Job Opportunity Bulletin

Post Date: 2/5/2013

SENIOR INFORMATION SYSTEMS ANALYST-SUPERVISOR

Salary: $5,850.00 - $7,465.00
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

This position is in the Business Enterprise Services Section and will be managing a section responsible for the support of mid-range critical applications used by Regional Centers and Developmental Centers; oversee staff who provide second level business application Help Desk support, analysis, design, and testing of applications.

Please take a moment to discover more about what it is like to work for the Department of Developmental Services. We believe that every staff person has a vital role in achieving our mission. We are committed to providing our staff with quality training, support, and supervision in a productive and respectful atmosphere.

For complete duties, please see duty statement on the following page.

REQUIRED KNOWLEDGE AND SKILLS:

- Strong analytical and communication skills for evaluating business needs
- Experience with general information technology business procedures and best practices
- Experience with Project Management Methodology or Project Management Principles and Practices
- Knowledge of California's State Information Technology policies and Enterprise Architecture

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you would like to be a part of our DDS team, please submit an original signed state application (STD. 678).

Please be sure to include on your application the basis of your eligibility and position number **#473-076-1340-001.**

Please refer to:
Position #: **473-076-1340-001**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Crissy Ortiz

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Crissy Ortiz

Number: (916) 322-7861

Email: crissy.ortiz@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION SERVICES DIVISION
Business Enterprise Services Section
DUTY STATEMENT 473-076-1340-001

JOB TITLE: Senior Information Systems Analyst (Supervisor)

GENERAL STATEMENT OF DUTIES: The incumbent manages a section responsible for the support of mid-range critical applications used by Regional Centers and Developmental Centers; oversees staff who provide second level Help Desk and Application support, analysis, design, and testing of current, as well as new programs. The incumbent works with 21 Regional Centers, 4 developmental centers and Headquarters management and staff on IT mission critical applications involving fiscal and health information systems. The incumbent also coordinates disaster recovery activities involving Headquarters and the RCs and provides project management expertise on enterprise-wide projects. This position is responsible for providing leadership, mentoring and staff development.

SUPERVISION RECEIVED: Position reports to the Deputy Director, Information Services Division.

SUPERVISION EXERCISED: Incumbent manages 8 staff: 1Senior Information Systems Analyst (ISA); 1 Senior Programmer Analyst, 4 Staff ISAs; 1 Staff Programmer Analyst; 1Associate ISA, 1 Associate Government Program Analyst.

TYPICAL PHYSICAL DEMANDS: Work on a personal computer up to 40% of the time. Occasionally required to lift and carry objects weighing up to 25 pounds, and some travel.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned offices with smoke-free environment.

REQUIRED KNOWLEDGE and SKILLS:

- Strong analytical and communication skills for evaluating business needs
- Experience with general information technology business procedures and best practices
- Experience with Project Management Methodology or Project Management Principles and Practices
- Knowledge of California's State Information Technology policies and Enterprise Architecture

EXAMPLES OF DUTIES:

40% Define and manage resources; ensure communication among Headquarters, Developmental Centers (DC), and Regional Centers (RC) staff; provide guidance on fiscal and health information systems help desk, data integrity, and federal reimbursement; manage disaster recovery operations for the Regional Centers.

40% Perform Project Manager responsibilities on large IT projects. Direct the project activity of staff in the areas of planning, systems analysis, design, testing, implementation, reporting, and ongoing second level support. Ensure compliance with control agencies' project management policies. Develop Feasibility Study Reports, Budget Change Proposals, Special Project Reports, and Post Implementation Evaluation Reports as required.

10% Mentor and support staff development and training.

10% Act as technical consultant regarding strategy in support of the ISD Management Team. Maintain effective working relationships with RC and DC management and staff, control agencies and other departments.