

**MT. SAN ANTONIO COLLEGE****Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****\*\*This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Lead Broadcast EngineerDepartment: Technical ServicesTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): 8:00 AM - 5:00 PM, M - FSalary Schedule (Range): 137

Background and Rationale (use back of form if additional space is needed): To replace a retired employee. This position has failed multiple recruitments and the salary range has been adjusted from A-118 to A-137 to be comparable to the industry market.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). The position has been reclassified from Lead Tech, Broadcast & Audio A-118 to Lead Broadcast Engineer A-137.

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-672000-211000-613000-210090 % Amount \$ 143,663Account Number(s): 11000-670000-211000-683000-210010 % Amount \$ 15,963

**Funding:** (check all that apply) ☒ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

**Duration (if grant/temporary funded):** Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_**Comments:** \_\_\_\_\_**Signatures:**

1. Requesting Manager Signature

2-24-22

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

02.28.2022

Date

5. Vice President, Human Resources

3/11/22

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not availablePosition Number: CA9986

Contract Number: \_\_\_\_\_

**Comments:** \_\_\_\_\_**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

William J. Smoggin  
6. Signature of President/CEOMarch 15, 2022

Date

**MT SAN ANTONIO COLLEGE**

**FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
<b>2021-22 Budget for Position to be Reclass:</b>																
CA9986	1.000	UA	118	3	12	Lead Tech, Broadcast & Audio	11000	672000	211000	613000	2100	90.00%	80,189	41,426	121,615	<b>UGF</b>
CA9986	1.000	UA	118	3	12	Lead Tech, Broadcast & Audio	11000	670000	211000	683000	2100	10.00%	8,910	4,603	13,513	<b>UGF</b>
													89,099	46,029	135,128	
<b>2021-22 Cost of Reclassified Position:</b>																
CA9986	1.000	UA	137	3	12	Lead Broadcast Engineer	11000	672000	211000	613000	2100	90.00%	96,877	46,786	143,663	
CA9986	1.000	UA	137	3	12	Lead Broadcast Engineer	11000	670000	211000	683000	2100	10.00%	10,764	5,198	15,963	
													107,641	51,984	159,625	
<b>Additional Cost to convert from A-118 to A-137</b>													18,542	5,955	24,497	<b>NRA Phase 13</b>

### Job Description

<b>Title:</b>	Lead Broadcast Engineer
<b>Unit:</b>	CSEA 262
<b>Range:</b>	Recommendation - 137* ( <i>currently 118 with annual difference of \$21,464.76 at step 6 annually</i> )
<b>Committee Review:</b>	1/26/2022
<b>Synopsis:</b>	Title Change and Change to Minimum Qualifications
<b>Rational</b>	Multiple failed recruitments following change in title and MQ's; therefore, salary is being adjusted to industry market.
<b>Incumbent</b>	Vacant

\*Market data attached



February 1, 2022

1. Cabinet reviewed and commented on the following information items:
  - a. In the Student Centered Funding Formula CEO Taskforce meeting, there was a lot of discussion about budget. Sierra College President Willie Duncan provided [talking points](#) from his presentation at the January BOG meeting—supporting the Governor's hold harmless proposal, which would eliminate the fiscal cliff that some colleges will face; an increase in base allocation, which would allow for the continued support of technology and staff to maintain that technology; STRS/PERS pension buy down, which would be funding directly to the STRS/PERS accounts to reduce the ongoing costs to districts; and a task force to analyze the impacts of enrollment declines and the use of Emergency Conditions.
  - b. The LA County Department of Public Health [Telebriefing for Institutes of Higher Education](#) provided no real change to any guidance. The continued message from the County is to encourage more people to get vaccinated and boosted.
  - c. An article from Public Policy Institute of California, [New Law Raises Standards for Police Officers](#), outlines changes made in [AB89](#) which improve training, increase age requirements for new hires, and encourages colleges and universities to improve their law enforcement courses to provide financial assistance to those from disadvantaged communities to pursue law enforcement degrees. This may be relevant to our Administration of Justice program.
2. Cabinet reviewed the language in [AB 1705 \(Irwin\)](#) to further limit multiple measures placement in English and math. It has already passed the Assembly. The bill contains several toxic changes to placement in Math and English. In particular, it would require all students to be placed into transfer level math. If implemented, it could decimate our associate degree programs by requiring those students to take math beyond the current requirement of intermediate algebra.
3. Cabinet approved an [Immediate Need Request](#) from Human Resources for legal services for \$80,000 one-time.
4. Cabinet approved the following job description changes:
  - [Coordinator, Project/Program](#) (revised) – Added a critical component to officially acknowledge that incumbents in that classification can provide training
  - [Lead Broadcast Engineer](#) (range change only) - This position has multiple failed recruitments following the approved changes to the title and MQ's; therefore, salary is being adjusted to be comparable to the industry market.
5. A campaign for Spring 2022 Vaccination Requirement messaging to students has been established. There will be a reminder going out today to students with more and more targeted emails as each notification goes out getting closer to the Spring semester.
6. Cabinet reviewed recommendations from the Classification and Reclassification Committee and made the following determinations:
  - Business Analyst (pay grade request) – Hold for additional information.
  - Program Account Specialist (pay grade request) – Approved.
  - Laboratory Technician – Astronomy (reclassification) – Hold for additional information.

