

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-077
Final Filing Date:	December 4, 2008 or Until Filled

Position:	Salary:	Location:
Associate Information Systems Analyst (Specialist)	\$4,619 - \$5,897	Office of Statewide Health Planning & Development Facilities Development Division 400 R Street, Suite 200 Sacramento, CA. 95811-6213

General Statement: Under general supervision of the Staff Services Manager I and with a high degree of independence, the incumbent serves as one of the Division's technical information systems experts and lead business analyst responsible for development of stand-alone databases, reporting and analyses of information systems data, and design specification writing. Participates in database evaluation and planning activities, formulation of standardized policies and procedures and provides Project Logbook Database training and assistance to staff. The incumbent also serves as the Division's Webmaster (Internet and OfficeNet).

Duties:

- Conduct analyses and reporting of the Division's information technology systems data function.
- Perform analyses of sensitive and critical data to develop complex ad-hoc reports for use by executive management.
- Consult with technical experts from other Divisions and/or State Agencies as needed to integrate data from disparate databases to isolate and capture project specific data. Manipulate and extract pertinent data from appropriate information systems and assemble information into user friendly formats.
- Prepare and deliver presentations to control agencies regarding the Division's information technology systems requiring a thorough understanding of the implication and uses of new technologies.
- Act as Webmaster for the Division's Web Site (Internet and OfficeNet).
- Develop technical training materials and conduct user training sessions.
- Develop and maintain Project Logbook Database System Manuals.
- Develop information processing standards and procedures for the quality and integrity of data entered into the Project Logbook Database System to ensure reliable and accurate project and workload information.
- Prepare instructions for staff in the form of technical manuals, memos and directive to ensure consistency of recorded data.

Desirable Qualifications:

- Good working knowledge of personal computers, including Windows XP/2000 and Microsoft Office Suite to include Word, Excel, Power Point, Access, Microsoft Project; Crystal Reports and Visio.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent writing, spelling, grammar, filing, and organization skills.
- Ability to handle multiple priorities and deadlines.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD - Facilities Development Division
Attention: FDD Personnel (**JOB #08-077**)
400 R Street, Suite 200
Sacramento, CA 95811-6213

For more information contact Terry Meleski at (916) 440-8450.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.