

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMPUTER SUPPORT HELPDESK SPECIALIST I

BASIC FUNCTION:

Under the direction of the Chief Technology Officer or designee, serve as a technical resource to district personnel. Demonstrate knowledge of technology through both education and experience. Log all service requests received via phone, voicemail, email, in-person walk-in, and through an employee self-service portal into the department ticketing and support tracking system software. Provide staff with assistance troubleshooting and resolution of hardware and software problems over the phone and via remote assistance software. Assist personnel with routine technology related tasks such as password resets and account lockouts. Gather relevant information and assign tickets to other departmental groups for cases requiring on-site support, advanced troubleshooting, testing or repair. Install, update, and deploy software packages to computers or on devices dropped off via walk-in as time allows.

DISTINGUISHING CHARACTERISTICS:

The Computer Support Helpdesk Specialist I job classification is responsible for providing first-level technical support for personal computing devices, related technology, hardware and software. Individuals in this position primarily provide technical support and remote troubleshooting to District faculty and staff. The Computer Support Helpdesk Specialist I provides assistance with issues involving but not limited to, desktop computers, personal computing devices, telecom, software and applications, access and permissions. Computer Support Helpdesk Specialists field requests for support are made by staff via phone, email, walk-in / drop-off, or via a customer self-service portal. Cases requiring second or third tier support are assigned to an individual or functional team best equipped to provide technical support.

ESSENTIAL FUNCTIONS:

Serve as a technical resource to District personnel, answering phone calls, email requests and other inquiries, providing technical information, advice and referrals.

Log all service requests and trouble tickets into the Technology Services Department's service management tracking system.

For each request, record the problem description including specific symptoms, errors or messages. Document troubleshooting steps taken, the result and solution (if applicable). Provide case number to and other relevant information to the individual who made the request or submitted the trouble ticket.

Provide first tier troubleshooting, support and problem resolution services; resolve basic and routine issues; escalate critical issues to second, third or senior tier support staff; assign service requests and trouble tickets requiring on-site service to the appropriate team.

Follow up on closed service requests to insure customer satisfaction.

Assist personnel with the setup, maintenance and troubleshooting of computer applications as directed.

Prepare instructional materials and documentation.

Prepare and maintain records and reports related to assigned activities.

Operate a variety of office equipment including telephone, fax machine, copier, computer, and common productivity software.

Perform other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of configuration and maintenance of personal computing devices.

Operating systems such as Microsoft Windows, Google Chrome OS, Apple Mac OS and Apple iOS.

Common application software packages.

Computer hardware including desktop, laptop, tablet, and convertible devices.

Computer peripheral equipment including printers, monitors, and other equipment.

Basic understanding of computer networking including TCP/IP.

Basic understanding of enterprise backend including file, email and application servers.

Basic understanding of hosted services including the concepts of SaaS and cloud computing.

Basic record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Proper lifting techniques.

ABILITY TO:

Serve as a technical resource to District personnel.

Provide excellent customer service always having empathy and patience with faculty and staff.

Evaluate and prioritize service requests in accordance with department standards.

Work in a demanding environment with high ticket volumes.

Manage requests coming from multiple sources.

Provide assistance and support to other Computer Support Helpdesk Specialists.

Solve problems using logic and reasoning.

Troubleshoot personal computing devices including: Desktop, Laptop, Tablet, and Convertibles.

Assist personnel with setup, configuration and maintenance of computer software applications.

Learn District organization, operations, policies and objectives.

Learn Technology Services department policies and objectives.

Clearly communicate technical topics both verbally and in writing.

Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Understand and follow oral and written instructions.
Work independently.
Meet schedules and timelines.
Prioritize, organize and schedule work.
Maintain current knowledge of technological advances.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.
See to view computer and electronic device displays and monitors.
Sit for extended periods of time.
Bend at the waist, knee and crouch to perform repairs.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college-level course work in electronics, personal computer technical support and maintenance, computer science, or closely related field and one or more years of experience in a customer service / helpdesk environment supporting personal computing devices and related equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office Environment
Substantial telephone support
Constant interruptions
Heavy computer use / data input

BOARD APPROVED: March 5, 2019