

INFORMATION TECHNOLOGIES SUPPORT TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Provides the full range of support for the city's computers and users; assists in determining users' needs; and performs a variety of technical duties relative to assigned responsibilities.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Information Technologies Support Technician series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Technologies Support Supervisor or higher level management staff.

Receives technical and functional supervision from Sr. Information Technoloiges Support Technicians.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provides service and support, both in the office and in the field, pertaining to computer hardware, software and network problems; installs, configures and tests all types of computer hardware, software, electronic devices and other equipment as needed.
2. Responds to inquiries and requests for service and support in a courteous manner; troubleshoots hardware, software and network problems.
3. Provides technical assistance on information technology systems and programs; advises end-users of possible solutions to computer hardware, software and network problems.
4. Follows up on calls to self-evaluate customer support satisfaction.

CITY OF LAS VEGAS

Information Technologies Support Technician *(continued)*

Essential Functions:

5. Logs and tracks calls for service and support; prepares related reports regarding such activities, results and problem trends.
6. Provides technical training to other city staff; writes or compiles documentation for training.
7. Assists in installation, troubleshooting and maintenance of network equipment.
8. Coordinates vendor repair requirements with user community.
9. Assists in consulting with city departments to determine information technology needs.
10. Provides remote support for special events; sets up laptops, projectors and other equipment; and provides assistance as needed.
11. Maintains the section hardware asset database.
12. Assists in developing system specifications for standard personal computers.
13. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

Marginal Functions:

1. Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations.
2. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
3. Inputs and retrieves data from the database.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and methods of personal computer configuration and operation.
Principles and methods of computer networking hardware.
Principles of data communications standards and implementation.
Computer peripherals and accessories.
Troubleshooting techniques for personal computer hardware and software problems.
Techniques of record keeping.
Techniques and methods of report preparation.
Principles, techniques and methods of customer service.

CITY OF LAS VEGAS

Information Technologies Support Technician *(continued)*

Skills in:

Operating a personal computer, including a variety of software programs.

Analyzing computer problems, identifying possible cause, projecting consequences of proposed solutions, recommending best options and implementing appropriate solution.

Maintaining accurate records of work performed.

Reading, interpreting and comprehending technical written materials.

Preparing clear and concise reports, instructions and other technical written materials.

Organizing work, set priorities and meet deadlines.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Two years of experience within the previous four years with primary responsibility in a business environment for troubleshooting and supporting networks, printers and computer systems, and installing and configuring hardware and software, using the latest Microsoft Operating Systems.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Certifications obtained through the Microsoft Certified Professional program, the Cisco Internetworking Certification Program, the American Management Association, or other acceptable, related information technology certification, are desirable.

Special Requirement

May be required to be on-call and respond, if necessary, on a rotating schedule.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; possible detention center environment; travel from site to site.

Hazards: Exposure to computer screens.

CITY OF LAS VEGAS

Information Technologies Support Technician *(continued)*

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, stooping, kneeling, bending, twisting crawling or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 5/9/11 (formerly Microcomputer Specialist)

FLSA & City: nonexempt

CSB 9/14/11

PRINT MEDIA OPERATIONS SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Supervises, assigns and reviews the work of staff responsible for the design and production of various printed materials and mailroom operations; oversees and participates in all work activities; formulates and administers the city-wide photocopier rental agreement; and performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Information Technologies Manager and higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for providing graphic design, printing services and mailroom services for the city.
2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.

