

CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
INFORMATION TECHNOLOGY SPECIALIST – I or II

DESCRIPTION: The California State Senate seeks a motivated Information Technology (IT) Support Analyst with good communication skills to gather IT requirements; support IT payroll & accounting systems; analyze technology quality control procedures; analyze financial data; and design IT financial and workflow applications. The Information Technology Specialist-I or II will serve as the analyst responsible for customer & application support

The incumbent should have excellent communications skills, work well with others, and be technology competent and comfortable learning new technology skills. Experience with payroll and accounting systems is highly desirable. The ability to work in a team environment and build positive working relationships with managers, peers, customers, other agencies, and vendors is paramount.

DUTIES: The position will have the following duties: 1) analyze IT business processes for financial and payroll systems; 2) test new software features; 3) design IT quality control processes for business systems; 4) support and train customers on new software systems; 5) communicate with customers, co-workers, and managers in a professional manner and; 6) other tasks as necessary.

REQUIRED SKILLS: The incumbent is required to be able to analyze information technology business processes and understand data models related to payroll and accounting systems. In addition, the incumbent must have the ability to learn new technology skills, have excellent oral and written communication skills and work cooperatively with peers and customers.

EDUCATION OR EXPERIENCE:

The incumbent is required to have a minimum of a Bachelor's degree, with experience supporting IT customers on payroll and accounting systems is also required. Six years of experience may be substituted in lieu of a Bachelor's degree. Knowledge of information technology processes such as software testing and analyzing data results and expert knowledge on IT payroll and accounting systems is desirable.

PAY RANGE & FILING DATE:

Salary starts at \$3,538 (ITS-I) or \$4,534 (ITS-II). Filing Date: Until Filled

SUBMIT COVER LETTER, SENATE APPLICATION & RESUME TO:

Terry Toy at terry.toy@sen.ca.gov

Submittals can be confidential upon request