



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: (152)
Information Technology Specialist I

Position #:
917-190-1402-002

Salary Range:
Range A: \$5297 - \$7099
Range B: \$5828 - \$7807
Range C: \$6395 - \$8570

Issue Date:
April 13, 2020

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

Final Filing Date:
April 24, 2020

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 – CN
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-190-1402-002. 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.

Internal BSCC candidates are encouraged to apply, as selection is limited to internal candidates initially. Individuals with eligibility who are not internal candidates may only be considered in the event no internal candidates apply.

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), an Information Technology Supervisor II, the Information Technology Specialist functions in the domains of Information Security Engineering, Business Technology Management and System Engineering. The Information Technology Specialist I serves as the Information Security Officer for the Board of State and Community Corrections. The IT Specialist I also supports the primary System Engineer in System Administration tasks.

Duties and Responsibilities:

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

- **Information Security** - The ISE-I is responsible for enterprise risk management, compliance assessments, corrective action plans and making documented security recommendations relating to all associated BSCC systems. The participant works closely with technical subject matter experts such as System Engineers, Server Administrators and Client Support staff to ensure systems are secure and meet compliance requirements. The ISE-I ensures technical and business process controls conform to Federal, State, and Departmental policies, regulations, standards, legal agreements, and laws. The ISE-I will perform maintenance and support of complex cybersecurity tools such as security information and event management, vulnerability scanning, content filtering, intrusion prevention, anti-malware, as well as new tools which are procured.
- **System Administration** - Administers BSCC's IT applications and platforms including, but not limited to, Microsoft Azure Environment, Office 365, SharePoint, Microsoft Exchange and BSCC's custom built applications. The IT Specialist may be required to administer and manage BSCC staff's IT environment and user experience through Microsoft User/System management tools including Active Directory. The incumbent may be required to assist with system/file backup and recovery operations.

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. 02/2020



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- **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. The incumbent ensures that projects are delivered on schedule and meet the customer's requirements. The IT Technology Specialist effectively communicates with colleagues, customers and BSCC managers, reporting project status and providing project documentation as required) business requirements, technical specifications, work plans, status reports, etc.).
- **Other Duties** – The incumbent will perform other IT tasks, as assigned and/or required such as providing and assisting in security and end-user training and developing IT policy/procedure documentation.

Desirable Qualifications:

- Excellent communication skills. Experience creating and publishing technical documentation.
- Specific knowledge in configuring, administering and troubleshooting remote computing environments using Microsoft technologies.
- Ability to set priorities and manage multiple competing tasks simultaneously.
- Experience in audio-visual system support and maintenance.
- Skills and abilities above the minimum required for this position.