CITY OF LAS VEGAS
Print Media Operations Supervisor (*Continued*)

Essential Functions:

5. Coordinates with Graphic Artists to establish a plan for print production and resolve customer needs.
6. Participates in the preparation and administration of the section budget and the mailroom budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
7. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
8. Manage efficiency and pricing of print jobs. Calculates cost of internal prints jobs and obtains quotes from vendors for external print jobs. Evaluates and adjusts charges for services provided.
9. Monitors job pricing and coding for completeness, accuracy and compliance with city policy.
10. Coordinates with Purchasing and Contracts staff to formulate city-wide photocopier rental agreement; monitors vendor performance and administers the rental agreement, including service, usage billing, copier placement and upgrades.
11. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive inquiries and issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of new trends and innovations.
2. Consults with and advises departments on the design and production of printed materials.
3. Operates reproduction equipment in a back up capacity.
4. Invoices for printing services and determines delivery times.
5. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Print Media Operations Supervisor (*Continued*)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of centralized graphic arts, printing and duplicating and mailroom services programs.
Various printing mediums including inks, toner, paper and binding.
Graphic techniques of optical scanning and reproduction, editing, layout and design.
Techniques of reproduction, editing and layout.
Principles of the operation of an offset system of duplication.
Sources of supply for materials used in the division.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of graphic design, printing and reproduction.
United States Postal Service regulations and laws.
Mailing and shipping regulations for various private service providers such as UPS and Federal Express.
Xerographic copiers.
Pertinent federal, state and local laws, codes and regulations.
Principles and practices of budget preparation and administration.

Skills in:

Cleaning and maintaining various printing and duplicating machines.
Interpreting, explaining and enforcing city and department policies and procedures.
Researching and evaluating new service methods and techniques.
Preparing clear and concise reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work including city officials and the general public.

Experience and Training Requirements

Experience:

Four years of increasingly responsible printing, duplicating or digital reproduction experience. One year of supervisory or lead responsibility is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in printing and digital reproduction or a related field.

CITY OF LAS VEGAS
Print Media Operations Supervisor (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Printing office environment.

Hazards: Exposure to noise and dust; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, bending, stooping, kneeling or sitting for extended periods of time;*
- *Moderate to light lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 6/6/11 (formerly Graphic Operations Supervisor)

FLSA: exempt; City: nonexempt

CSB 9/14/11

PRINT MEDIA OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Operates and maintains various digital reproduction machines used for the preparation and reproduction of various printed materials; binds and distributes printed materials; and performs routine maintenance and minor repairs.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Print Media series. Employees within this class perform the full range of duties as assigned including operating printing equipment at an advanced level. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the Print Media Operations Supervisor and higher level management staff.

Receives functional lead supervision from Print Media Services Representative.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Reproduces documents in accordance with job ticket instruction including copying, cutting, stapling, collating, and hole-punching documents; edits and transfers computer files related to digital reproduction as required.
2. Operates all machines within print media services; produces the highest level of work such as four color process, complex jobs and duotones.
3. Processes files electronically or scans hard copies of files.
4. Binds a variety of documents.
5. Prepares mass mailings including address merging and printing of mailers.

CITY OF LAS VEGAS
Print Media Operator (Continued)

Essential Functions:

6. Cleans and performs preventative maintenance and minor repairs on various printing machines.
7. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Marginal Functions:

1. Assists in monitoring and maintaining appropriate levels of supplies, equipment, and inventory as directed by management.
2. Performs a variety of record keeping, filing, indexing and other general clerical work.
3. Answers telephone; provides service to customers at the front counter.
4. Operates and secures assigned vehicle; determines if vehicle is in good working order; maintains vehicle in clean and fueled condition.
5. Packages and delivers to appropriate city departments as needed.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Functions and operations of digital reproduction machines, bindery machines and other related equipment.
Various paper types and sizes.
Properties and uses of paper, ink and toner.
Procedures and methods of digital reproduction.
Techniques and methods for cleaning and maintaining reproduction machines and related tools and equipment.
Safe work practices.
Methods and techniques of preparing and reproducing various printed materials.
Common office software packages including print production packages.

Skills in:

Operating digital reproduction machines, bindery machines and other related equipment.
Independently performing the most difficult set up and operation of printing equipment.
Working with a variety of colored ink, toner and a variety of paper stocks.
Cleaning and maintaining various digital reproduction machines, bindery machines and other related equipment.
Providing appropriate level of customer service.
Understanding and following oral and written instructions.

