

**PERSONNEL COMMISSION  
Manhattan Beach Unified School District  
325 S. Peck Avenue  
Manhattan Beach, CA 90266**

Notice of Public Meeting  
January 20, 2016  
9:15 a.m.  
1<sup>st</sup> floor conference room  
District Office

## **AGENDA**

- I. CALL TO ORDER**
  - A. Approval of Minutes
    - 1. January 5, 2016
  
- II. WRITTEN AND ORAL COMMUNICATION**
  - A. Commissioners
  - B. Administration
  - C. Employees
  - D. Citizens
  
- III. ACTION ITEMS**
  - B. Approval of New Position and New/Revised Job Description:
    - 1. New Position (from Systems Analyst to Systems Administrator)  
and New/Revised Job Description (from Systems Analyst to Systems Administrator)
  
- IV. MEETING SCHEDULE**
  - A. Next regularly scheduled meeting Tuesday, February 2, 2016, 8:30am at District Office, first floor conference room.
  
- V. ADJOURNMENT**

### **REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Carolyn Seaton, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

**Manhattan Beach Unified School District**  
**PERSONNEL COMMISSION MINUTES**

January 5, 2016

Attendees:

Commissioners: Vida Holguin and Charley Southey

Absent: Cynthia Strand

District Staff: Carolyn Seaton, Executive Director, Human Resources,  
Monica Ford, HR Technician and Anna Frankel, HR  
Technician.

CSEA Representatives: None Present

Employees: None Present

**I. CALL TO ORDER**

The meeting was called to order at 8:30am.

A. Approval of Minutes-December 10, 2015

1. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

**II. WRITTEN AND ORAL COMMUNICATION**

A. Commissioners: None

B. Administration: Mrs. Seaton requested a special PC meeting on 1/20 so the Commissioners can review a new job description called Systems Administrator, it will take the place of the Systems Analyst job description.

C. Employees: None

D. Citizens: None

**III. ACTION ITEMS**

A. Approval of Eligibility Lists:

1. Special Education - IBI

Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

#### **IV. MEETING SCHEDULE**

Next regular meeting is scheduled for Tuesday, January 5, 2016, 8:30am.

#### **V. ADJOURNMENT**

The meeting was adjourned at 8:35am.



## Systems Analyst

Department/Division:	Information Technology
Reports To:	Director of Information Technology
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	April 25, 2013
Date Approved by Personnel Commission:	April 25, 2013
Date Adopted by Board:	May 1, 2013
Salary Range:	Range 43

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **GENERAL PURPOSE**

Under general supervision of the Director of Information Technology, plans, coordinates and performs activities related to the support and operation of the District's Student Information Services (SIS) system and the California Longitudinal Pupil Achievement Data System (CALPADS). Confers with administrators and staff to provide support, documentation, training, data extraction/reporting to District staff and governmental agencies, and performs related work as assigned. The position requires technical skill in addition to the ability to interpret and explain technical concepts to non-technical users. The Analyst is responsible for the maintenance and security of software applications and the data throughout the District.

#### **DISTINGUISHING CHARACTERISTICS**

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.

#### **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 the class.*

- Provides in depth knowledge and expertise to staff in all aspects of the District's Student Information Services (SIS) application and database.
- Manages and supports the day-to-day operation of the District Student Information Services (SIS) application and database.
- Identifies, analyzes and resolves problems with administrative software, interacts effectively with users to solve problems and advises on best practices for using the software system.

- Provides required information extracts to governmental and other outside agencies, coordinates and interfaces with the Los Angeles County Office of Education.
- Relational Database administration, maintenance and support.
- Establishment and Maintenance of data entry and security standards.
- Interprets and apply state and federal mandates regarding data to staff.
- Manages the student data collection specifically required for CALPADS.
- Communicate and mandate to appropriate department personnel.
- Data transformation and import/export between SIS and secondary data systems.
- Participates in district mandated training and retraining programs.
- Designs reports to meet the needs of users and governmental agencies.
- Monitors database for accuracy and data integrity.
- Provides advice and guidance to other District technology support personnel and users.
- Researches and prepares oral and written reports.
- Maintains knowledge of current state and governmental agencies reporting requirements.
- Alignment of all student data to California Department of Education (CDE) and CALPADS standards and requirements.
- Maintains confidentiality of sensitive employee and student information.
- Provides user training and may travel to school sites in support of related duties.
- Provides training and information to office staff on the new policies related to state reporting.
- Responsible for finding and correcting data anomalies within the SIS data and certifying California Basic Educational Data System (CBEDS), or the successor system to it, enrollment totals to be reported to the CDE.
- Manages the California Longitudinal Pupil Achievement Data System (CALPADS) including interface of Human Resources and Student Test Score data with existing SIS.
- May act as liaison between vendors and district with regard to system needs.
- May represent the District to state and local governmental agencies relative to CALPADS best practices.
- Performs other duties as assigned.

