



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

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)
WILL ALSO CONSIDER ASSOCIATE 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 Staff Information Systems Analyst (Specialist). DRE will also consider the Associate Information Systems Analyst (Specialist) classification if warranted. DRE is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Responsible for the management and ongoing support of DRE's Enterprise antivirus solutions. Maintain antivirus system structure; monitor the updating of definitions; monitor the network to ensure all computers are covered by the system; provide troubleshooting and solve definition and software issues.
- Maintain and monitor statewide scheduled virus scans; work with vendors to resolve outstanding issues and upgrades; deploy all client security updates and patches statewide.
- Responsible for the identification, research, recommendation and solution implementation of security risk and vulnerabilities; monitor security informational sites for the latest information and determine if it affects the Department, make recommendations as to the fixes and participate in solution implementation.
- Provide backup management of DRE's statewide network; provide Help Desk support for all users as needed.

Necessary Requirements:

- Hands-on, working knowledge of agency-wide antivirus implementations.
- Knowledge of information systems security management policies, standards and procedures.

Desirable Qualifications:

- Hands-on, working knowledge of systems network implementation and management.
- 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:

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

Associate Information Systems Analyst (Specialist)
\$4619-\$5897

Who May Apply: Current State employees at the Staff Information Systems Analyst or Associate 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 #08-056 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.