CITY OF LAS VEGAS
Print Media Operator (Continued)

Skills in:

Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Working independently with limited supervision.

Experience and Training Requirements

Experience:

One year of digital reproduction and printing experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Printing office environment.

Hazards: Exposure to noise and dust.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, bending, stooping, kneeling or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Print Media Operator (Continued)

Physical Conditions:

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

Revised 8/4/11 [Formerly Graphic Equipment Operator I and II (X)]

FLSA & City: nonexempt

CSB 9/14/11

PRINT MEDIA SERVICES REPRESENTATIVE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Serves as the primary liaison with customers and outside vendors; assists with planning, prioritizing and coordinating the scheduling of jobs; leads, oversees and participates in the preparation and reproduction of various printed materials; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a functional lead level class within the Print Media series. This class is distinguished from the Print Media Operator by the performance of the full range of duties as assigned, including intake functions and coordinating with clients. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Print Media Operations Supervisor and higher level management staff.

May serve as a functional lead over lower level staff, including scheduling and assigning tasks, monitoring work progress, and reviewing work products.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Serves as the primary liaison with customers and outside vendors; communicates with customers to obtain proper specifications for timely and correct production of requested product; advises customers on best format, size, colors, paper stock and types of material to be used.
2. Provides estimates and final prices for requested jobs; obtains bids and coordinate jobs produced by outside vendors; researches and recommends vendors to provide supplies and printing services; sends invoices to customers.

CITY OF LAS VEGAS

Print Media Services Representative (*continued*)

Essential Functions:

3. Plans, prioritizes and coordinates the scheduling of jobs; participates in the design, layout and composition of jobs; attends meetings with design staff and customers; and ensures quality of finished product.
4. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
5. Serves as a functional lead, planning, scheduling and assigning work, monitoring the progress of print jobs, and reviewing the work of staff responsible for print media services.
6. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed; makes purchases using a p card.
7. Operates all machines within print media services; produces the highest level of work such as four color process, complex jobs and duotones.
8. Cleans and performs preventive maintenance and minor repairs on various printing machines.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. Participates in the preparation and reproduction of various printed materials, including copying, cutting, stapling, collating, binding and hole-punching documents; edits and transfers computer files related to digital reproduction as required.
3. Performs a variety of record keeping, filing, indexing and other general clerical work.
4. Delivers packages to appropriate city departments as needed.
5. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.

QUALIFICATIONS

Knowledge of:

Printing estimation techniques.

Printing production planning and scheduling techniques.

Principles and practices of customer service.

Basic math principles.

Operations, services and activities of a digital reproduction and printing program.

Principles of lead supervision.

CITY OF LAS VEGAS

Print Media Services Representative (*continued*)

Knowledge of:

Methods and techniques of preparing and reproducing various printed materials.

Operational characteristics of duplicating and printing equipment and tools, including offset machinery, digital reproduction, and binding equipment.

Techniques and methods for cleaning and maintaining duplicating and printing machines.

Various paper types and sizes.

Occupational hazards and standard safety practices.

Common office software packages including print production packages.

Skills in:

Independently performing the most difficult set up and operation of printing equipment.

Interpreting, explaining and enforcing department policies and procedures.

Operating a variety of duplicating and reproduction equipment in a safe and effective manner.

Working with a variety of colored inks, toners and paper stocks.

Cleaning and maintaining various duplicating machines and other equipment.

Working independently with limited supervision.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible digital reproduction and printing experience, including planning, coordinating, pricing and scheduling jobs.

Training:

Equivalent to graduation from high school. Additional specialized training in digital reproduction or a related field is desirable.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Printing office environment.

Hazards: Exposure to noise and dust.