## **QUALIFICATIONS GUIDELINES**

### **KNOWLEDGE OF**

Principles, practices, practical applications and performance characteristics of Relational Database management. Client-Server applications (Access, SQL Server and Oracle). Database/ Spreadsheet productivity software such as Microsoft Excel, Microsoft Access. Windows Operating Systems include Windows Server software and Internet Information Services. State reporting mandates and timelines. Complex administrative software systems. Demographic software systems including census information, demographic and statistical reporting, student scheduling and grade reporting. User training and support techniques. Administrative systems processes. Software packages commonly used on personal computers for maintenance, network, email and Internet access. Goals, policies, and objectives of the department and division. Outstanding interpersonal skills. Superior oral and written communication in English Modern office practices and procedures. Proper network record keeping and documentation. Public contact techniques and telephone etiquette. Proper email etiquette. Department operations and policies. Advanced technical aspects of the functional operations of the division. Techniques for explaining technical concepts to non-technical users.

### **ABILITY TO**

Work independently with little direction. Organize, prioritize and schedule work. Install, configure, maintain and upgrade complex administrative computer software. Develop data management processes and procedures. Define and communicate the project requirements. Convey information in non-technical terms. Document and archive data. Implement change management procedures. Map requirements to local automated student information/human resources systems. Read and utilize technical information in print or electronic form. Create scripts and/or queries, and batch files to automate data management processes. Transform data using scripts and advanced query processes to convert and merge data from one data system to another. Interpret and utilize technical materials. Perform data base extracts using ODBC drivers and API, understand data structures and database management systems. Communicate and interact effectively to provide user support to all levels of end users and administrative staff. Design and layout effective and efficient computer reports that meet user needs. Analyze data structures and flow, prepare complex flowcharts, block diagrams and program documentation. Plan and administer user training sessions. Multi-task. Organize own work, set priorities and meet critical time deadlines. Troubleshoot and analyze situations accurately and adopt an effective course of action. Analyze, evaluate and make recommendations regarding the performance of the systems application software. Explain and maintain policies and regulations. Prepare and deliver oral presentations. Prepare and deliver written reports and procedures. Compile and analyze empirical data and provide suggestions for improvement. Communicate with users to effectively resolve problems with applications. Operate a computer and related software. Use initiative and independent judgment within established guidelines and procedures. Establish and maintain cooperative working relationships with those contacted in the course of work.

### **EDUCATION/TRAINING EXPERIENCE**

Bachelor's degree (preferred), or equivalent, in Computer Information Systems or a related field ; 3 years of progressively responsible related experience in relational database systems utilizing a variety of productivity software to gather, transform and transfer data; 3 years related experience and training in systems application support; or equivalent combination of education and experience.

Previous work experiences in a school district or county office of education.

### **SYSTEMS AND APPLICATION EXPERIENCE**

The student information system currently deployed and used at MBUSD, or similar. ODBC drivers, API and methods of data extraction. Data structures and data base management systems.

Complex computer administrative software systems. Progressively responsible experience in the design and layout of end user computer application reports. Documentation and training of administrative staff. End user support of administrative software systems. Email systems such as Microsoft Exchange® and Microsoft Outlook® Computer operating systems currently implemented at MBUSD, or similar. Computer desktop applications to include, but not limited to, word processing, spreadsheet, presentation, drawing and publishing applications currently implemented at MBUSD, or similar. Educational software applications currently implemented at MBUSD, or similar. Experience with Aeries and PowerSchool SIS, Follett Library Software, School Messenger Parent and Staff Notification System, Nutrikids Food Services System, eBackpack Paperless Student Assignment System, Infosnap Student Registration System, National Clearing House Student Tracker System, and Illuminate DNA System.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Required: Must possess a valid California class C driver's license and have a satisfactory driving record.

Desirable: Microsoft Certifications

#### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **PHYSICAL DEMANDS**

The physical demands described 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 frequently required to stand; walk; sit; use hands, handle, or feel; reach with hands and arms; talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

#### **REASONING ABILITY**

Ability to put issues in context of the big picture for the overall departmental vision; and how said vision fits into the overall vision of the District. Ability to clearly and accurately define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals and procedures, and governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of users.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. Employee may be required to attend evening meetings, travel, and work evenings or weekends.

