

STATE OF CALIFORNIA

Sierra Nevada Conservancy

NOTE: The Department of Parks and Recreation provides human resources support for the Sierra Nevada Conservancy.



CAREER OPPORTUNITY BULLETIN

Date: August 22, 2006

Bulletin # 630

This Career Opportunity Bulletin may also be viewed at:

www.sierranevada.ca.gov

www.parks.ca.gov

The Mission of the Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic and social well-being of the Sierra Nevada Region, its communities and the citizens of California.

HOW TO APPLY

Please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. All applications must be postmarked by the final filing date

Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

FINAL FILING DATE FOR THIS BULLETIN: September 1, 2006

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview

And all appointments are subject to SROA provisions.

(For those classes in Units 10, 14, 15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

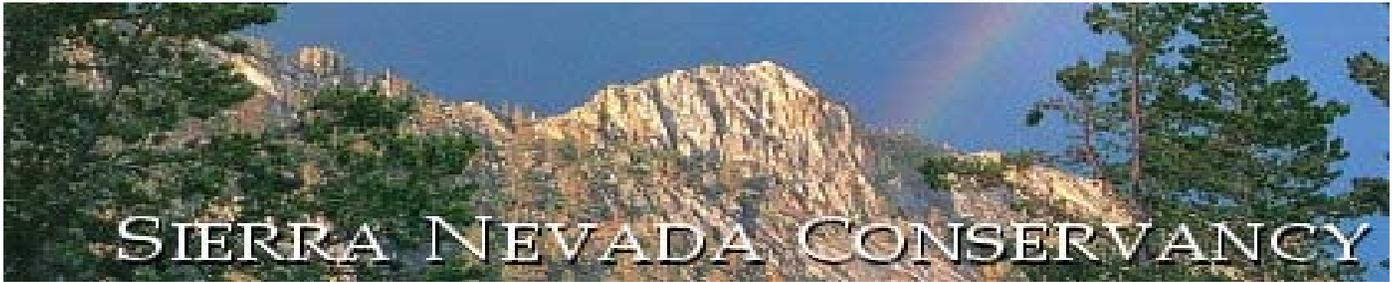
UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST) (\$4316 - \$5247) – SIERRA NEVADA CONSERVANCY

The reporting location for this position is at the new Headquarters Office, located in Auburn. The Associate Information Systems Analyst (AISA) will be the first Information Technology (IT) staff hired for the Sierra Nevada Conservancy (SNC). This position will work under the direction of the (SNC) Administrative Chief. The incumbent will work with the (SNC) staff to identify, analyze, and access the needs for the initial and future Information Technology and Communication Systems for the Headquarters Office and future Regional Offices. For further information regarding this position, please contact Eileen Pope at (530) 823-4668.



To apply please forward a standard state application STD Form 678. Indicate the position and location of the job for which you are applying. Send your application to: Department of Parks and Recreation, P.O. Box 942896, Sacramento, CA 94296-0001
Attention: Personnel Services Division/Certification Unit

FINAL FILING DATE SEPTEMBER 1, 2006

ASSOCIATE INFORMATION SYSTEMS ANALYST

DUTY STATEMENT

The Sierra Nevada Conservancy is a newly established State Conservancy. The Associate Information Systems Analyst (AISA) will be the first Information Technology (IT) person hired. Under the direction of the Administrative Chief, the AISA will work with the SNC management and staff to identify, analyze and assess the needs for the initial and future information technology and communication systems for the Headquarters and Regional Offices.

Duties Include:

- 50%** The AISA will coordinate with outside consultants in the development and ongoing maintenance of a SNC comprehensive management and communication information systems. This will include, planning, design and implementation. The system will also include, but not be limited to, microcomputers, multifunction automated office systems, teleprocessing networks and systems, audio and video communication systems, email systems, LAN, WAN, GIS, WEB systems, all hardware and software identification, database design and implementation. A properly designed system is essential in ensuring that the SNC Headquarters and Regional Office staff can accomplish the organizations mission. Because of programmatic and geographic complexities, a sustainable state of the art management and communication information system is critical. The incumbent will provide SNC management with progress reports on the system's development and implementation and make recommendations for modifications as needed.

ASSOCIATE INFORMATION SYSTEMS ANALYST DUTY STATEMENT

30% The incumbent will oversee, maintain and support all the SNC IT systems including the system to be developed via consulting support. The incumbent will develop a Service Request Process to enable prioritization and control of IT projects in coordination with Administrative Chief and SNC management. As directed, the incumbent will install, maintain and support Headquarters and Regional staff in the IT operations development and implementation of selected IT projects. The incumbent will provide all technical support in the use of equipment, such as, microcomputers, printers, monitors, scanners, copiers, phone systems, personnel digital assistants (DPA's), fax machines etc.

20%

- Act as Disaster Recovery Coordinator Administer and maintain file servers
- Maintain back-up systems for Headquarters and Regional Offices.
- Prepare State required documents such as: feasibility study reports, IT plans, quarterly reports, implementation evaluations, etc
- Design and maintain IT records management system and minor and major IT inventory system.
- Prepare IT training recommendations for all staff. Provide in-house training as viable.
- Develop operation instructions and IT procedural manual for existing systems and expand manual for upgrades and new systems that are developed.
- Assist in the design of departmental filing guidelines for consistency throughout the IT systems.
- Assist management and staff as needed in the design, development, and coordination of meeting materials/power point presentations, audio and video web casting, etc.
- In conjunction with the SNC procurement team develop the procedures required for the procurement of electronic data processing equipment and software. Prepare the required forms to secure technology equipment, accessories etc.
- Coordinate all purchased items classified as property or sensitive items to ensure inclusion in property inventory system.
- Attend appropriate training to maintain level of professional competency in the information technology field.