devices, and software installation; set up, maintain, and repair computer networking systems that require the use of hubs, switches, routers, and various types of wiring such as fiber optic, Ethernet, etc. E

Install, program, maintain, and repair audiovisual equipment, such as public address systems, televisions, liquid crystal display (LCD) projectors, two-way radios, and presentation equipment and associated devices. E

Install, program, maintain, and repair clock & message systems and associated device. . E

Estimate cost and time for major upgrades, repairs, and installation of equipment and systems; provide testing of sample equipment proposed for purchase; make recommendations related to the purchase of new systems. E

Provide technical assistance to district personnel, staff, and others in the use of equipment and systems; inspect and test equipment to determine source and feasibility of repair. E

Operate and maintain a variety of specialized hand and power tools and test equipment related to electronic repair work; operate a district vehicle, bucket truck, scissor lift, and related equipment and machinery; lift and carry heavy objects. E

Maintain related records as required. E

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. E

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: High school graduation plus related electronics training or courses, and five years' experience in the repair and maintenance of electronics equipment. Associates Degree or Certificate in Electronics Technology is preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license; employee entrance evaluation (lifting test). Completion of District provided Asbestos Awareness Training and other District required training within 12 months of employment. Willingness to monitor projects on other than normal working hours.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Electronic and electrical theory, principles, and practices.
- Principles of training, and providing work direction.
- Methods, tools and procedures used in the operation, repair, and maintenance of electronic equipment.
- Operation of specialized equipment for troubleshooting and repair of electronic equipment.
- Building construction codes and industry standards for installation and wiring.
- Fire alarms, life safety systems, and all applicable state and local codes.
- Methods and procedures for storing equipment, materials, and supplies.
- Safe working methods, practices, and precautions.
- Basic record-keeping techniques.
- Technical aspects of field of specialty.

- Health and safety regulations.

ABILITY TO:

- Perform specialized technical skilled electronics work.
- Train and provide work direction to others.
- Accurately estimate labor and material costs.
- Operate specialized equipment for troubleshooting and repair of electronic equipment.
- Prepare and read records, schematics, and blueprints.
- Work effectively with regulatory agencies associated with areas of responsibility.
- Maintain current knowledge of technological advances in the field.
- Order parts and supplies, and maintain inventory.
- Maintain records and files.
- Perform work to meet established timelines.
- Work independently with minimal supervision.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate effectively with others.
- Operate a vehicle, and observe legal and defensive driving practices.
- Lift and carry heavy objects according to safety regulations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Indoor and outdoor work environment; drive a vehicle to conduct work; regular exposure to fumes, dust, and odors; work at heights and in attics and confined spaces.

SAMPLE PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of electronic testing equipment and measuring devices; hear and speak to exchange information; reach overhead, above the shoulders, and horizontally; bend at the waist; lift, carry, push, or pull heavy equipment; walk for extended periods of time; climb ladders and scaffolding; crawl in attics and confined crawl spaces; see to distinguish colors.

SAMPLE HAZARDS:

Exposure to electrical power supply, high voltage, and hazardous solvents, chemicals, and batteries; work at heights; work in confined or cramped spaces; repetitive hand motion; exposure to fumes; possible exposure to asbestos.

(Former Title: Electronics Technician Assistant Foreperson)