



CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

4900 W. 147th Street
Hawthorne, CA 90250
(310) 263-3751

Please
Post

CLASSIFIED EMPLOYMENT OPPORTUNITY OPEN AND PROMOTIONAL

September 25, 2018

Centinela Valley Union High School District is testing to establish an eligibility list for the position of Production Technician. This position will be filled from the eligibility lists being established at this time. The eligibility lists will expire in one year OR when fewer than three candidates remain on the lists.

POSITION:

Production Technician

DESCRIPTION:

IT Department
1 position, 40 hours per week, 12 months per year

SALARY:

Range 46
\$ 81,366.60- \$ 98,901.60 annual compensation

QUALIFICATIONS

See attached job description

START DATE:

As soon as possible.

DEADLINE DATE:

October 15, 2018 at 3:00 p.m.
Candidates will be notified by mail or e-mail when the exam will be administered.

APPLICATION PROCEDURES:

Classified applications may be obtained from the Office of the Personnel Commission; 4900 W. 147th Street, Hawthorne 90250, (310) 263-3751 or you can download the application from our web site at www.centinela.k12.ca.us. All completed applications must be turned into the Office of the Personnel Commission by the deadline date. Incomplete applications will be screened out and not be allowed to continue with the process. **A thorough review of application materials will result in narrowing the field of competition to the most qualified applicants.**

SELECTION PROCEDURES:

Applications will be accepted from the general public and district employees who possess the necessary qualifications. The examination process may be comprised of one or any combination of the following: a paper screening of the applicants background, training, and experience; written exam; qualifications appraisal oral interview; performance exam; or technical oral exam. Persons needing reasonable accommodations must notify the Office of the Personnel Commission by the deadline date. A passing score must be achieved on all portions of the examination in order to be placed on the eligibility list. Outside candidates will be placed on one ranked eligibility list. District candidates may be placed on a separate ranked eligibility list. Eligible district employees will receive seniority points, which will be added to their final passing scores. Veterans submitting form DD214 will be granted veterans points, which will be added to their final passing scores.

HIRING PROCEDURES:

Centinela Valley Union High School District is a merit system (civil service) school district. Employment and promotion of Classified employees are based upon merit, fitness and qualifications. The person selected to fill any regular position will be from among the top three ranks on the eligibility list approved by the Personnel Commission. Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, driver's license, or other equivalent identification and social security card. No person will be allowed to begin working before the district receives fingerprint and medical clearance

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Centinela Valley Union High School District is committed to providing a safe school and working environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For more information or to file a complaint, please contact Dr. Stephen Nellman, Assistant Superintendent, Human Resources Division, Centinela Valley Union High School District, 14901 Inglewood Avenue. Lawndale, CA 90260. nellmans@centinela.k12.ca.us (310) 263-3210

Production Technician

QUALIFICATIONS:

Under the supervision of the Director of Information Technology, the Production Technician will provide technical expertise and perform skilled consultation, work, and support on: theater and film lighting and sound equipment; scenic design, construction, and rigging; theater and film equipment inventory, maintenance, and logistics; audio-visual equipment set-up and use; unskilled and semi-skilled IT support; assistance to administrators, teachers, students, and community members with theatrical, film, and other productions or presentations.

ESSENTIAL DUTIES

- Advises “production support crews” (students, staff, and community members) for the purpose of providing support to theater, location and video productions.
- Advises students, staff, and community members on the topics of safety, facility and equipment use, and production best-practices.
- Assists students, staff, and community members in designing, implementing, and supporting technical and artistic aspects of a production.
- Conducts presentations for the purpose of training students, staff, and community members on the use of theater and film equipment.
- Designs and constructs scenic elements for the purpose of supporting students, staff, and community members with productions.
- Designs, installs, operates, and supports theater and film lighting, audio, and camera systems for the purpose of providing the necessary support to theater and film productions.
- Designs, installs, operates, and supports the set-up of audio-visual and presentation equipment (computers, speakers, projectors, microphones, etc.) for presentations or workshops at various locations.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition, and coordinates building maintenance or other systems maintenance that are outside the scope of user-serviceability.
- Orders equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs basic IT support, such as installing computers and other IT equipment, installing software, network cabling, establishing Wi-Fi connections, hardware and software troubleshooting, and help-desk duties.
- Repairs equipment, sets, props etc. for the purpose of ensuring safe working conditions.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- Transports equipment via District vehicles from one location to another.

QUALIFICATIONS

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles of scenery, lighting, and sound design and production; operation of lighting and sound boards; producing, reading, and understanding schematics; basic scenic carpentry; concepts of stage production and support; basic IT support skills; cultural differences of student population; job-related codes/laws/rules/regulations/policies; knowledge of community resources.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adhering to theater and technical safety practices; meeting deadlines and schedules; and working under time constraints; displaying mechanical aptitude; organizing tasks; working as part of a team; working with frequent interruptions.

Education and Experience

Any combination equivalent to education, training, and experience that could likely provide the required **knowledge, skills, and abilities** would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: completion of at least two years of college with training in theater and/or film production, and three years increasingly responsible experience in theater and/or film production, specifically as either a Stage/Production Manager, Scenic Designer/Scenic Carpenter/Grip, or Lighting Designer/Electrician. A college degree in theater and/or film production is desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and automobile. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.