



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

INFORMATION SYSTEMS ANALYST (I, II, or III)

(Placement at Analyst I, II or III is dependent upon education & experience)

Hourly Salary Range: Analyst I = \$23.49 - \$28.55*
Analyst II = \$25.98 - \$31.58*
Analyst III = \$31.71 - \$38.54*
Filing Period: January 11th, 2014 – January 31st, 2014
Application Deadline: Friday, January 31st, 2014 @ 4:00 p.m.

*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

POSITION OVERVIEW

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

DISTINGUISHING CHARACTERISTICS

Analyst I (entry level) Incumbent performs duties under general supervision and is typically assigned varied duties of limited complexity and more routine in nature in the establishment and maintenance of information system's needs. **Analyst II** (journey level) Incumbent is expected to be able to perform varied, complex and a broader range of information systems and analyst functions. The duties are performed under limited direction and within a framework of established policies & procedures. **Analyst III** (advanced journey level) All of the above with addition of providing lead direction to subordinate staff.

ESSENTIAL JOB FUNCTIONS

(The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.)

(Analyst I)

- 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; 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 Court to be appropriate under applicable law.)

(Analyst II)

- Has increased administrative responsibility in relation to Information Systems Analyst I.
- Stays abreast of current technical developments in areas pertaining to information systems.
- Provides expertise in multiple operating systems, database applications and other specialized systems.
- Provides Active Directory (AD) and Local Area Network (LAN) administration, technical support, and trouble shooting.
- Plans, creates and manages information systems projects; Designs, plans and develops database applications.
- Coordinates the design and development of new information systems.
- Develops information systems administration scripts or utilities to streamline work.
- Analyzes complex information system issues and recommends appropriate solutions.
- Performs related duties as assigned

(Analyst III)

- Plans, trains, and directs the work of assigned staff engaged in performing computer information systems applications.
- Reviews and evaluates the work of subordinates under direct supervision; conducts staff training and team building.
- Plays a lead role in strategic planning of information systems.
- Maintains a strong sense of current and future shifts in technology in information systems. Develops Court standards and policies for information systems hardware and software.
- Coordinates the acquisition and implementation of information systems.
- Designs and maintains databases.
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

(Information Systems Analyst I) – 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.

(Information Systems Analyst II) – Four years of professional level experience in a support position performing analysis, design and management of information systems. Successful completion of a Baccalaureate Degree program in computer science, information systems management, or a closely related field from an accredited college or university may be substituted for two years of the required experience.

(Information Systems Analyst III) – Six years of professional level experience in a computer systems operations or support position performing analysis, design and programming for personal computer support or information systems management. Successful completion of a Baccalaureate Degree program in computer science, information systems management, or a closely related field from an accredited college or university may be substituted for two years of the required experience.

Pre-employment Policies and Other Requirements: 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; passing a pre-employment medical review/examination; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

Agency Shop: This position requires, as a condition of continued employment, that the person 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.

SALARY AND BENEFITS

Salary: Consists of 5-steps with approximately 5% between steps. Annual performance reviews are given which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 2 weeks/year & increases with longevity; plus a special annual vacation entitlement
- 13 Paid Holidays
- Membership in (CalPERS) Retirement System **(Court contributes 3.5% of salary for employee's share)**
- Choice of 3 PERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000); Employee can purchase additional voluntary coverage
- ICMA Deferred Compensation 457 Plan available
- Employee Assistance Program

APPLICATION AND SELECTION PROCEDURE

An application packet may be obtained by visiting the court's website at www.buttecourt.ca.gov or contacting the Superior Court's Human Resources Division, One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original signed Superior Court Application along with the required supplemental questionnaire to the Superior Court Human Resources Office by the final filing date to the above address.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date.

Employment Eligibility

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States.

Policy of Nondiscrimination

The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religious creed, sexual orientation, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of Butte County. 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.

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