



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: INFORMATION TECHNOLOGY ASSOCIATE

DIVISION: Administration / IT Division

SALARY: \$4,406 - \$7,803

FINAL FILING DATE: July 13, 2022

Duties and Responsibilities:

The IT Associate will be expected to contribute to the Fair Political Practices Commission Information Technology (FPPC IT) team's support of the FPPC staff and IT systems, including applications developed in-house, or through a third-party application. The IT Associate is expected to help in program development using programming languages to support, maintain, or provide solutions for new and currently implemented applications and systems. This may include providing new code, troubleshooting current code, or aiding another FPPC IT team member or IT consultant in either. The IT Specialist is expected to help maintain the current FPPC IT website and Intranet through both infrastructure support and development. The IT Specialist is expected to provide support for the agency's staff through answering support inquiries through the FPPC IT ticketing system and/or through email or phone contact. The support that will be provided can range from hardware issues, hardware implementations, software issues, or software implementations. The IT Associate is expected to work with FPPC IT team members to create and update documentation when needed. The IT Associate is expected to contribute to the FPPC IT team in research and development when assigned such tasks from the CIO, other FPPC IT Team members, or independently when the IT Associate sees an opportunity for improving on a new or currently implemented system. The IT Associate will assist in meeting and exceeding the accessibility requirements for all public facing documentation, websites, and media. The IT Associate is expected to work both in a team environment and independently to provide direct technical support for the agency's servers, infrastructure, personal computers and other peripheral equipment.

Staff Technical Support

- Support the FPPC staff with technical break fix issues, taking submitted issues through FPPC IT ticketing system, phone calls, and/or email, and communicating with the submitting party through to completion of issue
- Support the FPPC staff with regular maintenance on currently implemented systems
- Provide FPPC staff with new technical documents that may require hands on training
- Update currently existing FPPC IT documentation

Support Implementation of Accessibility Requirements

- Use tools provided by the FPPC IT Team to help identify documents, media, and publicly facing forms to identify and correct any issues regarding accessibility requirements, in accordance with compliance standards and/or FPPC accessibility standards
- Assist in training to other staff members in creating documents, forms, and other public facing media to meet accessibility standards
- Assist in creating training material for the FPPC staff to meet accessibility standards
- Help to identify any public facing documents, forms, or media that may not meet accessibility standards

Web, Application, and Database Support and Testing

- Troubleshoot web, application, and database errors and issues
- Work with development team to identify, document, and resolve problems and address user requests for support on web, application, and database related issues
- Investigate and report on system, database, and application bugs and defects
- Work with FPPC IT application teams to perform maintenance of databases, including setting up and maintaining backups, assisting in application updates, and assisting in testing database backup and recovery procedures
- Assist in other maintenance tasks when requested from developer leads on new or existing projects

Web, Application, and Database Programming and Deployment

- Assist in the development of source code, programs, scripts, stored procedures, triggers, queries, databases, software programs, and web programs using Microsoft .NET (C#), Microsoft SQL Server, Microsoft Access, HTML, XML, ASP, JavaScript, Adobe Experience Manager (AEM), WordPress, PDF, and Microsoft Office programs and other third party programs, utilities, and SAAS applications.
- Assist in the investigation of problems, analyze errors, and propose possible fixes when one is found
- Research, test, and implement software and operating system improvements/updates
- Work independently and in a team to come up with solutions to improve current systems, applications, and procedures

IT Project Support

- Work under the direction of the CIO and other members of the FPPC IT team as well as becoming the lead of any projects where the IT Associate is assigned the role
- Lead efforts and work with other members of the FPPC IT team to work with end users to identify and document business, technical, and system requirements to improve or replace their systems
- Independently and as directed by a team member to perform systems analysis and configuration management of system and application code and artifacts
- Assist in the development and implementation of IT projects, including team projects
- At the direction of the CIO or FPPC IT project leads, research the feasibility of new projects and proposed solutions
- Analyze and document data, business processes, and systems
- Assist in the development of training documentation and coordinate vendor and in-house training for new users and new systems
- Assist in the quality assurance inspections of vendor and in-house technical documentation including User Guides, manuals, and other training materials

IT Team Task Support

- Help support public meeting that may be in person and/or online, including support for Zoom, Microsoft Teams, and other online meetings such as WebEx
- Help support internal meetings that may be in person and/or online, including support for Zoom, Microsoft Teams, and other online meetings such as WebEx
- Help support onsite IT required tasks such as inventory and equipment management

Special Requirement

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.

Who May Apply:

Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement).

How to Apply:

Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for this position, please apply at:

<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=315212> or

You may forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission
Personnel Office
1102 Q Street, Suite 3000
Sacramento, CA 95811

Contact: Pennie Conroy, (916) 327-8692

06/29/2022

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.