



The Superior Court of California, County of Butte
Human Resources Department
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  Fax: (530) 532-7291
www.buttecourt.ca.gov

The Superior Court of California, County of Butte invites applications for the following position:

INFORMATION SYSTEMS ANALYST I

Hourly Salary Range: \$24.31 - \$29.55

Filing Period: Friday, April 29, 2016 – Friday, May 20, 2016

POSITION: Analyzes and effects appropriate solutions for computer and data processing needs; provides technical support, analysis, and training in the use of information systems and equipment; manages Court information systems projects; analyzes existing or proposed work processes; and plans, designs, writes, and proposes difficult and complex systems and procedures to enhance the efficiency of these processes; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: This is the entry-level classification for the Information Systems Analyst class series. It is distinguished from the classification of Information Systems Analyst II in that the incumbent initially performs duties under general, rather than limited supervision. Incumbents are typically assigned varied and complex information systems in the establishment and maintenance of information systems needs.

ESSENTIAL JOB FUNCTIONS: *The following duties are typical of those performed by the incumbent in this classification. However, other duties may also be required.*

- Acts as liaison between department management and Information Systems personnel; consults with and advises departmental administration on matters related to computer hardware and software implementation
- Provides system hardware and software support; manages system security; configures new system users; provides or arranges training programs for staff in the use of hardware and software applications
- Implements departmental policies and procedures relative to information systems
- Develops, manages and/or maintains software and hardware documentation
- Develops a thorough understanding of applications to facilitate the support of those applications and end users
- Performs related duties as assigned. (Reasonable accommodations will be made when requested and determined by the County to be appropriate under applicable law)

EMPLOYMENT STANDARDS

Experience: Two years of professional level experience in a support position performing analysis, design, and management of information systems. Successful completion from an accredited college or university of a Baccalaureate Degree in computer science, information systems management, or a closely related field may be substituted for one year of the required experience.

Special Requirements: Must possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

Knowledge of:

- Principles and methods of programming, systems and procedures analysis; principles, techniques, and capabilities of electronic data processing, including office automation and personal computers
- Office automation applications and personal computers; related office support software (e.g., Word, Excel, Access, etc.) and other software applications that are unique to each department
- Fundamental principles and practices of organizational techniques and management procedures including accounting principles, statistical methods, and logic and business administration principles
- Local Area Network (LAN) administration and networking engineering principles including server/client protocols
- Advanced terminology used in electronic data processing and information systems
- Work flow scheduling, records and forms design, and control requirements

Ability to:

- Read, interpret, and apply complex technical publications, manuals, and other documents
- Analyze complex data and information systems problems, evaluate alternatives, and make sound logical recommendations based on findings; exercise sound independent judgment within general policy guidelines
- Gather and analyze complex data; conduct feasibility studies to determine needs and implement findings
- Provide technical training and assistance to other personnel
- Represent the department effectively with other county departments and outside agencies
- Understand and implement verbal and written instructions
- Write clearly and concisely; communicate effectively both verbally and in writing
- Work cooperatively with those contacted in the course of work
- Maintain and research technological changes and developments in the computer hardware and software industry
- Exercise initiative in developing and applying effective operating procedures applicable to information systems and office automation programs in a multiple operating system environment

ENVIRONMENTAL AND FUNCTIONAL FACTORS: Incumbents will primarily perform work in a controlled environmental facility; work alone or closely with others; perform work while standing or sitting; must be able to communicate verbally with co-workers and other individuals; use fingers on both hands; be able to hear well; must be able to see clearly and up close; duties may require the incumbent to stand or walk part of the time with moderate bending stooping, squatting, twisting, reaching, or working on irregular surfaces; may require light physical effort which includes frequent lifting of up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds or more.

COMPENSATION

Salary: The stated salary range consists of 5 steps with approximately 5% between each. Annual performance reviews are given which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10, 15, 20 and 25 years of service
- Membership in (CalPERS) Retirement System (Employees are vested after 5 years of F/T service.)
- Choice of Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance (\$25,000 coverage provided by the Court)
- Additional voluntary Life and AD&D coverage available for employee purchase
- ICMA Deferred Compensation Plan
- ADP Flexible Spending Accounts (Health & Dependent Care)
- Employee Assistance Program

APPLICATION AND SELECTION PROCEDURES:

You can download an application from the Butte Superior Court's website at www.buttecourt.ca.gov. You may also request an application by contacting Butte Superior Court Human Resources at 530-532-7103 or HR@buttecourt.ca.gov.

Applicants must submit a Superior Court Employment Application to the Human Resources office by 4:00pm on Friday, May 20, 2016, to be considered. Attachments/supplemental documents are welcome; however, will not be accepted in lieu of a completed application. Applications may be submitted online; dropped off at or mailed to either Butte Superior Court location (1 Court Street in Oroville / 1775 Concord Avenue in Chico); faxed to 530-532-7291; or e-mailed to HR@buttecourt.ca.gov.

Applications will be reviewed for minimum qualifications as listed in this job description. Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process. Those applicants appearing most qualified will be selected to advance. All information on the application must be complete to permit comprehensive review. It is important that your application show all the relevant experience and education you possess. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. List all relevant work experience, regardless of duration, including part-time and military service. Applicants must meet all of the minimum qualifications for the classification by the final filing date.

PRE-EMPLOYMENT POLICIES:

Candidates will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986 using E-Verify and passing a pre-employment medical review/examination.

This position requires, as a condition of continued employment, that the employee either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

Policy of Nondiscrimination

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

Information Systems Analyst I SUPPLEMENTAL QUESTIONNAIRE

Instructions: Please answer the following six (6) questions on **separate sheet(s) of paper**. Answers must be legibly hand written in blue or black ink or preferably typed. Please include your name and date on the top of each page submitted. The completed questionnaire **must** be submitted with your Butte Superior Court employment application to be considered for the position.

1. Describe your experience supporting desktop and server operating systems. Please include information which identifies the product vendor, product name and version, number of host systems supported, and specific duties performed by you.
2. Describe your experience supporting Internet Protocol (IP) networks. Please include information which identifies the scale of the network, communications technologies employed, vendor product experience, and specific duties performed by you.
3. Describe your experience supporting web technologies. Please identify the product vendors, product names and versions, specific technologies implemented within the systems, the number of servers supported, and specific duties performed by you.
4. Describe your experience supporting office applications such as word processors, spreadsheets, and business presentation software.
5. Describe your experience providing technology training to individuals. Please identify the technical content, the knowledge level of the trainees, training methodologies, and tools leveraged to provide the training.
6. List any relevant educational achievements and/or industry certifications received.