## **LEAD BROADCAST ENGINEER**

### **DEFINITION**

Under general supervision, oversees, and performs technical support in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities; provides support for all campus and Police and Campus Safety radio communications facilities; provides technical support to students, faculty, and staff on the operation, maintenance, and repair of equipment and systems.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Manager, Broadcast Services. May exercise technical and functional direction over and provides training to assigned staff and student workers.

### **CLASS CHARACTERISTICS**

This is an advanced technical classification responsible for overseeing and performing technical support of all broadcast radio and television facilities. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of highly technical tasks in the design, installation, maintenance, and repair of assigned facilities and systems. Incumbents are expected to work independently and exercise judgment and initiative. Incumbents at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Production Specialist in that the latter performs technical and creative development work of video, audio, media, and broadcast production and post-production. This class is further distinguished from the Manager, Broadcast Services in that the latter oversees the entire department-and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Oversees and participates in the design, installation, configuration, operation, modification, and maintenance of television and radio production facilities, including broadcast studios, transmitters, and related lab studios; monitors land mobile and broadcast systems for indications of potential failure; ensures related activities comply with established standards, policies, and procedures.
2. Oversees technical operations and provides technical support for production activities in broadcast studios, master control, satellite operations, video and audio editing, duplication, mobile television production facilities, and other broadcast facilities across campus.
3. Provides complex broadcast engineering support for other areas of the College.
4. Oversees development, modification, operation, and repair of mobile television production truck, satellite, and communication equipment.
5. Installs, maintains, configures, and repairs audio and video recording systems, cameras and monitors, video switchers, audio amplifiers, speakers, microphones, lighting, theatrical rigging, and a variety of other broadcast, performance art, and radio equipment, systems, and devices.
6. Provides technical support for special across campus as needed; coordinates, prepares, and sets-up audiovisual, production, and broadcast equipment and systems for educational activities, conferences, and special events.
7. Provides technical support for all campus two-way radio and communications facilities.
8. Researches, reads, and interprets equipment manuals, schematics, diagrams, and other technical documentation used in the repair and upgrade of land mobile and broadcast facilities.
9. Interfaces and communicates with the Federal Communications Commission (FCC), consultants, and Federal broadcast attorneys; researches, interprets, and applies federal regulations pertaining to assigned area of responsibility.

10. Participates in audio and video production and post-production.
11. Trains employees in work methods, use of equipment, and relevant safety precautions.
12. Reviews maintenance and repair work for accuracy and completeness; inspects and evaluates work in progress and upon completion to ensure assigned maintenance and repair activities are performed in accordance with College standards and Federal rules and regulations.
13. Researches and recommends equipment purchases.
14. Responds to requests for technical assistance and answers questions from faculty and staff or refers to appropriate staff.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Practices, procedures, techniques, tools, and materials used in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities and Police and Campus Safety communication facilities.
2. Operation and maintenance of radio, video, and communication systems and equipment including digital video and audio routers, multi-viewer systems, digital matrix intercom systems, digital video switchers, studio and broadcast cameras, digital video graphics systems, digital video recording systems, and reinforcement systems digital recording and reinforcement systems.
3. Theory and practice of electrical, electromechanical, and electronic principles in the fields of video and audio communications and radio frequency transmissions.
4. Basic principles, practices, and methods of system integration.
5. Analog and digital electronics and acoustics.
6. Digital signal types and associated standards for video and audio. Essential principles pertaining to the transmission, troubleshooting, and repair of broadcast signals via fiber optic equipment.
7. Operational characteristics of audio, video, communications, and facilities maintenance and repair equipment, including electronic and acoustic instrumentation.
8. Production techniques and procedures for video, audio, media, and broadcast production and post-production.
9. Basic principles and practices of providing technical and functional direction and training to assigned staff.
10. Principles and procedures of record keeping and report preparation.
11. Proper storage and care of equipment and tools.
12. Safe work methods and makes appropriate use of related safety equipment as required.
13. Modern office practices, methods, and computer equipment and applications related to the work.
14. English usage, spelling, vocabulary, grammar, and punctuation.
15. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Skills & Abilities to:**

