

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:**  Yes  No  **Mandated Reporter:**  Limited  General  N/A  **Review Date: 9/20/2024** | ***MPP Positions Only***  **MPP Job Code: I 10 4**  **Job Family: Information Technology**  **Job Function: Multi-Media Services**  **Job Category: Director** |

**Mandated Reporter Per CANRA**   **YES**   **NO**

The person holding this position is considered a ‘mandated reporter,’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

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| --- | --- | --- |
| **Please check one:** | New Position | Existing Position Update |

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| --- | --- |
| **Date:** |  |
| **Department & Division:** | KPBS |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Administrator II, Grade 1 |
| **FLSA Status:**  *(exempt or non-exempt)* | Exempt |
| **Working Title:** | Director of Engineering and Operations |
| **Position Number & Job Code:** | 10001834, 3312 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | 10000142, Chief Technology Officer |

**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.*

* KPBS serves the greater San Diego community with informative, cultural, entertaining and educational television and radio programming. KPBS(TV) and KPBS‐FM are the public television and radio stations for San Diego. Licensed to San Diego State University, KPBS supports and furthers the university's educational and community service mission by informing, enlightening and empowering its audience. It does so not only by presenting national and locally produced programming of value to its San Diego audience, but also by producing programming about San Diego and its people for distribution nationwide.
* The Engineering Department at KPBS is responsible for the planning, construction, procurement, installation and maintenance of the technical facilities of the station used in electronic media production, recording and transmission. KPBS Engineering also lends technical support to departments including the KPBS Information Technology and Digital, Production and Conference Center departments as well as University departments, including Facilities Services, Information Technology, and the College of Extended Studies.

**II. PURPOSE OF POSITION**:

*State the basic purpose of the position in one to three specific statements.*

* The Director of Engineering and Operations is a management position at KPBS and is responsible for the leadership and supervision of the KPBS Engineering and Production Departments as well as primary responsibility for the technical infrastructure used in broadcasting and audio/video production. This responsibility includes, but is not limited to, the Television and Radio over the air processing chain, FCC requirements and standards, studio and field equipment, signal routers, IT infrastructure used in broadcasting and editing, and building facilities.
* The Director of Engineering and Operations is responsible for ensuring the department’s goal of providing stable and secure infrastructure while also ensuring an excellent user experience for the KPBS staff. The position is also responsible for managing the various vendor supplied technologies and products used for creating and distributing KPBS content. This includes university and outside vendor-supplied Internet access, microwave and fiber signal paths to transmitter sites, transmitters, towers and antennas.
* Reporting directly to the Chief Technology Officer, the incumbent is expected to keep abreast of and implement current and future best practices in technology and media management, working with the Chief Technology Officer on setting and executing departmental priorities to manage and develop policies and procedures. These include care and use of equipment by staff and annual departmental budget development. The position is expected to work closely with the Chief Financial Officer on capital expense planning and attend regular Capital Expense Committee meetings. The Director of Engineering and Operations also works with KPBS and University Human Resources in on and off boarding of staff through building access, furniture placement and removal.

**III. CHANGES IN RESPONSIBILITIES:**

* Supervision of the KPBS Production Department has been added to this position as well as the management of the Conference Center and Studio Rental business responsible for meeting an annual revenue goal.

**IV. MAJOR RESPONSIBILITIES**:

**Personnel Management**

Manage Engineering team including hiring, onboarding, overseeing day‐to‐day work, timecards, performance     evaluations and training.  Provide mentoring and training needed to achieve department goals.  Supervise the Production Manager and Conference Manager positions and oversee their operations and budget planning.   Initiate and oversee department staff planning at the direction of the CTO.

**Security**

Responsible for all KPBS building and transmitter site security and works with various departments at the university to manage telephones, keys and card access.  Maintain the highest standard of IT security both internal to KPBS and the external environment collaborating with the Senior Director of IT and Digital through regular staff training and coordination with SDSU IT. Ensure that KPBS is in compliance with all SDSU and SDSURF IT policies, particularly for computers used in broadcasting, editing and production.  Act as primary point of contact with various third party technology vendors and San Diego State University and Research Foundation personnel for all facilities matters.

**Technology Assessment**

Work with all KPBS departments to evaluate and select the best technology solutions to meet the business needs. Develop specifications and requirements for the optimal integration and implementation. Formulate justifications for decisions and match budget to solution for presentation to upper management.  Keep abreast of and implement current best practices and technologies. Be subject matter expert for changing industry trends, including software and hardware technology, artificial intelligence (AI) as it applies to Engineering, Facilities and Production.  Participate in the internal committee charged with assessing AI use for the organization.

