

Systems Software Specialist I (Technical)

Permanent—Full-Time

Position Number 339-100-1587-900

Willing to downgrade to an Associate Systems Software Specialist (Technical) for recruitment purposes

Systems Software Specialist I (Technical)

Salary Range: \$5,165 – \$6,792

Associate Systems Software Specialist (Technical)

Salary Range: \$4,703 – \$6,179

(Duties and level of supervision will be commensurate with the level of appointment).

DUTIES: Under the administrative direction of the Information Technology unit manager, the incumbent serves as a technical specialist working on the maintenance and support of the complex software systems and software projects as well as providing support and administration of the California State Auditor's servers, clients, and network. The incumbent consults with all levels of staff to define the required systems specifications using business/user requirements, knowledge of systems software, hardware, databases, security, and/or networks. Specific duties include but are not limited to:

Website and Application Development and Maintenance – 35%

- Perform the maintenance and testing of CSA's existing internally developed websites and applications.
- Analyze, design, develop, test, debug, and deploy new CSA websites and new subsystems for CSA's existing applications.
- Install, test, evaluate and maintain various database software, database administration tools, system support and performance monitoring tools.
- Collaborate with other staff to develop, format and deploy web content.
- Coordinate with designers and other programmers to develop websites.
- Prepare and coordinate intranet and internet website updates.
- Define, develop, and maintain website and application development guidelines and procedures.

IT Security – 25%

- Assist the Information Security Officer in maintaining the CSA information security operation, training, and policies management.
- Provide consultation to customers and project teams on security best practices, requirements, and security controls to ensure the security of their information assets.
- Maintain the disaster recovery and contingency plans.
- Plan, develop, implement, and modify IT security and risk management policies.
- Manage the information security incident management and reporting process.

LAN Administration – 25%

- Plan, install, upgrade, configure, document, and maintain the office's network and server hardware and software to provide increased capability and meet requirements.
- Test newly installed hardware/software systems to ensure that they function correctly and meet requirements using test scenarios and test plans, vendor supplied tools, documentation, and/or technical knowledge as needed.
- On a rotating schedule, assure that daily, weekly, monthly, and other backups are properly performed on critical data. Function as team leader if restoration of the entire network is necessary.
- Perform analysis and make recommendations, both formal and informal, to manager on hardware/software systems to suggest alternatives that satisfy business requirements using technical knowledge, documentation and communication skills as needed.
- Lead the support and administration of the office's Active Directory infrastructure.
- Monitor network performance and make appropriate adjustments when necessary.
- Manage Mobile Device Management (MDM) software and monitor all mobile devices.

IT Office Functions – 10%

- Assist in maintaining laptops, desktops, and printers.
- Assist in solving complex issues raised via the IT Unit Help Desk line.
- Assist in the procurement of IT hardware and software.
- Troubleshoot, analyze, and resolve hardware and software problems.

IT Consultation – 5%

- Provide expertise and advice to customers on IT related questions and issues.
- Maintain knowledge of current trends in IT security and local area network technology.

Desirable Qualifications:

- Experience in application and website development, especially using the Ruby programming language.
- Experience with procedural, object-oriented, functional, and declarative programming approaches.
- Experience with Unix-like operating systems, especially OpenBSD.
- Experience with SQL databases, especially PostgreSQL.
- Experience writing automated test programs to ensure program correctness.
- Experience with website layout and design.
- Experience in business process documentation and testing methodologies.
- Experience in configuring, troubleshooting, analyzing and diagnosing computer software/hardware issues.
- Strong written and oral communication skills including preparation of detailed technical documentation.
- Excellent collaboration and customer service skills.
- Strong analytical, problem solving, planning, and organizational skills.
- Ability to be flexible to shift in priorities and/or workloads to achieve project goals.
- Ability to work independently and as part of a team, produce results, and perform technical research.
- Knowledge of computer, network, application, and database structures.
- Knowledge of security attributes in LAN software.
- Knowledge of information security policies and procedures.

TO APPLY, send or deliver a completed state application (STD.678) to:

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

FINAL FILING DATE: APRIL 3, 2015

SELECTION PROCESS: Current state employees with status in the Systems Software Specialist I or the Associate Systems Software Specialist classification, lateral transfers from equivalent classifications, former state employees who can reinstate into either classification or persons who are reachable on a current employment list for either classification may apply. All interested applicants must submit a standard state application (STD. 678) with an original signature. **Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted**. All State Auditor’s Office employees are excluded from collective bargaining.

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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.