1. Lead and participate in inspecting, troubleshooting, diagnosing, and resolving television, radio, and communication problems and malfunctions.

2. Operate specialized troubleshooting, maintenance, repair equipment and tools, such as waveform monitors, vector scopes, signal analyzers, audio meters, digital voltmeters, network analyzers, fiber optic test equipment, soldering equipment, crimp equipment.
3. Perform or specify electrical power distribution for various projects related to area of assignment.
4. Read, interpret, and apply technical information from manuals, schematics, diagrams, and other technical documentation.
5. Inspect the work of others and maintain established quality control standards.
6. Train others in proper and safe work procedures.
7. Identify and implement effective course of action to complete assigned work.
8. Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations, including FCC rules and regulations.
9. Maintain accurate logs, records, and basic written records of work performed.
10. Enforce and follow department policies and procedures related to assigned duties.
11. Understand and follow oral and written instructions.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Equivalent to an Associate's degree from a regionally accredited college in electrical engineering or related field and three (3) years of progressively responsible experience in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of television and radio communication facilities, systems, and equipment. Additional full time equivalent years of experience can be substituted for the required education on a year-for-year basis up to two (2) years.

### **Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **Preferred Qualifications:**

1. Experience managing video and audio routers; and multi-viewer systems; control platforms; digital matrix intercom systems; shared file-based digital asset storage systems; or digital two-way radio systems.
2. Experience with tally, video, camera, amplification, and networking systems; digital audio consoles; video matrices; touch screen control processing; or mobile broadcast environment.
3. Experience with current FM radio and internet radio broadcast systems.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard video, audio, media, and broadcast production setting; strength, stamina, and mobility to perform medium to heavy physical work, to climb and descend ladders, to operate varied tools and equipment, and to operate a motor vehicle and visit various College sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer

keyboard or calculator and to operate above-mentioned tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in maintenance and repair activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in standard video, audio, media, and broadcast production environments with moderate to loud noise levels, controlled temperature conditions, exposure to electrical hazards, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Revised 10/2021



			two part time Administrative Specialist positions, there is less than a 100% position. Increasing one of the positions to 100% will provide full coverage, every day of the week, throughout operating hours. This coverage is important to the growth the department has experienced, both on the Event and facility side, and the Audio Visual Support side. Cost increase estimated with Fiscal Calculator.			
Technical Services/ Event Services	Adjust salary range for Lead Broadcast Engineer due to multiple failed recruitments.  CA9986	Failed recruitments.	Recruitments for a Lead Broadcast Engineer have failed, both pre and post pandemic. The current salary is below market and needs to be increased to be competitive. This position has been vacant for over two years, and is critical to the maintenance and operation of campus TV, Broadcast, and Radio Station facilities that support Instructional programs, and 90.1 KSAK. With the new broadcast infrastructure at the stadium, this position is critical to the operation of that facility for all users. This position also manages the campus two-way radio system that is used by Police & Campus Safety, Maintenance and Operations, Building Marshalls	Ongoing	24,907	<input checked="" type="checkbox"/> Critical <input type="checkbox"/> High Priority <input type="checkbox"/> Important <input type="checkbox"/> Necessary