**Compliance**

Coordinates annual FCC compliance reporting and maintains all transmission equipment within FCC technical operating requirements and standards.  Maintains KPBS Public File. The position is also responsible for complying with the terms of all lease agreements for all transmitter sites.

**Technical Infrastructure Project Management**

Serve as project manager for new and replacement technology deployments.  Evaluate, implement, debug and maintain integration with various third-party applications and service providers for production and broadcast operations. The Director of Engineering and Operations working closely with KPBS IT, is responsible for ensuring all broadcast and production computers are patched and updated when required.  The position is responsible for the allocation of staff, funds and resources including documentation of all new installation and reconfiguring of equipment.

**Finance**

Accomplish financial objectives by working closely with the KPBS Finance and Accounting department. Responsibilities include forecasting requirements through preparation of annual Engineering and Production Budget, SWOT analysis and strategic planning, scheduling expenditures, analyzing variances, initiating corrective action, preparation of documentation for analysis by KPBS Finance and Accounting.  Attends Capital.

**Employee Name:**

Expense Committee meetings, engages vendors, assesses, and replaces vendors when needed, negotiates pricing and bids projects, negotiates, and collects financing terms for CFO, executes vendor risk assessments, conducts Technology Acquisition Reviews Process (TARP) reviews.

**Work Hours**

KPBS employs a partially hybrid workforce with required days onsite for staff. This position carries with it a 5 day per week onsite requirement and will also serve as an on‐call position to address and correct any emergency or urgent issues. At times, this position will require working nights, holidays and weekends due to the nature of KPBS broadcast operations and to best serve the user community ensuring maximum up‐time and performance for our technical infrastructure.  The Director of Engineering and Operations acts as the final point of escalation for all Engineering and Production technology issues. Given the common nature and sharing of technology between broadcast operations and IT, this position works closely and coordinates activities with the KPBS Senior Director of Information Technology and Digital on all matters. Work also includes remote access capability when needed.

Other Duties and Responsibilities as Assigned 5%

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

| **Description of Responsibilities:** | **(%) Percent of Time** |
| --- | --- |
| Actively participating in the solution of complex technical and equipment maintenance problems and, as required or appropriate, assisting in their implementation. | 25% |
| Training, organizing, scheduling and evaluating subordinate maintenance personnel according to priorities established in concert with the Chief Technology Officer. Engage with Management Council and Leadership Team to provide strategic guidance on organization and department production and technical needs. | 25% |
| Providing the technical design for, and supervising the installation of new station equipment and facilities. Making detailed  recommendations to the Chief Technology Officer for the acquisition of new, additional or replacement equipment as station needs dictate. | 20% |
| Fulfilling all of the responsibilities of Chief Operator of KPBS (TV & Radio) pursuant to applicable sections of the FCC Rules, either directly or by supervision, with regard to entries and review of operating and maintenance logs, inspection, maintenance and calibration of primary and ancillary transmission systems, and other station technical operating requirements. | 10% |
| Preparing annual capital and supplies budget proposals reflecting the needs of the station for consideration by the Chief Technology Officer. Administering expenditures from the operating budgets of all Engineering areas to ensure that resources are wisely spent. Related requirements are the organization of stock supplies and parts inventories, maintaining contact with vendors ensuring Service Level Agreements (SLAs) are current and cognizance of State and Foundation purchasing policies and procedures. | 10% |
| Meeting with representatives of other KPBS divisions, university departments and outside agencies with regard to matters directly concerning the use of KPBS Technical and Building facilities. In particular, consulting with and advising Production and Programming staff to ensure the most beneficial and efficient use of station resources. Occasionally representing the station at industry and professional conferences such as the annual National Association of Broadcasters Convention, Public Media Technology Conferences, SMPTE Conferences and regional frequency coordination meetings. | 5% |
| Other duties as assigned | 5% |
| **Total** | 100% |

**V. LEAD WORK DIRECTION OVER OTHERS**:

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

|  |  |  |
| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or General)** |
|  | Production Manager | Direct |
|  | Broadcast Engineer | Direct |
|  | Conference Manager | Direct |
|  |  |  |

**VI.** **POSITION REQUIREMENTS**:

*A. List education and years of experience required that are based on the classification standards.*

* SBE or other telecommunications industry certification is highly desirable. The incumbent must have at least 10 years of progressively responsible broadcast engineering experience, including all phases of operation and maintenance of Television and Radio facilities. The equivalent to graduation from a four‐ year college or university with a degree in electrical engineering or related field is required. Additional specialized experience successfully applying the knowledge and abilities specified may be substituted for the prerequisite education on a year‐for‐year basis.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards.*

