

## Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

*Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)*

**1. This position is a**

	<input checked="" type="checkbox"/> <b>Replacement (No Changes)</b>	<input type="checkbox"/> <b>Replacement with requested changes *</b>	<input type="checkbox"/> <b>New Position (not a replacement)</b>
Department:	Information Technology		
Position Title:	Network Engineer		
Last Incumbent or "New":	Lavester Boykin		
Date of vacancy or Date of Board approval of new position:	Position is currently open. Mr. Boykin resignation was accepted by the Board on June 25, 2014		
Salary Range:	\$4,593 (Step A) -- \$5,879 (Step F)		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	NO		


\* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

***On a separate sheet, answer the below questions regarding the position.***

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
  - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
  - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>**

## NETWORK ENGINEER

**Classification/Position:** ~~I.T. Support Technician~~ **Date:** March 8, 2014

steps	REPLACEMENT POSITION	Initials/Date	steps	NEW OR CHANGED POSITION*	Initials/Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	MM 6/24/14	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	MM 6/24/14	2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President	6/21/14	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	WT 7/3/14	4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: N/A

DATE: \_\_\_\_\_

President's Authorization: \_\_\_\_\_

DATE: \_\_\_\_\_

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

\*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

- Annual Cost of the Proposal
  - HR will complete
- Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years
  - N/A
- If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
  - N/A
- Explain how this position supports student learning.
  - The Network Engineer is responsible for analyzing, trouble-shooting, testing and implementing software and systems that students depend on.
  - The Network Engineer is responsible for the repair and maintenance of technology infrastructure including servers and network equipment. This equipment and systems directly support student learning.
  - The Network Engineer is responsible for installing and configuring software designed to reduce security threats. This work is important in supporting student learning by protecting systems and security for threats.
  - The Network Engineer is responsible for providing assistance to faculty and instructional lab technicians in the use of instructional computer laboratory facilities.
- Explain what would happen if the position weren't approved.
  - The operations of the Technology Information Department would be severely impacted. Current levels of service and expectations would not be met. This workload could not be assumed by existing I.T. staff. Failure to fill this position would result in service discontinuance and delays. Ultimately the students, faculty and staff of MPC would all be adversely impacted by not filling this position.

**Job Description/Title:** Network Engineer  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

## MONTEREY PENINSULA COLLEGE

### NETWORK ENGINEER

#### **JOB SUMMARY**

Under general direction, research, identify, and provide hardware and /or software repair and upgrade solutions for college Information Technology (IT) network assets. Act as project leader, when assigned, with little or no supervision. Develop, update and archive written system configuration documentation. Conduct training for other technical support staff and network system users regarding issues related to the college network and video conferencing systems. Test and perform maintenance on network and campus Internet Protocol (IP) Telephone and Emergency 911 Systems. Provide network review, design and implementation assistance to college technical staff. Anticipate potential network problems and implement corrective measures

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Install, maintain upgrade, troubleshoot, and repair a variety of software, firmware, hardware and infrastructure which may include, but is not limited to: network, website and telephone infrastructure (cabling, backbone, Voice over IP Phone system (VOIP)).

Develop, maintain, update, and document network and information security implementations at the physical, electronic and conceptual levels.

Maintain quality of service on campus telephone systems.

Maintain optimal performance of network systems through the use of computer network monitoring hardware and software. Install, maintain, upgrade and troubleshoot Microsoft Windows servers in an Active Directory environment.

Maintain network control systems (firewall, intrusion detection systems (IDS), Proxy, Virtual Private Networks (VPN)s, etc), video systems (video conferencing H-323, session initiated protocol (SIP), video over IP), wireless systems, VOIP systems (telephone and unified messaging), web systems, video/voice/data wide area network (WAN) gateways, fax servers/clients, call accounting system, active directory and related systems, and E911 system, WEB servers and databases.

Analyze technical literature and assist in the design and development of network assets; communicate with hardware/software vendors; make recommendations that may include writing specifications for equipment purchases.

Participate as a team leader in network reconfiguration activities focused on the achievement of improved network performance; interface with technical services vendors and college staff in facilitating network improvement projects.

Participate in the writing of procedures documenting network resource testing, monitoring, configuration, and maintenance.

Establish and maintain network user support, which may include, consulting, documentation, and training for supported software and hardware projects.

Write memos and reports and system configuration diagrams as needed.

Provide on-the-job-training for other technical support staff focusing on the development of efficient PC and network hardware/software troubleshooting techniques.

Identify technical training needs of college technical support staff and work with IS department Director to implement and maintain a routine technical development cycle.

### **Other Duties**

When appropriate, modify hardware, or replace various internal components to correct problems or enhance performance or functionality of college information systems assets.

Provide support, under direction of the Dean of Technology , as a liaison between the college and various hardware and software vendors.

Participate in the development and maintenance of IT Department budgets.

Participate in college help-desk staffing, management and documentation.

Serve on college committees as assigned.

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education, experience and training, which would indicate possession of the required knowledge, skills and abilities listed herein. Four years of college level course work in computer science or related field and three or more years of experience troubleshooting in a network and/or personal computer support environment is preferred. Cisco Certified Network Professional (CCNP), Cisco Certified Voice Professional (CCVP), Microsoft Certified Systems Engineer (MCSE), internet protocol (IP) telephone specialization, network security background preferred.

### **Knowledge**

Knowledge of: operating systems, firewall software, e-mail applications; network IEEE standards; transmission control protocol/internet protocol (TCP/IP), virtual local area networks (VLAN), Voice and video over IP, security, anti-virus systems, intrusion detection/prevention systems, virtual private network (VPN), concentrators/systems, VOIP (telephone) systems, unified messaging systems, network management systems, wireless systems, video over IP codecs, gateways, surveillance systems (wireless/wired), proxy servers, web server systems, network hardware and peripherals (firewalls, servers, routers, switches, gateways, bridges, hubs, modems, etc.); efficient network hardware, firmware and data transmission line troubleshooting; network hardware and software monitoring systems; personal computer hardware operating systems (Windows OS & Mac OS) and College IT supported application software.

### **Abilities**

Ability to: train technical staff; write and listen effectively; display expert and innovative use of concepts and principles as a computer generalist; successfully apply specialized knowledge to practical applications; analyze system performance; correctly interpret and resolve complex computer problems; design analyze, implement, and maintain advanced network architectures; use appropriate and correct English spelling, grammar, and punctuation; communicate effectively in both oral and written form; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Moderate to heavy physical effort; occasional standing, walking kneeling, bending; stooping; periodic handling of moderate to heavy equipment or supplies up to 50 lbs. Primarily an indoor work environment.

# APPROVAL PROCESS TO FILL CLASSIFIED POSITIONS

