



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: (6097)
Systems Software Specialist I
(Technical)

Position #:
917-190-1587-XXX

Salary Range:
A \$5,294 - \$6,962

Issue Date:
March 8, 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 917-190-1587-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 Technology Officer, a Data Processing Manager II, the incumbent will function as the Systems Administrator and is responsible for analytical duties to support the network system(s) at the Board of State and Community Corrections (BSCC).

The incumbent will operate within a diverse technical environment and must possess the necessary general and technical competencies to prioritize work, initiate contact, and resolve issues. The incumbent is expected to work effectively with the organization's customers, stakeholders, and business priorities in order to complete work assignments in an effective, accurate, and timely manner.

The System Administrator (SSS I-T) will interact with internal and external stakeholders including, but not limited to, California Technology Agency (CalTech), BSCC staff and state control agencies to ensure the basic competencies associated with BSCC's IT operations are met.

Duties and Responsibilities:

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

- Configure, administer and support BSCC servers. This includes but is not limited to the following: Active Directory, LDAP, DNS, DHCP, Group Policy, NTFS permissions, IIS Webservers, WiFi, VisiFlow, File/Print servers, VMware (ESXi and vCenter), Windows servers, CalCloud servers, SQL servers, server patching and Exchange servers. Plan, design, administer, configure, monitor, maintain and support BSCC network devices. Troubleshoot network issues which may involve hardwares/software on Windows, Linux (VMware) servers, and network devices/appliances and hosted services. Provider operational back-up and recovery of server and services in case of DR. Provide support for BSCC LAN/WAN operations, including maintenance, installation and deployment of all network devices.
- Provide support to BSCC Management, staff and team members. Monitor and

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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troubleshoot Server performance and storage capacity as needed. Research, design, plan, procure and implement desktop and system upgrades/replacements. Provide training and guidance to Desktop Support staff on incident support issues; assign tasks and monitor progress to assure all tasks are being accurately completed. Provide feedback to the Technology Officer for guidance and assistance as needed.

- Conduct analysis and report out on staff adherence to policies and procedures regarding the use of Information Technology tools/assets/equipment at the workplace. Work with the BSCC's Information Security Officer (ISO) to maintain network security and electronic mail technology. Assist in the research and preparation of required reports or projects for control agencies and for future planning of network and services for BSCC staff. Attend meetings, assist programs and staff with security and web services issues when needed. Develop and document appropriate infrastructure policies, processes and procedures.
- Other technical and/or analytical duties to support the networks systems of the BSCC as assigned.