



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) 323-8579.

Position:

Information Technology Specialist II

Position #:

917-190-1414-003

Salary Range:

\$8,625 - \$11,557

Issue Date:

November 25, 2025

Final Filing Date:

December 11, 2025

Contact:

BSCCHR

(916) 341-6891

BSCCHR@BSCC.CA.GOV

Location:

Board of State and Community
Corrections

2590 Venture Oaks, Suite 200
Sacramento, CA 95833

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:

STATE CONTROLLER'S OFFICE

Human Resources

ATTN: Classification Unit – IG

300 Capitol Mall, Suite 300

Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-190-1414-003. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

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.

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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

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

A Statement of Qualifications (SOQ) is required and must be submitted along with your state application. The SOQ is a discussion of how your education and experience qualifies you for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. The SOQ must not exceed two (2) pages in length, in 12-point Arial font, with 1-inch margins. Your application may be disqualified from consideration if your SOQ does not adhere to the requests outlined in the SOQ criteria below. Resumes, letters, and other materials will not be considered as your response to the SOQ. Your SOQ must specifically address the following question to be considered for this position:

1. Describe your experience leading systems engineering or network infrastructure projects. Include specific examples of how you applied project management principles, mentored junior staff, and ensured successful delivery of complex IT initiatives.
2. Provide a detailed account of your experience managing hybrid IT environments, including on-premises systems and cloud platform.
3. Describe a situation where you had to explain a complex technical issue or solution to individuals with limited technical backgrounds, such as executive leadership, program staff, or external stakeholders. How did you tailor your communication to ensure understanding and buy-in?

Scope of Position:

Under the general directions of the Chief Information Officer (CIO), an Information Technology Supervisor II, the Information Technology Specialist II serves as the Lead for the System Engineering team. The position encompasses a full range of responsibilities in support of the Board of State and Community Corrections (BSCC)

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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021



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staff. The Information Technology Specialist II has is responsible for the design, maintenance and operation of agency, systems and networks (both local and cloud based). The Information Technology Specialist II provides guidance, direction and support to IT staff in their, network and systems administration efforts.

Duties and Responsibilities:

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

- **Systems Engineering** - Lead for Systems Engineering. Overall responsibility for the installation, deployment, configuration, administration and support of all BSCC servers, networking devices, and Microsoft Azure environment. Maintains systems security, ensuring hardware and software applications are patched and up to date. Manage and document backup systems and disaster recovery processes and operations. Troubleshoot, monitor and optimize system performance. Leads and provides technical consultation on complex Information Technology (IT) solutions, data architecture reviews, short-term and long-term tactical strategic IT plans. Liaisons with California Department of Technology to coordinate system updates and maintenance.
- **Project Management** - The incumbent accepts leadership responsibility for multiple tasks/projects, applies sound project management principles, and follows standards and guidelines in leading information technology projects as required.
- **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.

Desirable Qualifications:

- Windows Server 2022 Administration Experience
- Microsoft Azure Administration Experience
- Knowledge of NIST, SIMM, and SAM Standards