

DEPARTMENT: Personnel

By: Jeffrey G. Green

PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Resolution revising the Information Systems Specialist class specification and increasing the salary to range 261 (\$3,465-\$4,212). The current salary is set at range 232 (\$3,000-\$3,646). Recently, the Information Systems Specialist position became vacant and it is necessary to fill the vacancy.

As the Board may recall, we had a difficult time filling the position three years ago because of a combination of low pay for AS/400 expertise and high educational requirements. At that time, the Board approved waiving the educational requirement of a four-year degree for that current recruitment only, and increased the salary range. Information technology salaries have risen significantly in the last three years and most AS/400 operators and programmers do not have a four-year degree. It is, therefore, recommended that the salary range for this position be increased to range 261 and that the minimum qualifications contained in the class spec be revised to reduce the educational requirement to two years of college.

Funds are available to support the increased salary as the previous employee's salary was at step 5 of range 232, i.e., \$3,646/month. Increasing the salary range will allow the department head to hire at either step 1 or step 2 without affecting his budget and will leave room for salary growth.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On February 10, 1998, the Board approved increasing the salary of the Information Systems Specialist and waiving certain minimum qualifications for the current recruitment.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the amendments as recommended. A negative action would result in not filling this critical vacancy resulting in the inability to adequately staff the County's computer requirements.

**COSTS:** (X) Not Applicable  
A. Budgeted current FY \$ \_\_\_\_\_  
B. Total anticipated costs \$ \_\_\_\_\_  
C. Required additional funding \$ \_\_\_\_\_  
D. Internal transfers \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

**Class specification.**

**SOURCE:** ( ) 4/5ths Vote Required  
A. Unanticipated revenues \$ \_\_\_\_\_  
B. Reserve for contingencies \$ \_\_\_\_\_  
C. Source description: \_\_\_\_\_  
Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLERK'S USE ONLY:**  
Res. No.: 01-242 Ord. No. \_\_\_\_\_  
Vote - Ayes: 4 Noes: \_\_\_\_\_  
Absent: Salmain Abstained: \_\_\_\_\_  
Approved ( ) Denied  
( ) Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

- \_\_\_\_\_ Recommended
- \_\_\_\_\_ Not Recommended
- \_\_\_\_\_ For Policy Determination
- \_\_\_\_\_ Submitted with Comment
- \_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: 

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

**MARIPOSA COUNTY**

**JOB TITLE: Information Systems Specialist**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform computer systems design and analysis for IBM mid-range systems; to analyze departmental functions and data requirements and develop and maintain the integrated hardware and software necessary to meet those needs; to provide technical assistance and train departmental staff in data processing concepts and applications; to coordinate and perform test data runs and test files; to perform necessary system backup procedures, and to perform other related duties as required.

Employees in this classification work with considerable independence at a full journey level and receive minimal supervision within a broad framework of policies, procedures and objectives.

SUPERVISOR: Technical Services Director

**TYPICAL DUTIES:**

- Coordinate with County departments, state agencies, and other jurisdictions regarding the installations of computer hardware and software applications, conversion programs, security issues, system operation and modification; may serve as coordinator between the department and other agencies for network interfaces and services.
- Assist County departments in the development, installation, implementation, operation, maintenance and security of the County's automated work procedures and operations.
- Train departmental staff as required for optimum utilization of computer equipment and software applications.
- Monitor system applications to ensure efficient operation; provide first-line technical response as needed; detect any errors in programs and correct accordingly; maintain inventories of system hardware and software applications.
- Analyze data, determine requirements, confer with other personnel and/or departments to obtain information; formulate policies and procedures relating to the assigned system; coordinate and implement procedures as approved; ensure departmental compliance with procedures as implemented.

**TYPICAL DUTIES (Cont'd)**

- Study existing manuals or computerized procedures to determine user requirements in order to design and/or implement new or revised applications.
- Assist in the development of programming standards and procedures, operation procedures and documentation standards as needed.
- Perform analysis, establish criteria, research and test candidate software, and provide recommendations on purchased software.
- Manage jobs and job queues.
- Assist in performing feasibility and cost benefit analysis, providing written and oral presentations of recommendations.
- Manage system values and maintain system security.
- Perform backup and restore procedures as required.
- Perform necessary Program Temporary Fixes (PTFs).
- Manage peripheral equipment such as controllers, printers, modems and magnetic storage devices.
- Represent the department at a variety of meetings and conferences.
- Be available for shared on-call responsibilities during evenings, weekends and holidays.
- Perform other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

**Knowledge of**

- current developments in data processing and computer design.
- principles and methods of systems analysis.
- principles of mathematics and logic.
- fundamentals of IBM mid-range computers.
- remote communications, data interface utilities and network protocols (i.e., FTP, TCP/IP, IPX/SPX, etc.).

MARIPOSA: Information Systems Specialist

Knowledge of (cont'd):

- programming languages and utilities including RPG/400, SQL/400, Control Language (CL), and PDM, relational database structures, structured programming design and industry-standard system testing and documentation techniques.
- records storage and handling techniques.
- security requirements and practices.
- operating capabilities of common hardware configurations.
- AS400 design aids and utilities such as SEU, SDA, DFU and PDM
- JALAN court automation software is desirable.
- networking, PCs and related applications software is desirable.

Ability to:

- develop and analyze computer programs and modify them for efficient operations.
- define problems, collect information, establish facts, and draw valid conclusions.
- write instruction and procedural manuals for the use and operation of electronic data processing systems.
- comprehend technical documents pertaining to computer hardware and software.
- learn JALAN court automation software at an advanced journey level.
- manage, create and delete devices, lines and controllers and their descriptions.
- perform backup and restore operations as required.
- train departmental employees on computer processes, procedures.
- set priorities, organize and schedule work to meet deadlines.
- prepare and present clear, complete and concise reports.

MARIPOSA: Information Systems Specialist

Ability to (cont'd):

- perform moderate physical activity including lifting and moving computer equipment and supplies weighing up to 50 pounds.
- work independently with minimal supervision.
- work with sensitive, confidential information.
- establish and maintain effective working relationships with those contacted in the course of duties.
- communicate effectively in oral and written form.

MINIMUM QUALIFICATIONS:

Education and Experience:

Two years of college coursework in information systems, computer science, or a closely related field and two years of full-time experience performing systems analysis/design and/or programming for business applications utilizing IBM mid-range computers.

Possession of a valid California driver's license is required.

Creation Date: 11/97 (B/S Res. 97-455)  
Revised: 08/01 (B/S Res. 01-242)