The noise level in the work environment is usually quiet. Individual is subject to frequent interruptions.

**OTHER CONDITIONS OF EMPLOYMENT**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record, which is relevant to the position.





Manhattan Beach  
Unified School District

## Systems Administrator

Department/Division:	Information Technology
Reports To:	Director of Information Technology
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	December 28, 2015
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 45

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under general supervision of the Director of Information Technology, performs difficult technical duties related to the District-wide student information systems, data networks, operating systems, applications support, and infrastructure; participates in the operation, design, maintenance, and repair of electronic systems and instructional equipment utilized by the District staff, school personnel, and Technology and Information Services staff; confers with administrators and staff to provide support, documentation, training, data extraction/reporting to District staff and governmental agencies; and performs other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Systems Administrator has a deeper knowledge of server management and system policies to provide higher level support. The Systems Administrator focuses on server management, active directory and open directory, analyzes system data at an expert level, and manages CALPADS. There is communication between vendors, outside agencies and consultants. The position requires technical skill in addition to the ability to interpret and explain technical concepts to non-technical users. The Systems Administrator is responsible for the maintenance and security of software applications and the data throughout the District.

#### **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 the class.*

- Manages and supports the day-to-day operation of the District Student Information System (SIS) application and database, including the integration of data systems, updates to system design, completion of dataset extraction and imports, etc., for the purpose of achieving optimal use of student data and maintaining data integrity; coordinates the interface between the SIS and other District software and data systems for the same purpose.

- Manages the California Longitudinal Pupil Achievement Data System (CALPADS) including interface of Human Resources and Student Test Score data with existing SIS; aligns student data to California Department of Education (CDE) and CALPADS standards and requirements.
- Responsible for finding and correcting data anomalies within the SIS data and certifying CALPADS enrollment totals to be reported to the CDE.
- Works with District Accountant to coordinate student attendance data collection and to maintain and verify attendance data for the purpose of ensuring compliance with state attendance regulations.
- Provides in depth knowledge and expertise to staff in all aspects of the District's Student Information System (SIS) application and database.
- Identifies, analyzes and resolves problems at an expert level with administrative software; interacts effectively with users to solve problems and advises on best practices for using the software system.
- Provides required information extracts to governmental and other outside agencies; coordinates and interfaces with the Los Angeles County Office of Education.
- Serves as a technical resource by providing guidance and support to Technology Assistants at designated school sites.
- Evaluates and makes hardware and software recommendations to the Director of Information Technology and District staff, researches product prices and availability; assists personnel and related clientele with manufacturers' technology support and warranty issues.
- Updates and maintains active/open directories for the school sites.
- Performs security and virus monitoring and appropriate corrective maintenance.
- Interprets and applies state and federal mandates regarding data to staff.
- Performs installation, configuration, trouble-shooting, and repair for computer, computer peripherals, and application software.
- Performs setup and administration of file, mail, and client services.
- Performs setup and administration of network and computer-based security provision, policies, ongoing monitoring, and maintenance for virus Internet content protections and removal of malware.
- Performs setup and administration of individual access accounts.
- Installs cables necessary for computer systems and network equipment throughout the District; assist with the setup, configuration and maintenance of local area networks (LANS) and wide area networks (WANS).
- Assists personnel and related clientele in the operation of computers, local and network printers, file services and other related peripheral equipment (mobile devices, tablets, interactive whiteboards, projectors, scanners, iPads, etc.)

- Recovers systems from hard disk failures and minimal data loss; retrieve lost data from hard or floppy media after deletion or disk crash utilizing appropriate solutions.
- Performs operating system installation and upgrades, particularly with OS-X and Windows servers.
- Designs reports to meet the needs of users and governmental agencies.
- Researches and prepares oral and written reports.
- Maintains knowledge of current state and governmental agencies reporting requirements; provides training and information to office staff on the new policies related to state reporting.
- Assists in coordinating technology support for all District and state testing needs.
- Performs summer and off-schedule maintenance and upkeep of technology equipment and systems.
- Maintains confidentiality of sensitive employee and student information.
- Develops a variety of user support materials (e.g. procedures, reports, technical documentation, memos, training documents, queries, scripts, etc.) for the purpose of providing written reference, conveying information, and ensuring unified end user protocols.
- Participates in a variety of meetings and committees to assist in the development of short and long range plans to support the development and maintenance of the District's technology program.
- Provides user training and travels to school sites in support of related duties.
- Communicates with District personnel, consultants, vendors, and outside agencies to exchange information and resolve issues.
- Represents the District to state and local governmental agencies relative to CALPADS best practices; attends CALPADS training classes.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **KNOWLEDGE OF**

