STATE OF CALIFORNIA

DELTA STEWARDSHIP COUNCIL

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION		POSITION NUMBER	MCR	RPA #
Staff Information Systems Analyst (Spec)		530-001-1312-001	1	DSC 16-020
APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION		
Vacant		Information Technology		

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ R01

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☑ Lead Person	Dorothy Takahashi	Staff Info. Systems Analyst (Sup)

APPROVED BY (Personnel Officer or Personnel Analyst's Name)	DATE
Livia Page	9/1/2016

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:

Under the general supervision of the Chief Information Officer (CIO), Information Technology (IT) Office, the incumbent functions independently as the network technical specialist and provides leadership for the IT Office in the Delta Stewardship Council (Council), including input on work improvement and performance

DESCRIPTION OF DUTIES

Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.
35% (E)	Performs analysis and provides expert advice in the development, installation, and implementation of electronic information processing utilizing the Council Local Area Network (LAN). Performs network and application upgrades, develops project develop project plans, and manages IT projects such as encryption, two factor authentication, wireless network, VPN, email migration, administering logging system and any new upcoming IT projects.
30% (E)	Acts a subject matter expert and provides complex integration and maintenance in support of the Council's Windows environment including Windows 2008/2012 Server Administration, Active Directory, file and print servers, SQL Server, Internet Information Server, WSUS, Trend Micro, backup (Simpana), HP and Cisco switches, firewall, router, APC and UPS backup system. Prepare plans for migration of the Exchange Server to Office 365G and maintain the Exchange Server. Daily monitoring of network activity including reviewing logs files for security.
20% (E)	Provides leadership and second-level support to the help desk relating; identifies problems and utilizes IT methods to track and resolve issues that affect the Council's network, desktops, laptops, tablets and printers.
5% (E)	Performs security and application updates using PDQ Deploy including testing updates prior to deployment. Must setup virtual servers for testing and production, and interact with the CNRA's Data Center technical staff in providing exact server specification. Creating, maintaining and deploying group policy. Provide leadership and training for these activities.
5% (E)	Develops and documents detailed network specifications, network policies, standards, and procedures for security, access, backup, recovery, and other enterprise network functions. Develops and updates policies and procedures for IT. Provides supporting documentation to the Information Security Officer when needed.
5% (M)	Provides IT Procurement Coordinator for complex purchasing documents that include product specifications, justifications, and statements of work; makes recommendations for purchase of hardware and software for the Council. Lead person in implementing and deploying migration of workstations. Provide telecommunication leadership and support for the Council.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Dorothy Takahashi	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	