



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: INFORMATION TECHNOLOGY SPECIALIST I (*will consider Information Technology Associate*)

DIVISION: Administration / IT Division

SALARY: RANGE A \$5,815 - \$7,793
RANGE B \$6,394 - \$8,579
RANGE C \$7,021 - \$9,408

FINAL FILING DATE: JULY 13, 2022

Duties and Responsibilities:

The IT Specialist I will be expected to lead, contribute, assist, or provide training for FPPC IT (Fair Political Practices Commission Information Technology) projects (both in house developed and outsourced). The IT Specialist I will be expected to provide support for FPPC IT supported applications, including in-house developed applications and third-party applications. The IT Specialist I will be expected to research, learn, and apply new skills to FPPC IT projects, applications, and systems when requested by the CIO, when assigned as a member of a team project, when assigned as a specialist of a system, or when the IT Specialist I sees an opportunity for better improving any FPPC IT projects, applications, or systems. The IT Specialist I is expected to provide programming solutions for new FPPC IT projects, current applications, and current systems. This includes recommendations based on experience and/or research. The IT Specialist I is expected to lead the FPPC IT programming group and is expected to be the point of contact specialist for all programming based solutions for FPPC IT projects, maintenance to current systems, support to current systems, the development of new and currently implemented applications, the support of new and currently implemented applications, and any maintenance that requires a programming based solution. The IT Specialist I is expected to provide general support for FPPC IT databases and may work as needed as part of a project team on further development of agency database applications, including Microsoft SQL databases, third party database applications, and Software As A Service applications, such as Salesforce. The incumbent will assist in meeting and exceeding the accessibility requirements for all public facing documentation, websites, and media. The IT Specialist I will assist in the administration and development of the FPPC website. This includes content update, content creation and design/development duties as well as general support. The IT Specialist I works as a direct resource with designated staff for development and implementation of IT projects. Provide Information Technology (IT) support to an agency of approximately 90 staff members. The IT Specialist I 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. The IT Specialist I may also serve in an acting role in the absence of the other Information Technology Specialists.

Web, Application, and Database Programming and Deployment

- Independently develop and maintain application 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 such as Salesforce
- Investigate problems, analyze errors, and implement fixes
- Research, test, and implement software and operating system improvements/updates
- Work nights and weekends (as required)

Web, Application, and Database Support and Testing

- Troubleshoot web, application, and database errors and issues
- Independently 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 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
- Independently design and maintenance of file and document storage schemas
- Maintain databases and perform data cleansing

- Independently perform data migrations as needed

IT Project Support

- Work under the direction of the CIO and the Senior ISA as well as any assigned project leads
- 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 the Senior ISA 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

Public Facing Documentation, Website, and Media Accessibility Compliance

- Supporting end users using CommonLook, Adobe Acrobat, and Microsoft Word
- Reviewing documents from end users to verify that they meet the ADA requirements
- Reviewing webpages to meet ADA requirements

IT End User Support

- Provide customers support from submittal of new service requests to service request resolution
- Conducts root cause analysis and implements or recommends solution to end users
- Provide general break fix support for end users either in person or over telecommunication
- Research, evaluate, and test new and updated versions of software products and makes recommendations for purchase or replacement
- Help to maintain the FPPC IT software and hardware inventory
- Help to maintain the distribution of IT hardware when needed
- Create and update IT related end user documentation

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.

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=315243> or

You may send 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.