



## **Staff Information Systems Analyst (Specialist)**

Will also consider an Associate Information Systems  
Analyst (Specialist) \$4,711.00 - \$6,195.00

**Salary: \$5,166.00 - \$6,793.00**

**Final Filing Date: May 22, 2015  
or until filled**

*The Delta Stewardship Council was created in legislation to achieve the state mandated coequal goals for the Delta. "Coequal goals" means the two goals of providing more reliable water supply for California and protecting, restoring, and enhancing the Delta ecosystem. The coequal goals shall be achieved in a manner that protects and enhances the unique cultural, recreational, natural resource, and agricultural values of the Delta as an evolving place." (CA Water Code §85054)*

### **Job Description:**

The Information Technology Section is an integral part of the Delta Stewardship Council Planning, Performance and Technology Division and provides the technology services for all Delta Stewardship Council staff. Under the general supervision of the Staff Information Specialist Analyst (Supervisor), the incumbent serves as one the Web Master to develop, design, migrate and test the department's website for on-going enhancements. We are looking for an individual who will work as a team player, is self-motivated, and shares a willingness to learn and explore new challenges. If you are looking for a full-time and permanent position, the Council is a place where you can expand and grow within our organization.

### **The Position:**

- Knowledge of developing and editing code in an ASP.NET website environment using VB.NET. Familiarity with PHP based web pages using Drupal and some experience in database applications will be beneficial but not required. ASP.NET and Drupal training may be provided. Assist with content posting which may involve migrating and/or creating a new website content. Experience in SharePoint or document management system would be desirable.
- Provide all aspects of helpdesk support including desktop, laptops and mobile devices for Council staff and executive management. The incumbent leads the work of others and personally performs complex analytical processes to install, troubleshoot, monitor and maintain various computing devices and applications. Troubleshoots PC, LAN, WAN, server, and other software related problems.
- Assisting Network Administrator by updating security patches and application patches as required. Assist in setting up and installing encryption and implementing two factor authentications on all mobile devices.
- Supporting the Disaster Recovery Planning effort, the Risk Assessment Program, and acts as a liaison for the Information Security Office (ISO).

- Manage telecommunication support such as phones, voice mail accounts, floor plans and Calnet 3 circuits. Supports all audio/visual requests and video conferencing such as Cisco WebEx.
- Applicant must be able to communicate effectively with non-technical users, establish and maintain good working relationship with project team members, vendors and personnel from other state, federal and local government agencies. As a technical liaison to staff and executive management the applicant must be able to provide excellent customer service, answer questions and explain technical information in a clear and concise manner. Applicant must be able to conduct training in group settings, if needed.

If an Associate level candidate is selected, the duties will be adjusted accordingly.

To access a copy of the Duty Statement, please go to:

<http://www.deltacouncil.ca.gov/careers-delta-stewardship-council>

**Who May Apply:**

Applicants currently at the Staff Information Systems Analyst (Spec), reinstatements, or recruitment from an employment list may be considered. All applicants must clearly indicate their basis for eligibility in the Explanation Section of the application (e.g. lateral transfer, list eligibility, reinstatement, etc.) If you have list eligibility, please include a copy of your exam results with your rank and score. Appointment to this position is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. Applicants will be screened and most qualified applicants will be interviewed. If you are not a current or former State employee, you must first take a State examination to obtain list eligibility. For more information on how to become a State employee, please refer to the CalHR website at <http://www.jobs.ca.gov>.

**Filing:**

Please submit a State Employment Application (STD 678), cover letter, and resume to the address below, attention: LYNN BORJA. Note on your application the classification (AISA or SISA) you are applying for.

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**TO APPLY, PLEASE SUBMIT YOUR STATE APPLICATION TO:**

*Delta Stewardship Council  
Associate/Staff Information Systems Analyst*

**ATTENTION: Lynn Borja**

*980 Ninth Street, 15<sup>th</sup> Floor*

*Sacramento, CA 95814*

CONTACT: Lynn Borja (916) 445-5616

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An equal employment opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.