Risk Management	Emergency Management Compliance	Needed to continue the work already done for compliance and emergency preparedness.	during emergency events, and others across campus. Increase from A118-A138 estimated with Fiscal Calculator. (Criteria, 3, 4, 6).	Ongoing	15,000	<input checked="" type="checkbox"/> Critical <input type="checkbox"/> High Priority <input type="checkbox"/> Important <input type="checkbox"/> Necessary
			<p>This money is required for ongoing compliance to assist the emergency Manager with completion of environmental compliance and emergency preparedness projects, along with compliance training necessary for the campus to achieve 100% of California Compliance. Projects include Building Evacuation Team database, update of campus hazardous materials inventory and on-line SDS database, research and update of hazard mitigation plan, resource (equipment) typing per state compliance of NIMS/SEMS requirements and table top exercises and assistance with development of emergency training resources and website. Once completion, ongoing project requirements can be maintained by staff (Criteria 3).</p>			

**NRA Phase 13 Summary**  
**Cabinet First Discussion**  
**August 10, 2021**  
**Rev. August 12, 2021**

**Critical** – high impact/high timeline, needed immediately  
**High priority** – high impact/low timeline, but not immediately needed; funded within the next fiscal year  
**Important** –lower impact/delayed timeline; needed within the next two fiscal years  
**Necessary** – program/department enhancement, but does not meet the criteria; may be reviewed again

**School of Continuing Education**

Department	Description	Comments	Justification of Need	One-time/ Ongoing	Total Requested	Need
Short-term Vocational	FT Administrative Assistant III for new STV manager.	Needed for program to function. STV manager needs scheduling assistance, assuring faculty loads, and administrative assistance. Dean admin support already has a full load.	STV manager was approved in Cabinet on 7/06/21. The STV department has over 20 programs with 2400+ unduplicated students. Administrative support is critical for the new manager and to sustain the STV programs. Further, this position will support the manager and faculty in re-engaging students as a result of the pandemic.	Ongoing	97,732	<input checked="" type="checkbox"/> Critical <input type="checkbox"/> High Priority <input type="checkbox"/> Important <input type="checkbox"/> Necessary
ESL	FT Registration Specialist	ESL processes 4-5,000 students. There are only two p/t registration staff which can be challenging when one is out. Needed in addition to two p/t. Would need less hourly support (WIOA) in this area.	A full time registration specialist to process applications and manage wait-lists for the ESL and VESL programs which typically serves 4000-5000 immigrant students annually through open enrollment. Online registration is difficult for limited English speakers, so a full time position	Ongoing	81,937	<input type="checkbox"/> Critical <input type="checkbox"/> High Priority <input type="checkbox"/> Important <input type="checkbox"/> Necessary <b>HEERF funding for first year and then UGF</b>

**LEAD BROADCAST AND AUDIO TECHNICIAN ENGINEER**  
**FLSA NON-EXEMPT – A-118**

A4045

**DEFINITION**

Under general supervision, oversees, and performs technical support in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities; provides support for all campus and Police and Campus Safety radio communications facilities; provides technical support to students, faculty, and staff on the operation, maintenance, and repair of equipment and systems.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Manager, Broadcast Services. May exercise technical and functional direction over and provides training to assigned staff and student workers.

**CLASS CHARACTERISTICS**

This is an advanced technical classification responsible for overseeing and performing technical support of all broadcast radio and television facilities. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of highly technical tasks in the design, installation, maintenance, and repair of assigned facilities and systems. Incumbents are expected to work independently and exercise judgment and initiative. Incumbents at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Production Specialist in that the latter performs technical and creative development work of video, audio, media, and broadcast production and post-production. This class is further distinguished from the Manager, Broadcast Services in that the latter oversees the entire department and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Oversees and participates in the design, installation, configuration, operation, modification, and maintenance of television and radio production facilities, including broadcast studios, transmitters, and related lab studios; monitors land mobile and broadcast systems for indications of potential failure; ensures related activities comply with established standards, policies, and procedures.
2. Oversees technical operations and provides technical support for production activities in broadcast studios, master control, satellite operations, video and audio editing, duplication, mobile television production facilities, and other broadcast facilities across campus.
3. Provides complex broadcast engineering support for other areas of the College.
4. Oversees development, modification, operation, and repair of mobile television production truck, satellite, and communication equipment.
5. Installs, maintains, configures, and repairs audio and video recording systems, cameras and monitors, video switchers, audio amplifiers, speakers, microphones, lighting, theatrical rigging, and a variety of other broadcast, performance art, and radio equipment, systems, and devices.

