

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/96-3222

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

Adopt this resolution approving the attached class specification for the new position of Information Systems Specialist at a salary range of 200 and amending the Employee Allocation Schedule to add one Information Systems Specialist position to Data Processing. This new position will be assigned to SEIU.

During the 1997-98 Budget Hearings, the Board approved the addition of one new position for Data Processing to be added effective January 1, 1998 with direction that the primary function of this position will be to service the requirements of the Courts.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this requested class specification and salary range.
2. Make any changes deemed necessary by the Board.

COSTS: () Not Applicable

A. Budgeted current FY	\$20,950
B. Total anticipated costs	\$20,950
C. Required additional funding	\$-0-
D. Internal transfers	\$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____
Balance in Reserve for Contingencies, if approved: \$	_____

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

CLERK'S USE ONLY:

Res. No.: 92-455 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved () Denied

Minute Order Attached () No Action Necessary

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

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: JG

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, County Administrative Officer
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *MW*
SUBJECT: Class Specification for the New Position of Information Systems Specialist;
Res. 97-455

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on November 25, 1997

ACTION AND VOTE:

1:05 p.m. Jeff Green, County Counsel;

A) Resolution Approving Class Specification for the New Position of Information Systems Specialist at a Salary Range of 200 and Amend the Employee Allocation Schedule to Add One Information Systems Specialist Position to Data Processing; and

B) Resolution Approving Revised Class Specification for the Position of Technical Services Director

BOARD ACTION: Following discussion, (M)Reilly, (S)Parker, Res. 97-455 adopted approving class specification and adding position for information systems specialist position; and Res. 97-456 adopted approved revised class specification for technical services director position. Supervisor Stewart requested that future revisions to class specifications reflect the changes being recommended. Supervisor Balmain requested that the dollar amounts for the salary range be included in the future. Ayes: Unanimous.

cc: Dennis Patrick, Data Processing
Richard McMechan, Superior Court Judge
Janet Hogan, County Administrative Officer
Nancy Kyle, Personnel
File

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.

MARIPOSA: Information Systems Specialist

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.

MARIPOSA: Information Systems Specialist

Knowledge of (cont'd):

- remote communications, data interface utilities and network protocols (i.e., FTP, TCP/IP, IPX/SPX, etc.).
- 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.

MARIPOSA: Information Systems Specialist

Ability to (cont'd):

- set priorities, organize and schedule work to meet deadlines.
- prepare and present clear, complete and concise reports.
- 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:

- A bachelor's degree from an accredited college or university 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.