



career opportunity

California Department of Technology

Business Resumption, Emergency Response, Voice Communication
Services Unit/Facility and Administrative Services
Branch/Administration Division

Staff Information Systems Analyst (Specialist) \$5,295 - \$6,963

Will consider Associate Information Systems Analyst (Specialist)

\$4,829 - \$6,350

Final File Date: 12/21/2016

This is a re-posting for the vacancy with the original FFD of 09/16/2016. If you've already applied for this recruitment you do not need to apply again.

Who Are We?

Operating within the California Department of Technology, the Administration Division provides critical administrative support to all of the department's divisions and offices. We provide the correct staffing resources and the funding needed to meet the service delivery and support requirements of our 500 state, county, and federal customers. We are on the front lines of providing many important services the department depends on, including budgeting, rates development, accounting, financial reporting, facilities management, procurement, and human resources.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. We are located in the Rancho Cordova area and offer free parking.

What You'll Be Doing...

Under general supervision, the Staff Information Systems Analyst (SISA) (Specialist) you will be responsible for acting as project lead in the development and implementation of the Departments' complex, critical IT business areas technology recovery plans and business resumption plans as part of the Department wide Business Continuity program. You will be responsible for the creation and coordination of tabletop Business Recovery exercises; and creation and maintenance of the Emergency Operation Center procedure, Incident Management plan, Crisis Communication plan, and Crisis Management plan. You will also work closely with the Statewide Disaster Recovery Service unit to provide complete Service Continuity to the Department of Technology.

If you love a challenge, enjoy research, and are looking for an environment that will value and appreciate your critical thinking skills, this could be the position for you.

For a more complete description of what your daily responsibilities will be, click on this links: [Staff Information Systems Analyst \(Specialist\)](#); [Associate Information Systems Analyst \(Specialist\)](#)



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Ability to maintain confidentiality
- A dependable, responsible, and positive attitude
- Willingness to accept challenges and handle multiple project simultaneously
- Ability to write comprehensively, communicate with all levels of management and staff
- Ability to analyze data and translate into a business resumption methodology that bests fits program and the department as a whole
- Tact and good independent judgment
- Ability to change priorities quickly
- Excellent writing skills
- Knowledge of IT principles, methods, techniques, and tools
- Understand IT nomenclature
- Knowledge of new and emerging IT industry trends as they relate to methods and best practices for IT system design, testing, implementation, administration, and evaluation
- Experience and knowledge of project management methods and principles.
- May be required to work nights and weekends during an exercise or in the event of disaster

How to Apply...

Interested applicants must submit a State application to:
CALIFORNIA DEPARTMENT OF TECHNOLOGY
P. O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Teresa, RPA 16-055
Inquiries: Jeffrey Skidmore, (916) 431-5480

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application as well as your eligibility in the Explanations box; otherwise, your application will not be processed.

To be considered for the position of a Staff Information Systems Analyst (Specialist) or Associate Information Systems Analyst (Specialist) classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

The Fine Print...

Applications will be accepted only from individuals currently at the Staff Information Systems Analyst (Specialist) or Associate Information Systems Analyst (Specialist) level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

