SYSTEMS ANALYST, TECHNOLOGY
JOB #ISC993
$5,982 - $7,270 per month
(The District pays employee’s portion of PERS retirement contribution)

DATE POSTED: June 7, 2011
CLOSING DATE: July 14, 2011
POSITION LOCATION: Anaheim Campus – Information Services
SCHEDULED SHIFT: 8:00 a.m. - 5:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible
PRIMARY EMPHASIS: Network Administration including design, management, and standards.
SECONDARY EMPHASIS: Server Administration.

TYPICAL DUTIES
This position is responsible for acting in a lead capacity and/or as an expert on the successful selection, design, installation and maintenance of automated systems including LAN/WAN data communications networks, enterprise servers, network operating systems, computer security systems, and/or database management systems. The incumbent also ensures that all network servers, enterprise servers, and databases are secure. Responsibilities include advising management on technology solutions, defining project steps and timelines, coordinating, directing, and providing work direction to lower level technical staff and setting technical standards and providing technical expertise on complex technical problems.

• Act in a lead capacity and/or as an expert on the successful selection, design, installation and maintenance of automated systems including LAN/WAN data communications networks, enterprise servers, network operating systems, and/or database management systems.
• Remain current on developments in hardware and software systems and equipment related to District system and needs in order to advise personnel and recommend systems changes, updates, and/or new technology as appropriate.
• Develop and set overall standards for hardware, software, enterprise server platforms and networks.
• Act as project manager establishing project milestones and timelines and providing work direction and assignments to lower level technical staff.
• Conduct and participate in planning meetings and discussions with technical personnel, management, and end users and communicate with end users concerning their needs and requirements.
• Research and test new technologies that show a potential benefit and monitor their performance if and when they are implemented.
• Develop security standards, administer user access and monitors systems for breaches in security to ensure that all systems are secure.
• Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
• Serve as District representative at user group conferences as required.
• Perform related duties as assigned.

QUALIFICATIONS

Education and Experience:
• Graduation from a four-year college or university with a degree in computer science or a related field.
• Extensive experience in programming, operating systems, and data communications networks, including leadership responsibility.

Knowledge of:
LAN/WAN networks, operating systems, and enterprise servers; computer hardware and software, and related peripherals; applicable network standards and requirements; the principles and practices of providing technical work direction and guidance; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling, punctuation and vocabulary.
Ability to: Plan, lead, coordinate and conduct major projects or phases of projects; write and update technical documentation; provide technical advice and leadership to the District; assign work and provide technical work directions to others; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.

DESIABLE QUALIFICATIONS

- Demonstrated experience in problem solving, decision making and working independently.
- CISCO CCNA Certification with emphasis in routing and switching, design or network security.

WORKING RELATIONSHIPS

The Systems Analyst, Technology, maintains frequent contact with various District departments and personnel, information technology vendors, and outside contractors.

WORKING CONDITIONS

College or District IT office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   - Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these items will result in exclusion from the applicant pool.

2) Unofficial/official transcripts of degree in Computer Science, or related field. The award of all degrees must be verifiable on a legible transcript.
   - Must be submitted with application. Applications submitted without unofficial/official transcripts attached will be deemed incomplete and will not be considered.

3) Applicant must provide an example of a network related project plan, needs analysis, or project justification authored by the applicant.
   - Must be submitted with application. Applications submitted without project plan, needs analysis or project justification attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #ISC993, Systems Analyst, Technology in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before July 14, 2011, 5:00 p.m. (Postmarks will not be honored). Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm.