THE

CITY OF CULVER CITY

Invites Applications

For

Information Systems Analyst

$71,527 - $87,305 annually

Job Code #1413

Equal Opportunity/Affirmative Action Employer – M/F/V/D

Minimum Requirements

EDUCATION AND EXPERIENCE: Any combination equivalent to the training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: Professional training, a MCSE, plus four (4) years experience in a similar analyst position. Knowledge of Microsoft client and server operating systems, MS Office, Internet, mail, security, and database software, web, security technology products, and a college degree in Computer Science is highly desirable.

LICENSES AND CERTIFICATES: Possession of MCSE certification and/or security certification relevant to technology installed in the City's technology environment.

WORK SCHEDULE: This position works a 9/80 schedule within a 24 hour operating City; therefore, this position may be eligible to receive call back pay when required to respond to work during an emergency.

The Ideal Candidate

The ideal candidate will possess the following:

- Familiarity with municipal government systems and practices.
- Experience with Microsoft Exchange 2010 e-mail system, Outlook, Outlook Web Access and Active Sync technology.
- Understanding of Security practices, spam filtering and web filtering technology such as Ironmail and Websense.
- Knowledge of Mircosoft desktop and server operating systems, VMware, Office and related technologies.
- Familiarity with Cisco wireless access point technology, Firewalls, switches, routers, and controllers.
- Experience in customer service help desk support, training users, and small project design and development.

How To Apply

Complete application materials (City application, supplemental questionnaire, resume and copies of relevant degrees, licenses & certifications) will be accepted ASAP. The recruitment will remain open until filled. Download application or apply in person:

City of Culver City
Human Resources Department
9770 Culver Boulevard
Culver City, CA 90232
(310)253-5651
www.culvercity.org/jobs

Individuals whose application materials are incomplete may not receive full consideration for the position.

Examination Procedures

Only the most qualified candidates will be invited to advance to the next stage in the recruitment process, an oral appraisal interview. Candidates who are not invited to this interview will be deferred and may receive future consideration.

Only the most qualified applicants who pass the oral appraisal interview will be invited to a selection interview from which a hiring decision will be made.

The Selection Process will include the following to determine suitability for the position:

- Selection Interview
- Background Investigation, including LiveScan fingerprinting
- Medical Examination

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The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

AMW 6/12

Duties and Responsibilities

This unclassified classification is responsible for systems analysis and administration in the client-server environment. This position handles research, design, setup, configuration, management, trouble-shooting, and documentation of complex hardware, software, and infrastructure projects. Duties include end-user client support of microcomputers, network devices, e-mail, security, database, web/internet, and communications support.

- Assists in setting technical direction for architecture of City computer, server, network, e-mail, security, database, and web hardware, software, and communications strategy.
- Provides user support in person, via the telephone or remote access in Help Desk format. This may include support for computer, network, e-mail, security, database, web systems, software, hardware, and communications products. Develops documentation, user manuals, and policy and procedure information.
- Assists users with microcomputer applications software, e.g. word processors, spreadsheets, electronic mail, graphics and specialized functional software for City Departmental use.
- Evaluates, recommends and installs microcomputer hardware and software products. Defines optimal configuration for products. Tests and compares new products.
- Configures, implements and maintains external connectivity and remote communications to remote services, file servers and clients.
- Creates limited software applications for City departments, typically involving a relational database with a graphical user interface, following City standards and procedures for software development.
- Act as Systems Administrator in evaluating, recommending, setting up, configuring, and documenting server and specialized hardware and software products. Set up and maintain infrastructure hardware and monitoring software. Research, test, and compare new products.

Find out why the L.A. Times calls "Downtown Culver City L.A.'s best kept secret!"

Information Technology Department

The Information Technology Department is responsible for providing centralized automated information processing, communications system and network services to all departments and divisions within the City. Information Technology provides department-specific applications, web and website technology, telephone system, productivity applications, project management, systems planning, design, and programming support for the enhancement of existing systems as well as for development and implementation of new systems. Support services include: system analysis, application development, software and hardware maintenance, training, and office automation as they serve to increase employee productivity. Additionally, Information Technology provides telecommunications support to all departments and divisions.

The Information Technology Department's current projects include:

- SAN storage update.
- Wireless network implementation.
- Anti-Spam and Web Filtering updates.
- Implementation of ITIL processes and software
- Documentation of systems
- Assisting with implementation of new Finance and Permits systems

Benefits Package

These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org

- Call Back Pay: when called back employee receives a minimum of 2 hours paid at 1½ times their base hourly rate.
- Health benefits: choice of health, dental, vision and life insurance plans are available for employees and dependents. Employee contribution may be required.
- Retirement: 2% at 60 CalPERS (Public Employees Retirement System) retirement plan.
- Deferred Compensation: employees may voluntarily contribute to a city sponsored deferred compensation plan.
- Leave programs, include:
  - *Sick Leave*: 96 hours annually
  - *Vacation Leave*: 80 hours annually (for first four years)
  - *Holidays*: up to 13 paid holidays per year for most classifications.
  - *Personal/Holiday Leave*: 40 hours per fiscal year - unused hours may be cashed or deposited to deferred compensation account.
- CREDIT UNION AVAILABLE

www.culvercity.org/jobs

HUMAN RESOURCES DEPARTMENT

CITY OF CULVER CITY

(310) 253-5640
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FAX (310) 253-5646

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

INFORMATION SYSTEMS ANALYST

Supplemental Questionnaire

Thank you for your interest in the Information Systems Analyst position with the City of Culver City. This supplemental questionnaire is designed to evaluate your technical experience and ability to communicate clearly and effectively in writing.

The ideal candidate will demonstrate excellent written communication skills, excellent project/time management skills, and the ability to work well in a team environment.

Your completed response to this supplemental questionnaire must be submitted in order for your application to be given full consideration.

INSTRUCTIONS

In order for your application materials to be given consideration, you must respond to all of the items listed below. In your response to each item include the name of your employer(s), your job title(s), duties performed and how long you performed those duties. Include details that illustrate your role and knowledge level for each item. Please type your response for each item on a separate page(s), placing your name on the top right corner of each page.

Item One:
Describe your work experience in a Windows Active Directory based server network. If you have worked in multiple networks describe the latest/largest using the most advanced version of Windows Server. If you have worked with a mix of virtual and physical servers include description of the environment and your experience managing virtual servers.

Item Two:
Describe your work experience with messaging system implementations. Please discuss your experience/knowledge of Exchange (or other messaging system), Anti-Spam, Anti-Virus (as relates to e-mail systems), Web access to e-mail, and/or e-mail on Smartphones.

Item Three:
Describe your work experience/knowledge of Cisco devices and network communications (VLANs, Routing, Firewalls, IPS, DNS, VPN, etc.).