



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

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**POSITION: INFORMATION TECHNOLOGY ASSOCIATE**

**DIVISION: ADMINISTRATION / INFORMATION TECHNOLOGY DIVISION**

**SALARY: \$4651 - \$7491**

**FINAL FILING DATE: JULY 3, 2024**

***POSITION IS PENDING BUDGET APPROVAL***

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### **DUTIES AND RESPONSIBILITIES:**

#### **Application Development and Administration**

- Independently develop and maintain application source code, programs, scripts, stored procedures, triggers, queries, databases, software programs, and web programs using Microsoft .NET, Microsoft SQL Server, Microsoft Access, HTML, XML, ASP, JavaScript, Adobe Experience Manager (AEM), Optimizely, PDF, and Microsoft Office programs and other third party programs and utilities
- Investigate problems, analyze errors, and implement fixes
- Research, test, and implement software and operating system improvements/updates
- Work nights and weekends (as required)

#### **IT Administration and Support**

- Work under the direction of IT Specialist and CIO
- Lead efforts to work with end users to identify and document business, technical, and system requirements to improve or replace their systems
- Independently perform systems analysis and configuration management of system and application code and artifacts
- Lead development and implementation of IT projects, including team projects
- Research the feasibility of new projects and proposed solutions
- Responsible for working with CIO and IT Specialist to research concepts and implement application prototypes
- Analyze and document data, business processes, and systems
- Independently develop training documentation and coordinate vendor and in-house training for new users and new systems
- Review and perform quality assurance inspections of vendor and in-house technical documentation including User Guides, manuals, and other training materials
- Implement new and developed hardware when needed
- using Microsoft Word, Excel, Visio, PowerPoint, and other desktop software tools
- Independently design and maintenance of file and document storage schemas
- Maintain databases and perform data cleansing
- Independently perform data migrations as needed
- Assist with IT Helpdesk tickets, and supporting the FPPC staff
- Assist with implementation of End-User equipment
- Maintain end-user inventory equipment

#### **Learning Management System Implementation, Development, Administration and Support**

- Research and recommend the implementation of Learning Management Systems (LMS)
- Independently perform analysis, design, and testing of Learning Management Systems with the purpose of creating new learning systems used by the public
- Independently identify, document, and resolve problems and address user requests for support of Learning Management System

- Investigate and report on system, database, and application bugs and defects
- Create new documentation to support incoming LMS
- Support of current Learning Management System; including in-house built system as well as courses created on the Blackboard LMS
- Support for end-users on the current LMS in a breakfix capacity
- Support for end-users on the current LMS including password reset, recommendations for common issues, and forwarding to appropriate support parties
- Support and administration of the current LMS infrastructure including server support, network support, and security support
- Create and maintain documentation for current LMS system

#### **Network, Systems, and Security Administration**

- Assist with supporting FPPC's enterprise network, systems, and security infrastructure
- Assist with procurement of IT hardware equipment, including network, security, systems, and end-user
- Assist with procurement of IT software equipment, including network, security, systems, and end-user
- Implements and maintains FPPC's LAN/WAN infrastructure using FPPC's current guidelines.
- Perform network management and monitoring of the FPPC's enterprise network infrastructure.
- Supports administration of network equipment including routers, switches, firewalls, and spam and malware detection and removal software and other network security equipment
- Monitors network security issues and installs security patches at both the operating system level, application level, and network level in order to provide the department a safe and secure environment
- Utilizes software tools and utilities and/or hardware and software tools (i.e., diagnostic equipment) as necessary to maintain systems and diagnose network problems.

#### **FPPC Helpdesk and End-User Support**

- Work as part of the IT Help Desk team to coordinate web, database, and application changes before implementation into production
- Independently perform maintenance of databases, including scheduling backups and testing database backup and recovery procedures

#### ***SPECIAL REQUIREMENTS***

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Fair Political Practices Commission's current telework policy. While FPPC supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the FPPC.

**Who May Apply:** FPPC individuals who have list eligibility for appointment to the above class.

**How to Apply:** If you wish to be considered for this position, please apply at:

<https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=437550> or forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission  
Personnel Office  
1102 Q Street, Suite 3050  
Sacramento, CA 95811

**Contact:** Pennie Conroy, (279) 237-5943

6/19/2024

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.