

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—12 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. All employees holding regular full-time positions shall be eligible to use accrued vacation during their probationary period upon approval of their department head or designee.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Health Insurance— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents. The City makes a major contribution; the employee funds the balance.

Dental Insurance—Coverage including orthodontia for employees and their dependents through CIGNA Dental Plan.

Long Term Disability Insurance— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from New York Life Insurance Company for most classifications. Supplemental Life Insurance (employee paid) available up to \$300,000.

IRC Sec. 125 Plan—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

Retirement health Savings Plan

Retirement—Miscellaneous employees are members of the Public Employees' Retirement System and are covered under the 3% at age 60 formula for Classic members and 2% at age 62 for new members.

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved.

FILING APPLICATIONS: File your completed application on www.calopps.org or with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

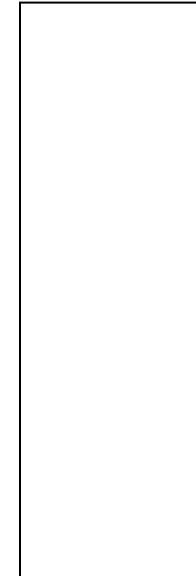
SELECTION: A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.

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HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

(Not Civil Service, 40 hours/week)

PC/LAN TECHNICIAN I/II

SALARY:

\$3567-3745-3932-4129-4336 biweekly
\$7728-8114-8519-8946-9394 monthly

FINAL FILING DATE:

Monday, October 7, 2024

Interviews: TBD

Résumés are not accepted in lieu of a City of Daly City application.

To apply online, visit

www.calopps.org

INFORMATION

DEFINITION

PC/LAN Technician I: Under supervision, performs skilled technical work on the City's Personal Computers and Local Area Network, and network servers, including hardware, software and peripherals, and performs other duties as assigned.

PC/LAN Technician II: Under general supervision, performs complex technical work on the City's Personal Computers and Local Area Network, and networks servers, including hardware, software, and peripherals, may supervise the work of lower level staff, and perform other duties as assigned. Positions in this class require frequent use of a high degree of independent judgment and interpretative ability. Duties do not always follow standard routines; the employee recommends changes in methods and procedures when necessary. The class is required to have operating knowledge of computer systems and greater overall experience.

Positions in the PC/LAN Technician II classification are flexibly staffed and normally filled from advancement from the PC/LAN Technician I class, or when filled from the outside, require specific technology experience. Appointment to this class requires the employee to be performing substantially the full range of PC/LAN Technician duties and to meet the qualifications for the class. The class requires the ability to work independently

exercising judgment and initiative and a greater knowledge of the City's computer systems.

EXAMPLES OF DUTIES

Analyzes, troubleshoots, and repairs computer systems and peripherals; provides end- user support for hardware and desktop applications; assists end-users in understanding personal computer functions and software application features; installs, replaces, and upgrades personal computer hardware, software and peripherals; may assist in developing and presenting training programs for end users; provides day-to-day support and maintenance of the City's phone system.

MINIMUM QUALIFICATIONS

Knowledge of: Microsoft Office automation applications and operating systems; network infrastructure devices such as hubs, routers, and switches; TCP/IP and other network protocols; antivirus and other security precautions; PC hardware/software troubleshooting and resolution; network security; system backup and recovery techniques; file system management; hardware setup and configuration.

Ability to: Apply industry-standard techniques for servicing personal computers, including installation, upgrade, and replacement of hardware, software, and peripherals; lift and move computers and related equipment safely; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding

time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience:

PC/LAN Technician I: A minimum of one year of full-time experience in maintenance of personal computers.

PC/LAN Technician II: Three years of full-time experience in maintenance of personal computers.

Education:

PC/LAN Technician I: Graduation from high school or equivalent.

PC/LAN Technician II: Graduation from high school or equivalent. An Associate Degree or vocational training in Computer Science or a related field, and/or an A+ Certification is desirable.

License: Possession of a valid Class C California Driver's License.

City of Daly City Prequalification Questionnaire for PC/LAN Technician I/II

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015
OR apply online at: www.calopps.org

1) Do you possess a valid Class C California Driver's License?

Yes
No

2) Do you possess a high school diploma or equivalent?

Yes
No

3) Do you possess one year of full-time experience in maintenance of personal computers.?

Yes
No

Signature:

Date: