

AGENDA  
CASITAS MUNICIPAL WATER DISTRICT  
PERSONNEL COMMITTEE  
Brennan/Kaiser  
**September 8, 2020 - 4:30 p.m.**

**The meeting will be held via teleconference  
To attend the meeting please call toll free  
(888) 788-0099 or (877) 853-5247  
Enter Meeting ID 950 4149 3255#**

1. Roll Call
2. Public Comments
3. Board/Manager Comments
4. Information Technician Position Part-Time to Full-Time

*Right to be heard: Members of the public have a right to address the Committee direction on any item of interest to the public which is within the subject matter jurisdiction of the Committee. The request to be heard should be made immediately before the Committee's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code.*

*If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt Code Section 65954.1 and 54952.2(a)).*

*Please be advised that members of the Board of Directors of Casitas who are not members of the this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6)).*

## **CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM**

**TO:** PERSONNEL COMMITTEE

**FROM:** DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

**SUBJECT:** CHANGE INFORMATION TECHNICIAN FROM PART-TIME POSITION TO FULL-TIME POSITION

**DATE:** SEPTEMBER 8, 2020

### **RECOMMENDATION:**

Approve and authorize the change of the part-time status of the Information Technician to Full-time status with increased responsibilities.

### **BACKGROUND AND DISCUSSION:**

The Information Technology Department has had a part-time employee since January 2020. Currently the General Manager and the Board would like to increase the transparency of Board Meetings and Committee Meetings through audio/visual technology. The increased duties of the current position would include all audio/visual tasks that will eventually include attending all Board and Committee meetings in order to provide a broadcast quality video format similar to other local public agencies for public broadcast streaming and archiving purposes.

At this time the recommendation is for the current part-time position to be changed to a full-time position in order to take on the additional audio/visual tasks.

### **FISCAL IMPACT:**

I have completed a budgetary analysis of transitioning from a part-time to a full-time position. The total increase, including all benefits, is \$48,120.11.

Attachment: Information Technician Job Description

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Information Technician

REPORTS TO: Information Systems Technology  
Administrator

SALARY LEVEL: E25

FLSA STATUS: Non-Exempt

DATE: September 2020

### **Definition**

Under general direction of the Information Systems Technology Administrator, provides technical support to staff; ensures all PCs, tablets and cell phones are up to date; acts as the Webmaster; liaisons between Casitas and data vendors; manages district's cloud data. Exercises discretion and independent judgment, regularly assists the Information Systems Technician. Acts as audio-video expert for all Board and Committee meetings.

### **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Website management, collaborate with department managers to ensure District's information on the internet is accurate and up to date
- Troubleshooting hardware/software issues for PCs, Laptops, tablets and printers. Perform upgrades and replace hardware as needed. Installing and upgrading software; troubleshooting network and internet connectivity issues, login and email problems, backup and recovery data as requested
- Manage District's data in the cloud
- Provide technical assistance to District's computer users. Answer questions or resolve computer problems. Provide assistance concerning the use of computer software and hardware, including : Microsoft Office, Adobe Acrobat, AutoCAD, Incode, G-mail and printers
- Data and Voice cables management. Fiber optics and CAT6 cables
- Assist with cell phones usage and security; IOS and Android operating systems
- Main liaison between Casitas and Granicus Website, Granicus Meeting Platform, NeoGov Human Resources and any other vendors feeding information into the website
- Video expert for all Board and Commission meetings ensuring they are online and filming live.
- Maintains District Boardroom audio-visual equipment including coordination with necessary consultants.
- Other duties as assigned

**Knowledge, Skills, and Abilities**

Thorough knowledge of Windows 7 through 10, active directory, cabling for voice and data, all Microsoft Office products, cloud computing, PC, Laptop and server repair, and printer repair.

Ability to be detail oriented and deal tactfully and effectively with all levels of staff. Maintain good working relationships. Ability to work independently or directly with staff. Ability to identify inefficiencies and offer resolutions to the Information Systems Technician.

Ability to prepare verbal and written reports of a complex nature as needed. Follow written and oral safety practices and policies of the District.

Must exercise confidentiality at all times.

**Education and Experience:**

Any combination of education and experience that has led to the acquisition of the knowledge, skills and abilities as indicated above. Typical ways of acquiring the knowledge skills and abilities are:

Completion of two years of college resulting in graduation with major course work in computer science or completion of certification programs and a minimum of three years of providing computer support and website maintenance

**Certificates, Licenses and Registrations:**

Possession of a valid California Class C driver license.

**Work Environment or Environmental Elements:**

Employee primarily work indoors in a typical office setting.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in District buildings and facilities throughout the district, strength, stamina and mobility to perform physical work of cabling and lifting computer equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers, and standard office machines. Positions in this classification bend, stoop, and reach and may sit for extended periods of time. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 40 pounds.

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Employee Signature

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Date