



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:

Assistant Information Systems Analyst

Position #:

917-190-1479-001

Salary Range:

A \$3,106 - \$3,704
B \$3,204 - \$4,010
C \$3,841 - \$5,050

Issue Date:

October 16, 2013

Contact:

Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:

Board of State and Community Corrections
600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:

October 29, 2013

Statewide

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: **Stefanie Reyes**
600 Bercut Drive
Sacramento, CA 95811

Please write "917-190-1479-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the general supervision of the Staff Information Systems Analyst Supervisor I, the incumbent is primarily responsible for providing direct service and support to employees of the Board of State and Community Corrections who are experiencing problems with their desktop computing systems, associated printers, and other related hardware and software. The incumbent will assist in providing direct training and tutoring to individual employees, serve as a member of a team of employees working in support of a specific technology project, and perform independent research and other related IT duties as required.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Direct Service and Support** - Under supervision, the incumbent provides direct service and support to BSCC employees who are experiencing problems with their desktop PC's, portable computing systems, associated printers, network connections, and other related hardware and software. The incumbent is responsible for assessing and determining the true nature and causes of the problems being encountered, identifying the correct solution(s) to the problems, and (within guidelines established by the BSCC IT Team) independently implementing the identified solution(s). The incumbent may also be required to configure, rebuild, and/or reimage desktop or portable computing systems. In performing these duties, the incumbent is expected to demonstrate appropriate initiative and exercise good judgment based on skills and knowledge obtained through training in personal computer hardware and software technologies. The incumbent is expected to demonstrate appropriate people skills such as listening carefully to the needs and concerns expressed by BSCC employees who are experiencing frustrations or problems with computing systems. The incumbent is expected to have and demonstrate appropriate knowledge of Microsoft Windows operating systems and software products as well as the ability to learn new applications outside of the Microsoft Office Suite.
- **Development & Implementation of New Technologies** – Under supervision, the incumbent assists in the development of new systems via SharePoint and Expression Engine based web development. The incumbent also assists the residing Associate in assessing the needs of the BSCC and researches which new technologies can be implemented and how to coordinate the implementation of new technologies.

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12



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- **Training and Mentoring** – The incumbent will be expected to occasionally train individual employees (and possibly small groups of employees) in specific computer skills and abilities. The incumbent may, for example, be required to show an employee the correct way to log on to the network, use BSCC's e-mail system, correctly send documents to a network printer, etc.
- **Research and Other Duties** – The incumbent will be required to research and report on new and emerging technologies that may have an impact on desktop or portable computer users. The incumbent will also be assigned to perform other IT related duties as required.

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