CITY OF LAS VEGAS

Print Media Services Representative (*continued*)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, bending, stooping, kneeling, or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

Rev. 8/4/11 (formerly Senior Graphic Equipment Operator and Graphic Services Technician)

FLSA & City: nonexempt

CSB 9/14/11

SENIOR SYSTEMS ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Participates in the more complex and difficult application of information technologies to business opportunities and solutions; assists in establishing, maintaining and enforcing development standards, processes and procedures; serves as the technical lead on computer applications from project initialization through implementation and validation; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Systems Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully aware of all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, directs and participates in the evaluation, design, testing and maintenance of computer applications.
2. Participates in the peer review of other team members for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications. Assists in the development, maintenance and quality control of programming and documentation standards.
3. Provides in-depth analysis for establishment of new systems and enhancements to existing systems.
4. Develops, documents and maintains computer systems design including, but not limited to, screens, reports, interfaces and programs; writes and tests new computer applications and systems; develops accurate time lines for assigned projects.

CITY OF LAS VEGAS
Senior Systems Analyst (*continued*)

Essential Functions:

5. Consults with representatives from city departments and external organizations to resolve problems; identifies and coordinates system activities with users and internal departmental organizations.
6. Monitors and evaluates operations and activities of assigned system responsibilities; recommends improvements and modifications; produces functional and visual design recommendations.
7. Performs database analysis to determine the most effective database designs; develops and implements new and improved database tables; creates and runs reports.
8. Prepares documentation for new systems and changes to existing systems; in accordance with established standards and procedures.
9. Administers the functionality of payroll administration and financial modules within the Oracle eBusiness Suite including, but not limited to design, establishment, modification and monitoring of business rules and interfaces; report and query administration including definition, design, implementation and management; and serving as the subject matter expert to management and key operating personnel.
10. Conducts or participates in business rules assessments; develops and implements rules and objects.
11. Performs all duties and job responsibilities of a Systems Analyst.

Marginal Functions:

1. Stays abreast of new computer programs or applications and trends or innovations in the assigned department; researches of new computer software and hardware; searches new web technologies and analyzes their possible application in the city.
2. Assists other departments with program and operational issues; analyzes causes of issues and recommends solutions or corrective actions.
3. Integrates commercial off the shelf software into the city's Enterprise Resource Planning (ERP) environment.
4. Assists in the validation of new applications or modifications; assists in the development of validation criteria.
5. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Systems Analyst (*continued*)

QUALIFICATIONS

Knowledge of:

Organizational structure, policies and operating procedures of the department and division.
Generally accepted software and system development life cycle processes.
Generally accepted validation and testing processes.
Generally accepted programming and documentation methods.
Principles and techniques of lead supervision.
Principles and techniques of project leadership.
Object and service oriented design concepts.

In addition to the above qualifications for Senior Systems Analyst:

When Assigned to Oracle ERP Support:

Oracle Relational Database Management System (RDBMS).
Oracle application middleware, user interface, reporting, query and backend development tools.
Oracle Human Resource, Payroll, Financials and self-service modules.
Structured Query Language (SQL).

When Assigned to Business Intelligence:

Advanced business intelligence administration.
Business rules and object development and support techniques.

Skills in:

Independently, and as a team member, performing the most difficult analysis and design activities assigned.
Analyzing, designing, and implementing complex information technology solutions.
Reading, understanding and applying relevant information from technical publications, manuals and other applicable media.
Working independently with minimal supervision while adhering to the direction established by management and established policies, procedures and task assignments.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible applications development and systems analysis experience with both commercial off-the-shelf solutions and custom applications.

CITY OF LAS VEGAS
Senior Systems Analyst (*continued*)

Training:

Bachelor's degree from an accredited college or university with major in computer sciences, business administration, management information systems or a field related to the essential functions.

Oracle Certified Application Developer is desirable, if applicable.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 7/18/11
FLSA: exempt; City: nonexempt
CSB 9/14/11