- Principles, practices, practical applications and performance characteristics of Relational Database management
- Client-Server applications (Access, SQL Server and Oracle)
- Equipment, procedures, supplies, materials, and general principles related to personal computers
- Database/Spreadsheet productivity software such as Microsoft Excel, Microsoft Access
- Windows and Macintosh client and server operating systems include Windows Server software and Internet Information Services; Student Information Systems (SIS)
- Major web-based applications such as Google Drive, Google Docs, GoToMeeting, etc.
- Student Information Systems (SIS), Follett Library Software, School Messenger Parent and Staff Notification System, Nutrikids Food Services System, eBackpack Paperless Student

Assignment System, Infosnap Student Registration System, National Clearing House Student Tracker System, and Illuminate or similar DNA System.

- State reporting mandates and timelines
- Complex administrative software systems and processes; installation of applications and operating system software; software licenses management and copyright laws
- Active/Open directory
- Projectors and interactive boards
- Basic networking and wireless knowledge
- Server management
- Demographic software systems including census information, demographic and statistical reporting, student scheduling and grade reporting
- User training and support techniques
- Software packages commonly used on personal computers for maintenance, network, email and Internet access
- File backup and recovery of storage systems
- Proper network record keeping and documentation
- Goals, policies, and objectives of the department and division
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meetings; proper email etiquette
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques

#### **ABILITY TO**

- Perform all essential duties of the position
- Manage servers at an expert level
- Analyze system data at an expert level
- Ability to create custom web pages
- Install, configure, maintain and upgrade complex administrative computer software
- Assist staff in the resolution of issues pertaining to a variety of personal computers, peripherals and application software
- Develop data management processes and procedures
- Map requirements to local automated student information/human resources systems
- Create scripts and/or queries, and batch files to automate data management processes; transform data using scripts and advanced query processes to convert and merge data from one data system to another
- Maintain accurate inventory records of supplies and equipment
- Solve abstract reasoning problems
- Perform detailed work rapidly and accurately
- Effectively present information and respond to questions from groups of administrators, certificated and classified employees, parents, and the community; plan and administer user training sessions
- Access and manipulate data using various computer programs; analyze data structures and flow, prepare complex flowcharts, block diagrams and program documentation.
- Use computer software (including spreadsheets, database and presentation programs) to analyze and present complex data in a manner easily understood by all stakeholder groups
- Lead, guide, and coordinate the work of others in resolving problems and in planning and implementing organizational improvements and systems upgrades
- Maintain an effective, collaborative working climate at the District office and the schools with administrators, students and staff
- Communicate openly and work productively with a community of diverse opinions and ideas

- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes
- Analyze problems and issues and develop appropriate solutions
- Attend professional development
- Exercise confidentiality
- Work independently with little direction
- Prioritize, plan, and coordinate work to meet deadlines
- Communicate effectively both orally and in writing in English; prepare and deliver written reports and procedures.
- Travel to various District locations and school sites

## **QUALIFICATIONS**

### **EDUCATION/TRAINING EXPERIENCE**

Bachelor's degree (preferred), or equivalent, in Computer Information Systems or a related field; three (3) years of progressively responsible related experience in relational database systems utilizing a variety of productivity software to gather, transform and transfer data; five (5) years related experience and training in systems application support; or equivalent combination of education and experience.

Previous work experience in a school district or County office of education, preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Required Qualifications:

- Must possess a valid California class C driver's license
- Use of personal transportation and the ability to maintain insurability under the District's Vehicle Insurance policy.

Preferred Qualifications:

- A+ Certification, Microsoft Professional Certification
- Apple Certified Macintosh Technician (ACMT) Certification
- Microsoft Certified system Administrator (MCSA)
- Microsoft Certified Database Administrator (MSDBA)

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this job, the employee is regularly required to sit, stand and walk for extended periods of time; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology and operate a computer keyboard; view a computer monitor for

extended periods of time; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on an occasional basis, objects which weigh as much as 50 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

### **Mental Demands**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment, patience, and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals. Some stress may be encountered while performing the duties of this position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor office environment, a classroom environment, and occasionally, an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical office conditions which are moderately quiet, but will encounter a loud noise level both indoors and outdoors, occasionally. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee may be required to attend evening meetings, travel, and work evenings or weekends. The employee is subject to constant interruptions.

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.