



career opportunity

California Department of Technology

Software Services Unit/Acquisition and IT Program Management
Branch/Administration Division

Associate Information Systems Analyst (Specialist) \$4,829 - \$6,350
Permanent/Full-Time

Final File Date: 10/12/2016



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 the general supervision of the Senior Information Systems Analyst (SISA) (Supervisor), the Associate Information Systems Analyst (AISA) (Specialist) acts as an acquisition agent for the Department of Technology and performs all duties associated with the procurement of Information Technology (IT) networks and systems, including software, consulting, hardware, equipment, and other related services. This position serves as the authority on the IT acquisitions.

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:

[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:

- Experience with all phases of state procurement and contracting processes related to software.
- Experience in applying PCC, UCC, GC, SAM, SIMM, and SCM.
- A strong background in the nomenclature of the IT industry in order to provide procurement direction to technical staff and clients for IT project planning.
- An ability to maintain confidentiality.
- A dependable, responsible, and positive attitude.
- An ability to maintain consistent, predictable attendance in the performance of these specific functions.
- Willingness to accept challenges, and handle multiple projects simultaneously.
- An ability to effectively handle stress and deadlines.
- An ability to write comprehensively, communicate with all levels of management, including executive and peers, attorneys, and external customers.
- Experience working with automated financial systems and databases.
- A sense of urgency when prioritizing daily work assignments.
- An ability to analyze data and interpret into a procurement methodology which best fits the data center and its clients.
- An ability to follow and apply the requirements of the Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) programs.
- Tact and good independent judgment, as well as professionalism and discreetness.
- An ability to change priorities quickly.

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 16-078
Inquiries: Danielle Kanelos, (916) 431-5052

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 an **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 **Associate Information Systems Analyst (Specialist)**, 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.

