CALIFORNIA STATE TREASURER’S OFFICE
JOB OPPORTUNITY

CLASS: Systems Software Specialist I (Tech)
TENURE: Limited Term (12 Months)
TIME BASE: Full-Time
SALARY: $5165 - $6792

* Position may become permanent.

DUTIES:

Under the general supervision of the Systems Software Specialist III (Supervisor), the System Software Specialist I position provides architectural, engineering and operational support for IT systems such as the agency’s network, storage and computing infrastructure, and the services hosted on them. The agency’s IT environment includes production, disaster recovery and test systems hosted in multiple sites. Duties span the entire system life-cycle for IT hardware and software assets and include evaluating, designing, purchasing, implementing, maintaining, administering, and retiring security systems.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Administer the agency’s management and security systems on a daily basis. Manage and monitor network devices, monitor anti-virus/malware/spam logs, monitor data leakage logs, review performance logs, deploy software and system updates, trouble-shoot problems, investigate security incidents, work with ITD staff and vendors to resolve issues. Coordinate with the agency’s Office of Information Security and Privacy Protection (OISPP).

- Design, implement and maintain the agency’s system management and security systems. Evaluate, purchase and deploy security components including web and email filtering, data leakage, anti-virus, anti-spam, anti-malware, software deployment, patch management, mobile device management and asset management. Prepare Feasibility Study Reports, Requests for Proposal, systems requirements, design and test specifications and implementation plans. Lead on security projects, to evaluate emerging technologies, design the agency’s security infrastructure, and establish standards and procedures.

- Participate as ITD lead in the agency’s disaster recovery and business continuity programs. Act as the primary interface between ITD and the OISPP.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience with Microsoft System Center
- Knowledge and experience with HP Insight Management
- Knowledge and experience with Websense or comparable web filtering product
- Knowledge and experience with TrendMicro or comparable anti-virus product
- Knowledge and experience with SolarWinds or comparable network management product
- Knowledge and experience with mobile device management
- Ability to work with vendors
• Ability to manage projects
• Ability to work independently and as a team
• Willing to work outside business hours as needed

CONDITIONS OF EMPLOYMENT:
Fingerprinting and Background Check are required.

WHO SHOULD APPLY:
Individuals who possess the qualifications listed above and are interested in a lateral transfer or have
list eligibility as Systems Software Specialist (Tech). Should you have any questions, please visit
www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements
are encouraged to apply. Employees in the State Treasurer’s Office and the Authorities and
Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS
EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be
considered for an interview. Please provide proof of meeting the educational requirements of
the classification you are applying for. (i.e., college degree or transcripts of completed number
of units or showing degree obtained.) Also, list the number “820-740-1587-003” on your
application/resume.

FINAL FILING DATE:
State application will be accepted until filled. Applications will be screened and only the most
qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:
Nicole Yousefi
Personnel Office
State Treasurer’s Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:
PUBLIC  (916) 653-3100
CALNET  (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family
care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or
veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related
medical conditions), and sexual orientation. STO complies with the Americans with Disability Act (ADA). If you need additional
information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.

INFO: sz
04/27/15