



**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](http://www.buttecourt.ca.gov)**

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

## **INFORMATION SYSTEMS ANALYST I**

**Hourly Salary Range: \$25.79 - \$31.34**

**Filing Deadline: Tuesday, April 23, 2019 @ 4:00 p.m.**

**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 system's needs.

**ESSENTIAL JOB FUNCTIONS:** *The following duties are typical of those performed by the incumbent in this classification.*

- Acts as liaison between departments and Information Systems personnel regarding 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.

### **EMPLOYMENT STANDARDS**

#### **Experience & Education:**

- 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.

**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 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 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 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:** The physical demands and work environment described below are representative of those an employee encounters while performing the essential functions of this position. However, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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:** \$25.79 - \$31.34 hourly. The stated salary range consists of 5 steps with approximately 5% between each. Step increases are based on merit, and employees are eligible for an increase annually, until the top step has been reached.

### **Benefits:**

- CalPERS retirement
  - New/PEPRA Members: 2% @ 62
  - Classic Members: 2% @ 55
- Annual Time Off
  - 12 Holidays plus 1 Floating Holiday
  - 12 days of Sick Leave
  - 15 days of Vacation
- Longevity pay at 10, 15, 20 and 25 years of service
- Choice of 4 Health Insurance Plans (HMO/PPO)
- Dental & Vision Insurance
- \$25,000 Basic Life Insurance (paid by the Court)
  - Additional coverage available for purchase
- ICMA 457 Deferred Compensation Plan
- ADP Flexible Spending Section 125 Account (health/dependent care)
- Employee Assistance Program

## **APPLICATION AND SELECTION PROCEDURES:**

Please apply on-line at: <https://www.governmentjobs.com/careers/buttecourt>. Click on the applicable job flyer and then click on the APPLY button on the top right.

If you are not able to complete an on-line application, you may download an application from the Butte Superior Court's website at [www.buttecourt.ca.gov](http://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](mailto:HR@buttecourt.ca.gov). Paper applications may be dropped off at either Butte Superior Court location (1 Court Street in Oroville and 1775 Concord Avenue in Chico); mailed to 1 Court Street, Oroville, CA, 95965; faxed to 530-532-7291; or emailed to [HR@buttecourt.ca.gov](mailto:HR@buttecourt.ca.gov). **An employment application and detailed resume must be submitted (either online or hardcopy) to the Human Resources office by 4:00pm on Tuesday, April 23, 2019 to be considered.** Additional attachments and/or supplemental documents are welcome; however, they will not be accepted in lieu of the required documents. Applications must be typed and postmarked applications will not be accepted.

All information on the application must be complete to permit comprehensive review. It is important that your application show all the relevant education and work experience you possess, regardless of duration and including part-time and military service. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. Applications will be reviewed for minimum qualifications as listed in this job description. Applicants must meet all of the minimum qualifications for the classification by the time of filing. All correspondence regarding the selection process, including scheduled test and interviews is sent via email. You are responsible for checking your email account on a regular basis to determine the status of your application

## **PRE-EMPLOYMENT POLICIES AND OTHER REQUIREMENTS:**

- 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. (E-Verify)
- May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

**Policy of Nondiscrimination:** *The Butte County Superior Court does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, national origin, marital status, sexual orientation, ancestry, physical or mental disability, medical condition, genetic information, family care status, political affiliation, military or veteran status, marital status, or citizenship, or any other basis prohibited by law. Employment practices also shall not be based upon a perception that an individual is associated with a person who has, or is perceived to have, any of these characteristics. Reasonable accommodation may be made in the testing procedure as well as at the work site. Contact Court Human Resources at (530) 532-7013 in advance to request assistance.*

# Information Systems Analyst SUPPLEMENTAL QUESTIONNAIRE

**Instructions:** Please answer the following six (6) questions on separate sheet(s) of paper. Answers must be either 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 wide-scale hardware deployments. Please include information which identifies the techniques and methodologies employed, the scale of the rollout, 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.