

# Hamilton Unified School District

620 Canal Street  
P.O. Box 488  
Hamilton City, CA 95951

Charles Tracy, Superintendent

(530) 826-3261  
(530) 826-0440 (Fax)  
[www.husdschools.org](http://www.husdschools.org)

March 30, 2016

Mrs. Barbara Bass  
P.O. Box 352  
Hamilton City, CA 95951

Dear Mrs. Bass,

Hamilton Unified School District is in receipt of your CPRA request dated March 22, 2016 for information regarding the contract, job description, and hiring advertisement for Temporary Information Systems Technician, Derek Hawley.

Please see the attached enclosure as response to your request: contract, job description, and hiring advertisement for Temporary Information Systems Technician, Derek Hawley.

I hope this letter and enclosure answers your CPRA request for information.

Sincerely,



Charles Tracy  
District Superintendent



March 22, 2016

Hamilton Unified School District

P. O. Box 488

Hamilton City, CA 95951

Attention Superintendent Tracy,

Pursuant to the California Public Records Act, I request the contract and job description of new HUSD employee, Derek Hawley. I also request the hiring process which would include copies of all advertising for the Temporary Informational Systems Technician Job.

As provided by the open records law, I expect your response within ten (10) business days. If you choose to deny this request, provide a written explanation for the denial including a reference to specific statutory exemption(s).

Thank You,

Barbara R. Bass, OUR SCHOOL Secretary

P. O. Box 352

Hamilton City, CA 959541

# HAMILTON UNIFIED SCHOOL DISTRICT

## Job Description

### **JOB TITLE: Temporary Information Systems Technician (Part-time/Limited-Term Employment)**

SALARY RANGE:	\$15 - \$23/hour DOE	DIVISION: Classified
DEPARTMENT:	District Administration	LOCATION: District School Sites
REPORTS TO:	CBO & IS Manager	WORK YEAR: Temporary part-time
APPROVED BY:	Governing Board	DATE: February 2016

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**SUMMARY:** Under the direction of the Chief Business Official and Information Systems Manager will maintain all hardware and software used within the district as described below. The primary job duties will involve IT help desk tasks such as assisting employees with technical questions, hardware & software installations, computer deployments, peripheral maintenance, and general IT troubleshooting & support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Planning and installation and service of network based camera systems including NVRs and IP Cameras.
2. Planning and installation and service of intrusion alarm systems.
3. Installation of Wi-Fi access points including mounting hardware and cabling.
4. Installation and configuration of basic hardware including PCs, projectors, printers and VoIP phones.
5. Perform basic electrical tasks.
6. Basic troubleshooting of district software and hardware issues.
7. Respond to help desk requests, emails and general questions when needed.
8. Provide communication and training to staff to ensure the appropriate use of district technology.
9. Maintain an accurate inventory of technology equipment and materials.
10. Communicate effectively with the Superintendent and Chief Business Official.
11. Instruct students on use of technology under direction of teacher.
12. Attend trainings as required and/or recommended.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

1. NVR software & IP Camera settings including FPS, resolution, and retention periods.
2. Wi-Fi access point indoor and outdoor installation best practices.
3. Microsoft Windows operating systems.
4. Microsoft Office and other SMB applications.
5. Software and hardware diagnostic tools.
6. Basic PC and networking concepts and best practices.
7. Basic electrical safety and maintenance.

Ability to:

1. Install district equipment using best practices while maintaining district standards.
2. Troubleshoot and resolve district technology issues.
3. Establish and maintain effective and cooperative working relationships with district staff, faculty, students, and others encountered in the course of work. Use tact, discretion, and courtesy at all times.
4. Instruct and assist students and staff on the use of technology.
5. Perform duties with awareness of all district requirements and Board of Education policies.
6. Learn, interpret and apply department policies, procedures, rules and regulations.
7. Communicate clearly and concisely both orally and written.
8. Attend to detail when performing all duties.
9. Demonstrate strong documentation skills including proper use of English, grammar, syntax, spelling, and punctuation.

**EDUCATION AND/OR EXPERIENCE:** Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Education/Experience: Associate's degree (A. A.) or equivalent from two-year College or technical school; or one year related experience and/or training; or equivalent combination of education and experience. Prior experience working in education is a plus.

**LANGUAGE SKILLS:** Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations. Ability to speak, read, and write fluently in Spanish preferred.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a variety of variables.

**CERTIFICATES AND LICENSES:** Valid California Driver's License (required by the first day of service).

**PHYSICAL DEMANDS:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.



# Hamilton Unified School District

## INTERNAL JOB POSTING

February 5, 2016

The District is seeking a qualified person to serve in the following position.

The position is open to all qualified employees in the District.

### Temporary Information Systems Technician

This is a Part-time/Limited-Term position. \$15 - 23 per hour (DOE). The job description is posted on the District website under Human Resources/Jobs/Classified. Please direct questions about the position to Frank James at 530-826-3261 or [fjames@husdschools.org](mailto:fjames@husdschools.org).

### Application Process For Position:

#### SUBMIT

Letter of Interest  
including qualifications  
&  
copies of  
applicable Licenses or  
Certificates

#### TO

Kristen Hamman  
HR/Payroll

District Office  
620 Canal Street  
P.O. Box 488  
Hamilton City, CA 95951

(530) 826-3261 Ext. 6012  
(530) 826-0440 Fax  
[khamman@husdschools.org](mailto:khamman@husdschools.org)

#### BY

**FRIDAY, FEBRUARY 19,  
2016**

**NOON**

HAMILTON UNIFIED SCHOOL DISTRICT  
P.O. Box 488  
Hamilton City, Ca 95951

CONTACT: Kristen Hamman  
PHONE: (530) 826-3261, ext. 6012  
FAX: (530) 826-0440  
EMAIL: khamman@husdschools.org

*Please provide printed copy of ad with invoice. Thank you*

Orland Press Register: 2 issues

## ADVERTISEMENT

Hamilton Unified School District. Temporary Information Systems Technician. Part-time/Limited-Term. \$15 - \$23/hour DOE. Application, information & job description at [www.husdschools.org](http://www.husdschools.org). 530-826-3261. Open until filled. EOE.

**For Office Use:**

**FID #NK94-6002753**

Fax if box checked:

- Chico Enterprise-Record 342-9300
- Ed-Join
- EdCal
- HUSD Web Site
- CSUC Placement Office 898-4881
- Orland Press Register 865-3110
- Sacramento Valley Mirror 934-9208

Post in faculty room

HAMILTON UNIFIED SCHOOL DISTRICT  
2015-2016 EMPLOYMENT INFORMATION AND CONTRACT

Derek Hawley

Service Date: March 1, 2016

You are hereby notified that at a regular meeting of the Board of Trustees, you were elected to serve as Temporary Information Systems Technician for the 2015/2016 school year.

Salary: \$15.67 per hour (not to exceed 19 hours per week)

Payable: Tenth of the month following month worked

Charles Tracy 2/26/16  
Date

Charles Tracy  
Authorized Agent

[Signature] 3/3/16  
Employee Date

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**OFFICE USE ONLY:**

Annual Amount: \$15.67 per hour (not to exceed 19 hours per week)

Budget Classification: 01-0000-0-0000-2420-2400

Salary Breakdown: \$15.67 per hour (not to exceed 19 hours per week)

White: C.O. Pink: File Yellow: Acct. Goldenrod: Employee  
(Coach)