



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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**#T1886 INFORMATION SYSTEMS ANALYST I
SALARY: \$3240 to \$3938, Monthly**

**#T1887 INFORMATION SYSTEMS ANALYST II
SALARY: \$3938 to \$4759, Monthly**

APPLY: FIRST DATE: August 21, 1998

***LAST DATE: March 12, 2003**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

NOTE: The City offers a quality cafeteria-style benefits plan, savings and retirement plans, PERS reciprocity, 22 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement program, and an opportunity to pursue career growth and advancement.

REQUIREMENTS: You must meet the following education and experience requirements on the date you apply.

EDUCATION: A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units). You must submit transcripts or proof of degree with your application. **AND**

EXPERIENCE: INFORMATION SYSTEMS ANALYST I: One year of recent full-time information management experience (within the last 5 years) which must include as primary job functions ALL of the following: information systems management, systems problem solving, systems design and analysis, and providing technical assistance to others on major computer systems which are run on a variety of platforms.

INFORMATION SYSTEMS ANALYST II: Two years of recent full-time experience (within the last 5 years) as listed above.

NOTES:

1. Experience as a system user or super-user; digital trouble shooting; the removal of discrete systems components; repair technician experience; and information/data systems experience gained more than 5 years ago is NOT considered qualifying experience for either position.
2. Preferred qualifications include possession of a degree in Computer Science, Information Systems, or Geographic Information Systems and/or technical certification, and strong communication and interpersonal skills.
3. Qualifying experience may be substituted for the required education on a year-for-year basis.
4. Preferred training and/or experience: supporting and/or administering Windows 95/NT, Corel Office Suite (Word Perfect), and/or Novell NetWare.
5. Information Systems Analysts I and II are required to lift up to 30 pounds and must be able to bend, squat and crawl on the job.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

DUTIES: INFORMATION SYSTEMS ANALYST I: Under general supervision, to coordinate the development, testing, implementation and modification of department information systems of average complexity, utilizing in-house staff, San Diego Data Processing Corporation or private computer vendors as resources; to provide hardware/software technical support to end users in the day-to-day operation of systems of average complexity; and to perform related work.

INFORMATION SYSTEMS ANALYST II: Under direction, at the journey-level, to coordinate the development, testing, implementation and modification of complex department information systems utilizing in-house staff, San Diego Data Processing Corporation or private computer vendors as resources; to provide hardware/software technical support to end users in the day-to-day operation of systems; and to perform related work. This is the fully experienced or journey-level class in the Information Systems Analyst series. Employees in this class are expected to be fully aware of the operating procedures and policies of the department and to perform their duties with only occasional instruction or assistance as new or unusual situations arise.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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