* This position requires a comprehensive knowledge of the methods, practices and trends in Digital Television, Radio broadcast and production engineering, including RF propagation, video and audio signal processing and recording, digital encoding and networking, control and power systems, solid‐ state circuitry and studio/ENG camera technology. Demonstrated skills in maintaining MS Windows, UNIX, Apple computer operating systems and TCP/IP, FTP, and SNMP network protocol routing. The incumbent must be able to use CAD, spreadsheet and database software applications. A general working knowledge of FCC Rules and Regulations is also necessary. A demonstrated ability to plan, layout, operate and maintain analog and digital broadcast facilities is required.

*C. Specialized skills required for this position.*

* This position is supervisory in nature. Proven leadership skills are required as well as technical knowledge. The Director is required to maintain excellent communications with the subordinate technical area staff. The Director is expected to keep the Chief Technology Officer informed as to facility status and significant problems as they occur, but to operate upon his/her own best judgment on a routine basis. Excellent communication and coordination skills are also essential in successfully assisting, and interpreting the needs of, all divisions of the station. The nature of broadcasting also necessitates that work must often be accomplished outside the traditional workday.

*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

**VII.** **PREFERRED QUALIFICATIONS**:

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

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|  |  |  |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| F | Bending (neck) | F | Reading & Comprehending |
| F | Bending (waist) | F | Writing |
| O | Climbing | O | Performing Calculations |
| O | Crawling | F | Communicating Orally |
| O | Kneeling | F | Reasoning & Analyzing |
| O | Pushing/Pulling | F | Decision Making |
| F | Sitting | F | Directing/Coordinating Others: |
| O | Squatting |  | Other: |
| F | Standing | **Environmental Working Conditions** | |
| F | Twisting (neck) | O | Exposure to variations in temperature/humidity |
| F | Twisting (waist) | O | Exposure to chemicals, gases, dust or fumes |
| F | Walking | O | Operates machinery or drives motorized equipment |
| F | Handling Objects | N | Exposure to bio-hazards |
| O | Manual dexterity | F | Working in normal office environment |
| O | Reach above/below shoulder | F | Working outside with various weather conditions |
| N | Using foot controls | O | Uses specialized equipment |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the* [*CSU Background Check Policy*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

|  |  |  |
| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | Yes  No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN’s, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus? | Yes  No | COI CAT 6 |

# Attachment C

Complete for **MPP Positions Only**

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning** | | **Staffing** | |
| 4 | Forecast | 2 | Define Roles |
| 4 | Set Program Goals | 2 | Give Input to Position Descriptions |
| 4 | Determine Budget Allocations | 2 | Determine Selection Criteria |
| 4 | Establish, Implement, Revise Policies | 3 | Recruit/Interview/Select |
|  |  | 3 | Orient Staff |
| **Organization** | | **Employee Relations** | |
| 2 | Describe Relationships Between Functions | 5 | Initiate Corrective Action |
| 2 | Define Department/Divisional Structure | 5 | Authorize Formal Discipline |
| 5 | Establish Priorities to Meet Goals | 1 | Administer Collective Bargaining Agreements |
| 5 | Schedule Work for Employees | 2 | Prepares/Investigates Grievance Awards and Complaints |
| 5 | Implement procedures | 1 | Formulates/Represents University Position for Formal Grievances/Complaints |
| 5 | Determine work methods |  |  |
| 5 | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
| 3 | Educate | 5 | Determine Performance Standards |
| 5 | Delegate | 1 | Authorize/Approve Awards |
| 5 | Coordinate | 5 | Prepare Performance Evaluations |
| 5 | Coach/Train/Develop | 5 | Observe/Follow-Up on a Daily Basis |
| 5 | Recommend Formal Training | 5 | Correct Work/Behavior Problems |
| 5 | Motivate |  |  |
| 5 | Instruct/Demonstrate |  |  |
| 5 | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | | **Other** | |
| 2 | Describe Relationships Between Functions |  |  |
| 2 | Define Department/Divisional Structure |  |  |
| 5 | Establish Priorities to Meet Goals |  |  |
| 5 | Schedule Work for Employees |  |  |
| 5 | Establish deadlines |  |  |
| 5 | Implement procedures |  |  |
| 5 | Determine work methods |  |  |
| 5 | Balance multiple tasks/projects |  |  |

# Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department’s organization chart and highlight where this Position Description falls within the chart.

