

SENIOR INFORMATION TECHNOLOGY SPECIALIST INFORMATION SERVICES

Salary: \$5,565 to \$7,804 per month

Legislative Analyst's Office Sacramento, California

This position is in the Information Services Section, which develops and maintains all information technology systems within the office. This is a hands-on position whose purpose is to provide (1) development and management of information systems; (2) input into the strategic direction of information systems used to meet the mission of the office; and (3) interaction with internal staff as well as external entities, including the Legislative Data Center, legislative staff, and various vendors.

Specific Responsibilities

Under the direction of the Director of Information Technology, responsibilities include:

- Management of Microsoft Windows Server 2003 within an Organizational Unit in Microsoft Active Directory and a small VMWare server environment.
- Desktop software support within a Microsoft XP/Vista/Office environment.
- Development and maintenance of the office Web site including structure, design, and content delivery.
- Interaction with executive level staff to set the strategic course for implementation of information technology within the office.
- Application development, and maintenance using Microsoft Visual Studio, ASP.NET, Microsoft Access, and SQL Server.
- Management of the Information Technology section when the Director is out of the office. To meet this need, the Senior Information Technology Specialist will understudy the Director to learn the full range of responsibilities of the Information Technology section.

Desired Background/Experience

A Bachelor's degree is required and a Master's degree in Business, Management Information systems, Public Policy, or a closely related field is preferred. Strong writing and communication skills are required as is an inquisitive and innovative nature and the ability to absorb new material rapidly. The ideal candidate will have experience in

one or more of the areas listed above and will have exhibited a strong ability to think strategically about the way in which information systems can be used to further organizational goals.

Compensation

The salary range for this position is \$5,565 to \$7,804 per month and will depend on the experience and qualifications of the candidate selected. The LAO also provides a comprehensive package of health, vision, dental, and retirement benefits. In addition, the LAO provides vacation, sick leave, compensatory time-off for overtime above a specified level, and about 15 holidays per year.

Background Information

The LAO is the nonpartisan fiscal and policy advisor to the California Legislature. It has served the Legislature and the people of California for over 65 years. The office currently employs 44 analytical and 13 support staff. Staff of the LAO are hired and promoted on a merit basis and are exempt from civil service.

The LAO enjoys a national reputation for the quality and nonpartisanship of its analyses and staff. Additional information on the LAO can be found at www.lao.ca.gov.

Application Process

Applicants need not be a current or former State employee nor be on a State exam list to apply.

Questions about the specific duties of the Senior Information Technology Specialist should be directed to Wil Davies at wil.davies@lao.ca.gov or at (916) 319-8311.

Applicants should submit a letter, resume, and three references (name, relationship, and phone number only) to:

Legislative Analyst's Office
925 L Street, Suite 1000
Sacramento, California 95814
Attention: Larry Castro
(Or, online to lao.employment@lao.ca.gov)

Applicants who remain under consideration towards the end of the selection process may be asked to submit school transcripts and a writing sample.

Questions about the LAO or the application process should be directed to Larry Castro at Larry.Castro@lao.ca.gov or at (916) 319-8304.

The LAO is an equal opportunity employer.
