SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Microcomputer Specialist I   CLASS CODE: 535
                 Microcomputer Specialist II   CLASS CODE: 525

CHARACTERISTICS OF THE CLASS:

Classes in this series are used to develop methods of applying microcomputer technology to the solution of problems.

Microcomputer Specialist I   Under general supervision, evaluates and installs microcomputer software for usability in the District. Interfaces with users for analysis and resolution of microcomputer problems. Sets up new PC work stations and related equipment. Performs related work as required.

Microcomputer Specialist II   Under general supervision, performs all duties as Microcomputer Specialist I, plus handles more complex software problems; may perform on-site surveys of work to be performed; may estimate work hours; may assign, assist with, inspect, direct, coordinate and prioritize the work of Microcomputer Specialist I's and individuals performing computer hardware installation, repair and maintenance; performs related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs analysis of microcomputer-based application development, modification and hardware/software capabilities; resolves micro application software problems; responds to user problem requests and user training and in-service; develops training programs on new software applications and updates existing training material/manuals when software upgrades or changes are received; develops micro standards and procedures, feasibility studies, system design, program development and implementation; evaluates user needs and makes recommendations of proper hardware and software requirements; evaluates new and existing microcomputer hardware/software applications; sets up, installs, maintains and repairs microcomputers and local area networks as well as peripheral /ancillary devices including, but not limited to, computer cards and printers; may order parts and supplies; interfaces micro applications and mainframe host computers; assists with mainframe data file applications and systems programming and documentation; independently performs microcomputer software installation and programming; participates with other microcomputer specialists in microcomputer-based projects of a complex nature; assists in analysis of hardware problems and may perform computer hardware repair**.**

QUALIFICATIONS:
Education and Experience:

Microcomputer Specialist I — Equivalent to completion of 30 semester units of college level course work in computer science, including microcomputers, computer flow charting and programming, word processing, spreadsheets, data base design and telecommunication software or 2 years experience involving the use of a wide variety of microcomputer software, diagnosing/troubleshooting user software problems, providing user training and performing routine system maintenance.

Microcomputer Specialist II — Equivalent to graduation from two-year college with major course work in Data Processing/Computer Science and two years of increasingly responsible experience with microcomputer hardware/software involving the use of a wide variety of microcomputer software, diagnosing/troubleshooting user software problems, providing user training and performing routine system maintenance. Experience in San Juan Unified School District as Microcomputer Specialist I may be substituted on a year-for-year basis to satisfy educational requirements.

Knowledge and Abilities:
Knowledge of micro based software applications;
Knowledge of microcomputer hardware;
Knowledge of principles of analysis and design of microcomputer systems and procedures;
Knowledge of Local Area Networking and microcomputer communications;
Knowledge of large scale computerized data processing systems, including machine capabilities and applications potential;
Knowledge of records storage and handling techniques;
Ability to analyze, design, program, install and maintain highly technical and complex micro based programs;
Ability to identify and document work systems and procedures, including flow chart and documentation techniques;
Ability to analyze complex administrative and data systems, identify problems and develop logical conclusions and effective solutions;
Ability to communicate effectively in both technical and non-technical terms;
Ability to read, interpret and apply complex technical publications, manuals and other documents;
Ability to establish and maintain effective working relationships with staff of user departments and data processing employees;
Ability to clearly document procedures and provide training for data processing staff and users on implementation and operations requirements of the system.

Board Approved: 12/5/89
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