

DEPARTMENT: Personnel

BY: Richard J. Benson

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RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job description of Senior Information Systems Specialist, allocate one position to the Technical Services department, set the salary at \$4,720.30-\$5,737.62/month, assign the classification to MCMCO, and unfund the Information Systems Specialist classification effective January 1, 2009 (salary for Senior Information Systems Specialist effective January 1, 2009 and benefits effective March 1, 2009); approve budget action transferring funds from General Contingency to the Technical Services budget (\$1,300). (4/5th vote). The Senior Information Systems Specialist class is designed to perform the functions of the position in a highly independent manner and will be responsible for performing advanced journey-level tasks than the current Information Systems Specialist. The incumbent in this classification will be required to function as a supervisor over lower level staff in the absence of the Technical Services Director and will be responsible for assigning, reviewing, and coordinating their work assignments. The current Information Systems Specialist is responsible for all AS400 computer on-line operations for the County of Mariposa and the Senior Information Systems Specialist will continue with this highly critical function.

The County has experienced growth and will continue to experience growth relative to software applications that all departments utilize through the AS400. We are in a more complex data processing environment and the County's growth continues with each new application implementation. This position has grown from simple AS400 operations to the administration of sophisticated interfaces from the emergency 911 system and the Department of Justice interfaces as well as administration of complex data routing in support of the application system infrastructure for the Probation Department, District Attorney, and Sheriff's Office.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2008/2009 budget hearings, the Board deferred all new position requests to staff for review and further action.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action as drafted or amend this action as the Board desires and adopt.

Financial Impact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$1,300		
Source:		Job Description
Internal Transfer		Budget Action Form
Unanticipated Revenue	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	X 4/5's vote	
<input type="checkbox"/> General <input type="checkbox"/> Other		

CLERK'S USE ONLY:

Res. No.: 09-99 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 Minute Order Attached No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments: _____

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

CAO: RJB

SENIOR INFORMATION SYSTEMS SPECIALIST

DEFINITION

To perform advanced journey-level computer systems design, analysis and maintenance for IBM mid-range systems, Intel systems, and application programs, to analyze individual departmental functions and data requirements and develop and maintain the integrated hardware and software necessary to meet those needs; to provide technical assistance and user training; and to perform related duties and responsibilities as required. Employees in this class must exercise considerable independent judgment, have an in-depth knowledge of the assigned areas of responsibility, and perform work of the highest complexity.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Technical Services Director.

In the absence of the Director, exercises functional and technical supervision over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists County departments in determining information system and service needs.

Conducts complex functional analysis activities and feasibility studies; researches and tests existing software and makes purchase recommendations; develops estimates of project time, cost, personnel and equipment requirements.

Performs advanced analysis on server platforms and creates system designs.

Supports IBM Midrange and Server Networking in a layer 3 switching environment.

Implements new or revised systems and programs.

Installs and configures hardware and software.

Plans and conducts systems testing; develops test data; analyzes results and modifies programs and systems as required.

Prepares and maintains user documentation and operating procedures; prepares system descriptions; develops and conducts training programs for users.

Monitors complex system applications to ensure efficient operation; provides first-line technical response as needed; detects and diagnoses any errors in programs and corrects accordingly. Performs necessary program temporary fixes.

Coordinates user access and system security; maintains user profiles; ensures the integrity of existing/converted data.

Manages jobs and job queues.

Maintains databases; creates custom reports and data manipulations as requested.

Maintains data back-up and recovery procedures and is responsible for the integrity of County data back-ups.

Manages peripheral equipment, such as controllers, printers, modems and magnetic storage devices.

Maintains inventory of system hardware and software applications.

Provides professional and timely user assistance and support; remains on-call as scheduled for after-hours problem response.

Coordinates activities with the Information Systems Specialist, Network Administrator I/II, and PC Technician, other divisions and departments, vendors, contractors, telecommunications companies, other agencies, etc., as necessary.

Performs general clerical work as necessary, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, maintaining logs and lists, etc.

EMPLOYMENT STANDARDS

Knowledge of:

All pertinent federal, state and county laws, codes, rules, regulations and standards.

County and division policies and procedures.

Principles and techniques of computer programming, systems analysis, database management, computer operations, data processing controls, remote communications, data interface utilities, networking and network protocols.

Specialized public sector/government information systems applications.

Fundamentals of IBM mid-range computers.

Programming languages and utilities, relational database structures, structured programming design and industry-standard system testing and documentation techniques.

Principles of mathematics and logic.

Records storage and handling techniques.

Data security requirements and practices.

Operating capabilities of common hardware configurations.

Research and design methods and procedures.

Software applications currently used by the County.

Methods of user training.

Principles of supervision, training, and work coordination.

Modern office practices and technology.

English usage, spelling, grammar and punctuation.

Business letter and report writing techniques.

Ability to:

Interpret and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to areas of responsibility.

Set work priorities, and organize and schedule work to meet deadlines.

Exercise sound independent judgment within general policy guidelines.

Determine the information processing needs of user departments and develop appropriate systems and services to meet individual requirements.

Learn and effectively operate computer systems and department-specific software.

Analyze, design, code, test and implement complex application software, and implement and maintain systems software.

Conduct functional analysis to relate manual functions to computer applications.

Manage, create and delete devices, lines and controller and their descriptions.

Perform system backup, security and restoration work as required.

Develop and conduct technical training; write instruction and procedural manuals for the use and operation of electronic data processing systems.

Provide professional, efficient user support and assistance.

Analyze technical problems, evaluate alternatives and make sound recommendations in support of goals.

Establish and maintain effective working relationships with those contacted in the course of the work.

Maintain accurate records and prepare clear and concise documentation and reports.

Work with sensitive, confidential information as required.

Effectively directs and supervises assigned staff.

Communicate clearly and concisely, both orally and in writing.

Perform work safely following all rules and regulations.

Meet the physical requirements necessary to successfully perform assigned duties.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation. Worker is subject to irregular working hours on an on-call basis.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 50 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Five years of experience performing systems analysis and design and/or programming for business applications using IBM mid-range computers, which includes one year of experience in a supervisory or management capacity.

Education:

Graduation from an accredited college or university with an Associate's degree in information systems, computer science or a closely related field. A Bachelor's degree with major course work in computer science or a related field is desirable.

Additional Requirements:

Possession of a valid California operator's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.