



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Assistant Information Systems Analyst
Tenure: Permanent Full-time
Location: 770 L Street Suite 1000, Sacramento, CA 95814

INTRODUCTION

The Office of the State Public Defender (OSPD) is a small state agency (approximately 86 employees) functioning as a law office and is dedicated to high-quality legal representation of individuals who have been convicted of capital crimes. The agency uses the best available information services in support of its mission. OSPD seeks a multi-talented ASSISTANT INFORMATION SYSTEMS ANALYST with strong technical skills who is willing to support its mission. An ideal employee would be willing to wear many hats to support the agency's mission and would be willing to use his/her knowledge to provide cutting edge information services to OSPD's employees.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Chief Information Officer (CIO), the ASSISTANT INFORMATION SYSTEMS ANALYST/ (ASSIST ISA), will be responsible for implementation and network administration of the OSPD data and telecommunication enterprise; assisting OSPD staff in the use of commercial off the shelf software packages; maintaining the OSPD intranet and internet. The ASSIST ISA is also responsible for maintaining network documentation. The ASSIST ISA installs and maintains OSPD's network operating systems. Installs and maintains connections between the offices, telecommuters, external contractors and federal, state and county agencies and the private sector. Evaluates state-of-the-art network-related hardware and software, advises management on options available for functional enhancements to the OSPD network. Maintains multi-user access to network services such as network printers, CD-ROMs, internet access to the OSPD network. Under the guidance of CIO, helps to maintain an electronic link between the Oakland and Sacramento offices and between those offices and telecommuters. Ongoing development and maintenance of the OSPD Internet and Intranet web site. Assists in the configuration and installation of new hardware and software on the network and individual computers. Monitors and assists in trouble shooting Cisco VOIP, VMware, Microsoft Server 2012 AD and Windows 7/10.

DESIRABLE QUALIFICATIONS:

Hands on experience with Windows Server 2012 Active Directory and light VMWare 6 Administration. Light experience with Cisco VOIP, Cisco Networking and Windows 7/10. Strong knowledge and experience in desktop/laptop support. Hands on experience with MS office products. Ability to work independently and in a team environment; Ability to analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; Ability and desire to keep current on Information Technology related issues; Knowledge and experience in high level information technology principles; Good customer service skills; Good interpersonal skills with the ability to interact with others at all levels. Able to travel when needed. Occasional overtime anticipated.

WHO SHOULD APPLY?

Qualified applicants currently in the classification or with transfer/list appointment eligibility (reachable ranks) are encouraged to apply. SROA/Surplus candidates must indicate this status on the state employment application (Std. Form 678). Applications will be screened and only the most qualified will be invited to interview.

Send an Application To:

Monica Ohta, Human Resources
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814 (916) 322-7043

FINAL FILING DATE: Until Filled

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released

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