

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—11 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. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.
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.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:
Health Insurance—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.
Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta 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 Standard Life Insurance Company. 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—Miscellaneous employees are members of the Public Employees' Retirement System and are covered under the 3% at age 60 formula (Classic Employees) and 2% at age 62 (New Employees) effective 1/01/13 per the California Public Employees' Pension Reform Act of 2013 (PEPRA). Employees are required to contribute 8% of their base salary toward retirement. The City funds the PERS-determined balance. The employee has the option of making the retirement contribution on a pre-tax (tax deferred) basis. (IRC 414h). *Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

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. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application 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.

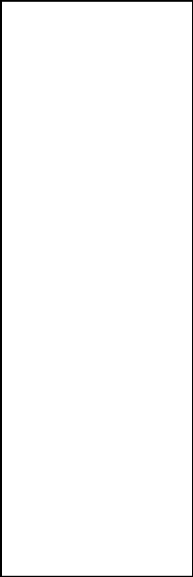
SELECTION: A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

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.

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
Finance Department

SALARY:
\$2651-2784-2923-3069-3222 biweekly
\$5743-6032-6333-6649-6981 monthly

Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)

FINAL FILING DATE:
Monday, March 19, 2018

Interviews: TBA

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

To apply online, visit
www.calopps.org

INFORMATION

DEFINITION

Under general supervision, performs skilled technical work on the City's Personal Computers and Local Area Network, and network servers, including hardware, software and peripherals, may supervise the work of lower level staff, and performs other duties as assigned.

EXAMPLES OF DUTIES

Analyses, 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: A minimum of one year of full-time experience in maintenance of personal computers.

Education: High school graduation 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 (Finance Department)

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) Have you graduated from high school or possess the equivalent?

Yes ☐
No ☐

2) Do you possess a minimum of one (1) year of full-time experience in maintenance of personal computers?

Yes ☐
No ☐

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

Yes ☐
No ☐

Signature:

Date: