

County of Yuba

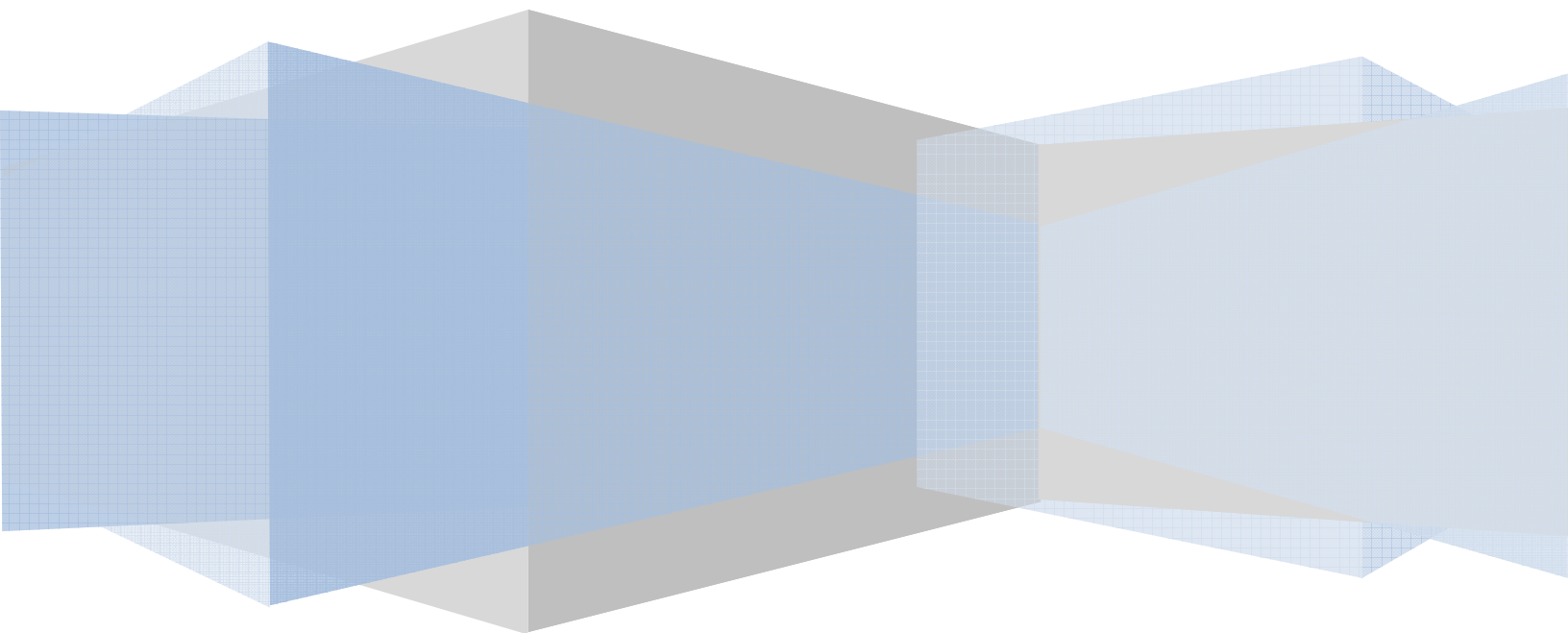


Information Technology Analyst I/II

Hiring Range

IT Analyst I: \$4,329 - \$4,775 / IT Analyst II: \$4,870 - \$5,372/mo

Final Filing Date: Open Until Filled



The Position

The IT Analyst position reports to the IT Supervisor responsible for Infrastructure Services. This team is responsible for managing and supporting all network operating systems and servers and all communication equipment. This includes system maintenance, data management, network infrastructure management, virus protection, security programs, onsite/offsite storage facilities and managing all communication equipment including two-way radio communications, phone and voice mail systems. This position is flexibly staffed as an Analyst I/II. An Analyst I may advance to the next level after gaining experience and demonstrating proficiency to fulfill the requirements of the Analyst II level.

The typical solution in our IT environment is a vendor solution, with a handful of applications that are developed completely in house, and several interfaces and tools that are written in house as well. This IT Analyst Position is in our Infrastructure Services Team, primarily supporting network and security administration functions and communication systems for all County departments. This position will be part of our Central Information Technology Division.

Our IT department is a division of Administrative Services, which also includes Buildings & Grounds, Capital Projects, Custodial and Airport, which adds up to a dynamic and busy office. Our IT department has three teams, each led by an IT Supervisor. The three teams are Applications & Operations (Windows Environment), Applications & Operations (AS400 Environment), and Infrastructure Services (Network, Email, Storage, Backup etc). Each team is staffed with 4-8 positions. Administrative Services is planning two capital projects in the near future, one which will require significant support from the IT department for planning the infrastructure required. Over the last year we completed an upgrade of our AS400 environment including the AS400 OS and our largest vendor supplied Applications. Additionally, IT specific mid to large sized projects currently underway or in the initial planning stages are: implementation of new configuration management tools, new backup tools, new asset tracking tools, a new unified messaging/voice mail platform and a location move for Sheriff Department.

Position responsibilities include:

- Manage and perform technical support and troubleshooting for network and server operations, maintenance, repairs and upgrades for the county's operating systems.
- Provide technical support and troubleshooting for information security issues and applying information security best practices to include backup and recovery processes.
- Manage and perform technical support functions for all communication systems including UHF / VHF Two way Radio Public Safety Systems and Gateways, Mitel 3300 and Panasonic Phone systems.
- Works with vendor relationships for assigned applications.
- Work with team to implement strategic IT projects from start to finish.
- Assist with and/or manage small projects.
- Develop and maintain reports.
- Learn new technologies.

Candidate Profile

The ideal candidate is an experienced information technology professional who understands the local government environment and has extensive background working in Cisco ASA and ACS, Microsoft Active Directory and Microsoft Exchange, Windows, Unix/Linux operations systems to include Windows XP through Windows 7 and other vendor based systems. This candidate should communicate well in order to have a successful relationship with the department they support, and be a valued and active participant in the Infrastructure Services Team as well as the entire IT team. The candidate should be interested and willing to learn new technologies and business processes, should stay current on technology trends, and should be willing to bring forward and champion creative solutions.

The County

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000 Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, and boating and skiing opportunities. Our County vision is to create a "golden" future for Yuba County by: Inspiring a community of participation, embracing our unique history, and discovering the wealth of our untapped potential.

Our Strategic Priorities

Public Health & Safety
Economic Development
Responsible Growth
Organizational Excellence

Our Guiding Principles

Innovation
Trustworthiness
Professionalism
Financial Responsibility

"We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest."

Employment Requirements

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Minimum

Analyst I: An Associate's Degree from an accredited college or university in Computer Science, Management Information Technology or a field related to the work and two years of relevant analytical network, applications and communications systems experience. A list of the coursework must be submitted with application. Candidates with strong experience who lack the education are encouraged to apply.

Analyst II: An Associate's Degree from an accredited college or university in Computer Science, Management Information Technology or a field related to the work and one year of experience at a level equivalent to the County's class of Information Technology Analyst I level. A list of the coursework must be submitted with application. Candidates with strong experience who lack the education are encouraged to apply.

Preferred

In addition to the minimum, a Bachelor's Degree from an accredited college or university in Computer Science or Management Information Systems and additional relevant analytical network, applications and communications systems experience preferably in a public agency setting.

Special Requirements

Obtain a valid California Class C driver's license within 10 days of employment. Prior to completion of probation, incumbent must have at least one certification program completed as designated by the department.

Compensation & Benefits

Health/Dental/Vision/Life: The County pays 100% of the Basic Plan premium for employee only and 80% for dependent(s)/County provides \$20,000 in life insurance

Vacation: 12 days for first 5 yrs with incremental increases every 5yrs thereafter, up to 20 yrs

Holidays: An average of 13 paid holidays per yr, including 2 floating holidays

Sick Leave: Accrued every payroll period, up to 12 days per year.

Merit Increase: Typically 5% each year for the first 4 years

Deferred Compensation: Voluntary Deferred Compensation plan(s) are available

Employee Assistance Program (EAP): County paid confidential family wellness plan

Longevity: After 6 yrs of County service approximately 1.5% each yr through 30 yrs

Retirement: 2% @ 55 PERS Misc Formula. Yuba County does not participate in Social Security.

Union Affiliation: Yuba County Employees Association (YCEA)

Application/Selection Procedures

To apply for IT Analyst I/II: Submit an official Yuba County employment application, copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports to:

County of Yuba
Human Resources/Organizational Services
915 Eighth Street, Suite 113, Marysville, CA 95901.

Official County applications and materials are available online at www.co.yuba.ca.us or at the Human Resources and Organizational Services Department. Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/Search.asp>.

Application Screening: To begin the hiring process an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. All applicants will be given written notice regarding the status of their application and selection procedures. Please refer to the Employment Application Instructions, which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

Minimum Qualifications: All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

Education and Experience: Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

Supplemental Questionnaire: A completed supplemental questionnaire is an essential part of the examination process for this position. The responses will be reviewed for sufficient detail and will be rated according to pre-determined guidelines. Please include; 1) Places of employment; 2) pertinent dates; 3) duties performed, etc. when responding to the questions. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Any experience and/or training listed **MUST** be identified on your application. Resumes, letters and other materials will not be evaluated or considered as responses to the supplemental questionnaire.

Testing Accommodation: If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

Veterans Credit: All applicants that have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war of national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

Waiver of Selection Procedures: When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; A) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, B) Revise the conditions of competition to a more practical basis under the circumstances.

Employment Eligibility Lists: An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a maximum of ***six months*** from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

Department Interview: The appointing department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

Condition of Employment

All appointments to a position are contingent upon successful completion of the following items:

Background Investigations: Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

Pre-employment Medical Review/Examinations: Selected applicant(s) that successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

Immigration Reform and Control Act of 1986: Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

Agency Shop: All new regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

Disaster Service Workers: All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.