



Arnold Schwarzenegger, Governor
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)

WILL ALSO CONSIDER STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)

SACRAMENTO

Permanent — Full-time

The Department of Real Estate (DRE) has an opening in the Sacramento Information Technology Services (ITS) section for a Senior Information Systems Analyst (Specialist). DRE will also consider the Staff Information Systems Analyst (Specialist) classification. DRE is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Serve as Help Desk Administrator with responsibility for monitoring the incoming support tickets and dispatch to appropriate staff for resolution; recommend workflow and system improvements to management; update application configurations to meet changes in systems support; manage the statewide server, workstation and laptop software update deployment services.
- Responsible for the configuration, management and on-going support of DRE's physical Windows servers; maintain server and domain integrity, configuration management etc; manage the statewide server, workstation and laptop software update deployment services.
- Serve as administrator for DRE's backup and recovery processes for all servers and user data statewide; provide 2nd level Help Desk support for all users as needed; perform product research and analysis using a variety of sources.

Necessary Requirements:

- Knowledge of Windows 2003 Server Administration.
- Knowledge of Microsoft Office 2007 products.
- Knowledge of security update deployment services.

Desirable Qualifications:

- Ability to manage time and activities to complete concurrent assignments timely.
- Ability to work well independently or as a team member.
- Ability to quickly learn, develop & evaluate new technologies.
- Flexibility and willingness to adapt to changes in priority and/or workload demands.
- Effective communication skills with end users, technical staff, and the vendor community.
- Excellent skills in problem analysis and resolutions.
- Excellent attendance.

Salary:

Senior Information Systems Analyst (Specialist)
\$5571 - \$7109

Staff Information Systems Analyst (Specialist)
\$5065 - \$6466

Who May Apply: Current State employees at the Senior Information Systems Analyst or Staff Information Systems Analyst level, individuals transferable to either class and individuals with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus verification to your application. Note: You must indicate RPA #08-057 on your application for it to be considered.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For Information on the position contact:

Denise Martinez, Data Processing Manager III
Information Technology Services
(916) 227-5088

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.

Note: DRE requires that new employees be fingerprinted.