



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: (1531)

Information Technology Specialist I

Position #:

917-190-1402-005

Salary Range:

A: \$5,960.00 - \$7,998.00

B: \$6,554.00 - \$8,784.00

C: \$7,197.00 - \$9,643.00

Issue Date:

06/7/2023

Final Filing Date:

06/21/2023

Contact:

Kae Arthur

(916)322-8088

BscC@bscc.ca.gov

Location:

BSCC

2590 Venture Oaks Way

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 917-190-1402-005. 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.

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), 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. 01/2023



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.

- **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 (network administration, development, troubleshooting, etc.) tasks as assigned and/or required.

Desirable Qualifications:

- Previous experience interpreting and/or implementing SIMM and SAM policies.
- Previous experience interpreting NIST and FIPS policies.
- Strong communication skills including the ability to translate technical requirements to non-technical staff.
- Baseline understanding of IT infrastructure and methodologies.
- Previous experience working with the California Department of Technology (CDT).