6. Provides technical support for special across campus as needed; coordinates, prepares, and sets-up audiovisual, production, and broadcast equipment and systems for educational activities, conferences, and special events.
7. Provides technical support for all campus two-way radio and communications facilities.
8. Researches, reads, and interprets equipment manuals, schematics, diagrams, and other technical documentation used in the repair and upgrade of land mobile and broadcast facilities.
9. Interfaces and communicates with the Federal Communications Commission (FCC), consultants, and Federal broadcast attorneys; researches, interprets, and applies federal regulations pertaining to assigned area of responsibility.
10. Participates in audio and video production and post-production.
11. Trains employees in work methods, use of equipment, and relevant safety precautions.
12. Reviews maintenance and repair work for accuracy and completeness; inspects and evaluates work in progress and upon completion to ensure assigned maintenance and repair activities are performed in accordance with College standards and Federal rules and regulations.
13. Researches and recommends equipment purchases.
14. Responds to requests for technical assistance and answers questions from faculty and staff or refers to appropriate staff.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Practices, procedures, techniques, tools, and materials used in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities and Police and Campus Safety communication facilities.
2. Operation and maintenance of radio, video, and communication systems and equipment including digital video and audio routers, multi-viewer systems, digital matrix intercom systems, digital video switchers, studio and broadcast cameras, digital video graphics systems, digital video recording systems, and reinforcement systems digital recording and reinforcement systems.
3. Theory and practice of electrical, electromechanical, and electronic principles in the fields of video and audio communications and radio frequency transmissions.
4. Basic principles, practices, and methods of system integration.
5. Analog and digital electronics and acoustics.
6. Digital signal types and associated standards for video and audio. Essential principles pertaining to the transmission, troubleshooting, and repair of broadcast signals via fiber optic equipment.
7. Operational characteristics of audio, video, communications, and facilities maintenance and repair equipment, including electronic and acoustic instrumentation.
8. Production techniques and procedures for video, audio, media, and broadcast production and post-production.

9. Basic principles and practices of providing technical and functional direction and training to assigned staff.
10. Principles and procedures of record keeping and report preparation.
11. Proper storage and care of equipment and tools.
12. Safe work methods and makes appropriate use of related safety equipment as required.
13. Modern office practices, methods, and computer equipment and applications related to the work.
14. English usage, spelling, vocabulary, grammar, and punctuation.
15. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Skills & Abilities to:**

1. Lead and participate in inspecting, troubleshooting, diagnosing, and resolving television, radio, and communication problems and malfunctions.
2. Operate specialized troubleshooting, maintenance, repair equipment and tools, such as waveform monitors, vector scopes, signal analyzers, audio meters, digital voltmeters, network analyzers, fiber optic test equipment, soldering equipment, crimp equipment.
3. Perform or specify electrical power distribution for various projects related to area of assignment.
4. Read, interpret, and apply technical information from manuals, schematics, diagrams, and other technical documentation.
5. Inspect the work of others and maintain established quality control standards.
6. Train others in proper and safe work procedures.
7. Identify and implement effective course of action to complete assigned work.
8. Interpret, apply, and explain applicable federal, state, and local policies, procedures, laws, and regulations, including FCC rules and regulations.
9. Maintain accurate logs, records, and basic written records of work performed.
10. Enforce and follow department policies and procedures related to assigned duties.
11. Understand and follow oral and written instructions.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

~~Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:~~

Equivalent to an Associate's degree from a regionally accredited college in electrical engineering or related field and three (3) **full time equivalent** years of progressively responsible experience in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of television and radio communication facilities, systems, and equipment.

**Additional full time equivalent years of experience can be substituted for the required education on a year-for-year basis up to two (2) years.**

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**Preferred Qualifications:**

1. Experience managing video and audio routers; and multi-viewer systems; control platforms; digital matrix intercom systems; shared file-based digital asset storage systems; or digital two-way radio systems.
2. Experience with tally, video, camera, amplification, and networking systems; digital audio consoles; video matrices; touch screen control processing; or mobile broadcast environment.
3. Experience with current FM radio and internet radio broadcast systems.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard video, audio, media, and broadcast production setting; strength, stamina, and mobility to perform medium to heavy physical work, to climb and descend ladders, to operate varied tools and equipment, and to operate a motor vehicle and visit various College sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in maintenance and repair activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in standard video, audio, media, and broadcast production environments with moderate to loud noise levels, controlled temperature conditions, exposure to electrical hazards, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.