



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: (6237)
Staff Information Systems Analyst
(Specialist)

Position #:
917-190-1312-XXX

Salary Range:
\$5,295 - \$6,963

Issue Date:
June 28, 2017

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

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
Until Filled

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

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 application package electronically via CalCareers or to the address below:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Application package must include all the required documents. Mailed application must include 917-190-1312-XXX. Incomplete application packages will 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. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

All types of appointments will be considered, including but not limited to, T&D Appointments.

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 direction of the Chief Information Officer (CIO), a Data Processing Manager II (DPM II), the Staff Information Systems Analyst-Specialist (Staff ISA-Spec) serves as the Lead Service Desk and Systems Analyst. The position encompasses a full range of responsibilities in support of Board of State and Community Corrections (BSCC) staff, applications and network systems. Acts as an Assistant Project Manager on large projects and Project Manager on small/medium projects.

Duties and Responsibilities:

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

- **Service Desk Lead** – Effectively carry out lead responsibilities in accordance with the State and BSCC organizational policies and applicable guidelines and laws. Responsibilities may also include responding to help desk tickets, resolving problems, documenting solutions, workload management and monitoring work products to ensure they meet completeness, quality, and timeliness standards. The Service Desk Lead will act as a liaison between end-users and BSCC IT staff. The Staff ISA-Spec will establish and employ processes and procedures that support effective and efficient customer services and support.
- **System Administration** – Administers BSCC's application and platforms including, but not limited to, Microsoft Azure Environment, Office 365, SharePoint Online, Microsoft Exchange and custom built web applications. The SISA will work on all phases of Office 365 and SharePoint Online applications development, systems analysis, and configuration/programming activities.
- **Project Management** – The incumbent accepts leadership responsibility for multiple tasks/projects, applies sound project management principles, and follows established standards and guidelines in leading information technology projects as required. The incumbent ensures that projects are delivered on schedule, and meet the customer's requirements. The incumbent effectively communicates with colleagues, customers and BSCC managers, reporting projects status and providing project documentation as required (business requirements, technical specifications, work plans, status reports, etc.).

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/16



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- **Research** – The incumbent keeps current with industry trends, new technologies and industry practices by independently reviewing technical literature, having technical discussions with colleagues and performing independent research.
- **Other Duties** – The incumbent will perform other IT (network administration, application development, troubleshooting, etc.) tasks as assigned and/or required.