



## **JOB OPPORTUNITY**

### **OFFICE OF THE STATE PUBLIC DEFENDER**

Classification: System Software Specialist 3/2 (Technical)  
Tenure: Permanent, Full-time  
Location: 1111 Broadway, Suite 1000  
Oakland, CA

### **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 Systems Software Specialist 3/2, Tech (SSS3/2 Tech) with excellent 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 SSS3/2 Tech, as a project leader and with strong technical abilities, is responsible for design, implementation and network administration of the OSPD data and telecommunication enterprise. The SSS3/2 Tech assists OSPD staff in the use of commercial off the shelf software packages, and maintains the OSPD intranet and internet, and is responsible for maintaining network documentation and administrative documentation such as the Business Resumption Plan, Operational Recovery Plan (ORP), Continuation of Operation and Continuity of Government (COOP/COG). The SSS3/2 Tech, as OSPD's lead technical administrator performing mid to high level support of the entire networking system, 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 email, VMware, MS servers, VPN, switches, network printers, and internet access to the OSPD network. Under the guidance of the CIO, the SSS3/2 Tech helps to maintain an electronic link between the Oakland and Sacramento offices and between those offices and telecommuters. The SSS3/2 Tech is responsible for the ongoing development and maintenance of the OSPD Internet and Intranet web site; leads in the configuration and installation of new hardware and software on the network and individual computers; ensures all departmental installed software is legal, updated and properly licensed; and maintains and keeps current network documentation as well as Information Systems administrative documentation required by allied Control Agencies. The SSS3/2 Tech assists in desktop and laptop support on an as needed basis.

### **DESIRABLE QUALIFICATIONS:**

Good experience with Windows Server 2008/2012 Active Directory, Dell SAN, Cisco firewall and VMWare Administration. Experience with Cisco VOIP and Cisco Networking. Strong knowledge and experience in desktop/laptop support. Ability to provide strong leadership, training and direction; Ability to work independently and in a team environment in a small office; Ability to analyze data and situations both high level and low level, identify and solve small or complex 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; Ability to work in a small office and slower environment performing high level and low level support at a small agency.

### **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 04/13/2015*