Project Specialist (IVC-IT)
South Orange County Community College District

Job Title	Project Specialist (IVC-IT)
Department	
Institution	South Orange County Community College District
	South Orange County Community College District, California
Date Posted	Jun. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Project-Specialist--IVC-IT-_REQ12287
Apply By Email	
Job Description	

*Title:*Project Specialist (IVC-IT)

*Job Category:*NBU

*Job Opening Date:*June 17, 2024

*Job Closing Date:*June 30, 2024

*Locations:*Irvine Valley College

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Department:

Pay Grade, for more information click on this link:

https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules

Pay Type:Hourly

Hours Per Week:0

Job Description:

Desktop refresh of 600 computers is outside of our normal operations. Surplus, and the configuration of labs. In addition to those labs, we have 265 staff desktops to replace and just over 100 teachers station.

Under general direction and supervision from the appropriate level manager, administrator, or designee, performs a variety of duties relating to the deployment of systems, services and devices that utilize the college and/or district networks, servers and other related hardware. Assists in the maintenance and operation of an assigned college's data networks equipment, terminals and workstation equipment; provides support to network users regarding the operation of various computer applications and peripheral equipment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide support in evaluating network systems and requirements; analyze technical problems and suggest appropriate corrective measures.
- Identify and configure equipment for an assigned network including provision of new service, system maintenance and diagnostic repair.
- Research, test, recommend and deploy new or enhanced software packages to meet the workstation needs of faculty and staff in less complex laboratory, library, staff, and physical

and/or virtual locations.

- Construct less complex network servers for campus laboratories; provide preventive maintenance procedures including critical data back up and system recovery of files; provide proper security and archive procedures to protect institutional data.
- Deploy new and surplus network and network related equipment for faculty, and staff computers and labs; install and test application programs.
- Collaborate with staff, faculty and vendors to create an effective learning environment for the students; provide support of approved accommodations for disabled students including specialized software and hardware and access to campus equipment.
- Assist in the analysis and troubleshooting of technical problems in the operation of networks and network equipment; initiate appropriate corrective action as directed by management and senior network staff.
- Provide customer service to all institutional constituents including first level support via phone, live chat, and remote support or in person.
- Assist vendor service technicians and consultants in the installation and maintenance of data communications systems.
- Supply adequate training materials and equipment for newly upgraded software packages; recommend further support materials for additional training.
- Organize and coordinate the functions and duties of the computer multimedia technician and audiovisual center; ensure appropriate staffing and optimum services to staff and faculty regarding multimedia/audiovisual equipment.
- Train and provide guidance to computer multimedia technician(s) and student workers as assigned; prioritize and coordinate multimedia audiovisual assignments and projects.
- Implement, troubleshoot, and maintain basic network security technologies.
- Perform basic troubleshooting for the voice network and voice network related devices and services.
- May meet and confer with instructors and staff to determine technical requirements needed to meet each semester's educational objectives; analyze requirements and suggest plans and designs; prepare basic operational specifications and other documentation required for development and implementation of classroom and laboratory related systems in less complex locations.
- May prepare equipment specifications, prepare purchase statement of work and quotes with vendors to assist with procurement processing; evaluate equipment to determine compliance with specifications.

Perform related duties as required.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Educational institutional systems, physical and virtual desktop and other related computer peripherals, including printers, computer labs, conference rooms, and other learning spaces and technologies.
- Basic operational characteristics of local and wide area network systems.
- Advanced principles of instructional design and video production and direction.
- Personal computer hardware and software components.
- Basic principles and practices of network server design, installation and maintenance.
- Basic principles and practices of troubleshooting network and computer system hardware and software problems.
- Principles and practices of customer service.
- Desktop operating system deployment related systems.
- Operational characteristics of various computer software packages.
- Data and network standards and applications.
- Application of microcomputers to perform tasks and a working knowledge of commonly used microcomputer programming languages and application programs.
- Fundamentals of personal computer operation, specifically installation and maintenance techniques and testing data communications connections.

Ability to:

- Assimilate and analyze data and prepare accurate and concise engineering reports and studies.
- Analyze technical problems accurately and recommend or take an effective course of action.
- Independently perform the most difficult installation, testing, troubleshooting, repair, operation, and maintenance of instructional computer audiovisual, applications and desktop computers.
- Plan, schedule, coordinate, and review the work and performance of entry-level computer audiovisual staff in a manner conducive to proficient performance and high morale.
- Perform technical maintenance on local and wide area network systems.
- Perform minor repairs or coordinate with hardware vendors of computer equipment.
- Perform work assignments requiring interaction with multiple departments.

- Make system programming changes to network equipment and systems, and program mini or microcomputers in commonly used languages and application programs.
- Respond to and identify user network and computer related problems.
- Communicate technical information to a wide variety of users.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to an Bachelor's degree from an accredited college or university with major course work in computer science, information systems, telecommunications, data communications, network technology or a related field. Substantial directly related work experience and/or related technical certifications may substitute for formal education.

Experience:

One year of increasingly responsible experience in data communication, technical support and network service operations as a network technician.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein 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 job functions.

Work Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical Demands:

Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office and multimedia equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Additional Information:

$35.00/hr

Up to 25 hours per week

Schedule TBD

On-site only

This position is a short-term, temporary, hourly, Non-Bargaining Unit (NBU) assignment, not to exceed 160 days per fiscal year (July 1-June 30). The assignment is on an as needed basis, and may be shortened or extended at any time, due to departmental needs, with little to no notice. This recruitment will remain open until filled or withdrawn. Once you have submitted an application electronically, the current status of your application will be available to view at any time upon signing in under your personal username and password. Please do not call the Human Resources Office regarding the

status of your application.

Employment with the South Orange County Community College District is contingent upon successful completion of the Human Resources pre-employment ("onboarding") process. The Human Resources onboarding process may include, but is not limited to, successful completion of Live Scan fingerprinting (approx.. $70), I-9 completion, background checks, reference checks, TB testing, as well as completion of the online onboarding process. Failure to successfully complete any portion of the onboarding process will invalidate any conditional job offer received. Falsification of, or omission on, any SOCCCD pre-employment information may result in withdrawal of any conditional job offer or termination of employment. Short term, non-bargaining unit (NBU) positions may only be used on an intermittent/seasonal basis. Ed. Code sect. 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. Documentation according to USCIS I-9 guidelines (i.e. ID card and Social Security card) must be presented at the time of hire. Per IRS regulations, a Social Security card must be presented at the time of hire.

Inclusion, Diversity, and Equity: The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

Disability Accommodations: If you require special accommodations in the application and/or

![AcademicKeys - UNLOCKING ACADEMIC CAREERS]

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Direct Link: https://www.AcademicKeys.com/r?job=237837
Downloaded On: Jun. 30, 2024 9:17am
Posted Jun. 18, 2024, set to expire Jan. 28, 2025

selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

NBU at-will employment: After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the District. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

Worksite: NBU employees are limited to working in a single position in one department/site

Work schedules: Department/Division managers, administrators, and/or supervisors shall determine the work schedule of NBU employees to include the number of days and hours worked per week and the start and stop times.

160-day restriction: NBU employees will not work more than 160 days (in any combination of NBU positions) no matter how many hours per day they work.

Payroll reporting period: The payroll reporting period is from the 15th of the first month to the 14th of the next month. NBU employees are paid on the 10th of the following month. Ex: Pay Period 01/15/23 through 02/14/23 will be paid on March 10th.

California Sick leave: NBU employees are eligible for California Sick leave per AB1522. Information regarding AB1522 is provided to all NBU new hires during the onboarding process.

Retirement information: NBU employees may not work more than 960 hours from July 1st-June 30th. NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees' Retirement System (CalPERS), through payroll deduction of about 7-9%. The District does not intend to employ NBU employees for more than 1,000 hours during any fiscal year.

Sexual Harassment/Discrimination: The District is committed to providing an environment that respects the dignity of individuals and groups; is free of sexual harassment, exploitation, intimidation, violence, and other unlawful discrimination, preferential treatment, and harassment, including that which is based on any legally protected characteristic.

Equal Employment Opportunity: It is the intent of the Board to establish and maintain within the

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District and all of its programs and activities a policy of equal opportunity in employment for all persons, and to prohibit discrimination, preferential treatment, or harassment based on sex, age, gender identity, gender expression, race, color, ethnic group identification, national origin, ancestry, religion, mental or physical disability, medical condition, genetic information, pregnancy, marital status or sexual orientation or because an individual is perceived as having one or more of the above characteristics.

Confidentiality: Confidentiality of student and staff information is protected under federal law. Any information regarding students or staff that might be accessed in the course of a work assignment through a computer, student file, or other documentation, is to be used strictly to perform my job duties and may only be shared with those who are authorized to have such information.

Child Abuse and Neglect Reporting: The South Orange County Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.

Elder and Dependent Adult Abuse Reporting: It is the policy of the South Orange County Community College District to treat reports of violence against elderly persons or dependent adults as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

Campus Crime and Safety Awareness: Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in Human Resources upon request.

Drug-Free Environment: The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action, consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

Smoke Free District: It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conductive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is policy of the South Orange County Community College District to maintain a smoke free environment for all district sites.

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SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting https://www.socccd.edu/communications/covid-19-information.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

DISABILITY ACCOMMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

CAMPUS CRIME AND SAFETY AWARENESS:

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PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until

after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

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SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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