Principal Information Technology Analyst

OR

Senior Information Technology Analyst
THE CITRUS HEIGHTS WATER DISTRICT

Is accepting applications for the position level of either

Principal Information Technology Analyst
OR
Senior Information Technology Analyst

Final Filing Date: Wednesday, January 15, 2020

ARE YOU EAGER TO MAKE AN IMPACT IN THE COMMUNITY IN WHICH YOU WORK?
DO YOU HAVE THE SKILLS TO MANAGE COMPLEX OPERATIONS AND INITIATE IMPROVEMENTS?
IS WORK/LIFE BALANCE IMPORTANT TO YOU?
IF SO, WE MAY HAVE THE OPPORTUNITY YOU ARE SEEKING!

THE DISTRICT

The mission of the Citrus Heights Water District is to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner. The District maintains 19,900 water service connections in a 12 square mile territory with a population of approximately 67,000 residents in portions of the City of Citrus Heights, and the unincorporated communities of Fair Oaks, Orangevale, Carmichael, and unincorporated Placer County. The District’s 2018 adopted annual budget is $20.5 million. The District currently employs 32 full-time staff members, plus part-time staff.

As stewards of the community’s water supply, the Citrus Heights Water District conducts its affairs with the highest ethical standards by emphasizing accountability, integrity, and collaboration. To achieve this goal, the District strives to create a team-oriented and safe work environment that empowers its staff and supports pursuits for personal and professional growth. Ultimately, the goal is to provide responsive service to the District’s rate-payers. The District has served the community since 1920, and will continue to evolve as a dynamic provider of municipal water service to assure that its customers receive the best value without giving it a second thought.

THE COMMUNITY

The Citrus Heights Water District is conveniently located in the urbanized area between downtown Sacramento and Roseville. The community and surrounding area enjoys the cultural, educational and recreational amenities of the Sacramento metropolitan area. The San Francisco Bay Area, Reno, Lake Tahoe, Napa Wine Country and the Gold Country foothills of the 1849 Gold Rush are all easy day trips. The Citrus Heights Water District Service Area features quiet neighborhoods, beautiful parks, excellent schools, and affordable housing, while offering exceptional amenities such as a broad array of shopping and dining opportunities to both residents and visitors.

THE POSITION:

The District has one (1) open position which will be filled at either the Principal Information Technology Analyst OR at the Senior Information Technology Analyst level.

The Principal Information Technology Analyst position is a mid-management assignment reporting to the Director of Administrative Services. While a management position, it is also a hands-on position. The incumbent will be the sole staff member in the Division, with contract staffing available for vacation/sick relief, project roll-out, and peak workload. The successful incumbent will be expected to both troubleshoot day-to-day issues and oversee contract service providers to ensure that internal staff receive the same excellent service that external customers would expect. The position will manage the IT activities within the District; oversee activities among consultants, vendors and staff; and maintain the IT Helpdesk for District staff and elected officials.

The Senior Information Technology Analyst position is designed for an IT professional with significant technical and project management experience who can step into a leadership position with the ability to plan, prioritize, and review the work of staff assigned to a variety of analytical and technical, IT support duties; recommend improvements and modifications; evaluate and provide staff training; provide operation systems management for the District’s network infrastructure, including programming, building, analyzing, diagnosing, maintaining, securing and operating various IT systems; analyze, diagnose, test and provide solutions for problems with systems, terminals, computers, e-mail, Internet, software, hardware, telecommunications or other technology related issues; implement internal control, network security systems for data, hardware protection and recovery procedures; implement disaster recovery procedures; install, configure, program and test servers, LAN and other computer related software and hardware; and, perform appropriate testing functions as needed.
THE IDEAL CANDIDATE

The Principal Information Technology Analyst OR Senior Information Technology Analyst will be a technical expert who exhibits effective interpersonal skills. The ideal candidate will possess strong verbal and written communications skills as this position will present to the Board of Directors and District staff. Given the wide array of projects and interactions expected in the course of their duties, the ideal candidate will also possess a strong customer service ethic with the ability to establish and maintain positive and cooperative working relationships both internally and externally. The successful individual must enjoy working in a fast-paced team-oriented environment juggling multiple, competing priorities.

Candidates who have a successful history of supporting complex technology systems and implementing new systems that enhance efficiency within a local government setting are encouraged to apply.

EDUCATION AND EXPERIENCE

**Individuals meeting the following education and experience qualifications are encouraged to apply for this position.**

**EXPERIENCE:**

**Senior Information Technology Analyst:** Two (2) years of increasingly responsible journey level experience similar to an Information Technology Analyst with the District.

**Principal Information Technology Analyst:** Four (4) years of responsible experience similar to a Senior Information Technology Analyst with the District.

**EDUCATION/TRAINING:**

**Principal Information Technology Analyst**

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in computer science, information technology, or a related field.

**Senior Information Technology Analyst:**

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in computer science, information technology, or a related field.

*Course work in computer science, information technology, or a related field in conjunction with relevant work experience and/or certification in one or more of the following technologies may substitute for the degree:

- Cisco Certified Network Associate Routing and Switching
- Cisco Certified Network Associate Security
- Microsoft Certified Solutions Associate: Windows 10
- Microsoft Certified Solutions Associate: Windows Server 2012
- Microsoft Certified Solutions Associate: Windows Server 2016
- Microsoft Certified Solutions Associate: Office 365

**LICENSE:**

Possession of a valid California Class C Driver’s License may be required at the time of appointment. Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for the preceding two (2) to three (3) years duration is required.

**COMPENSATION & BENEFITS**

**Salary** will be DOQ as follows:

**Principal IT Analyst:** $7,763.65 - $10,479.70 per month

**Senior IT Analyst:** $7056.83 - $9,527.86 per month

In addition to a Pay-for-Performance program, District salaries are reviewed annually for a Cost of Living Adjustment (COLA) based on the Consumer Price Index for All Urban West Coast consumers (CPI-U).

The District's compensation package also encompasses an attractive benefits package that includes:

**4/40 Work Schedule** – District observes a 4/40 work schedule with all employees on a Monday through Thursday work schedule.

**Retirement** – The District offers CalPERS, with Social Security. Benefit is 2% @ 55 for classic members and 2% @ 62 for new members as defined by PERS, subject to limitations set by PERS. Employee pays the employee portion.

**Deferred Compensation Plan** – District offers optional enrollment in a pretax payroll-deducted 457 plan (ICMA-RC), based on annual limits established by the Internal Revenue Service.
Health Insurance – Medical – District provides health insurance plan options for employees and dependents.

Dental/Vision Insurance – District provides dental and vision coverage to employees and dependents through Principal Insurance Group. District also provides HRA, FSA, and DCA options that covers some or all co-pays, deductibles and out-of-pocket medical costs.

Life Insurance – District pays for $100,000 of employee life insurance. Additional supplemental life available to employees at their expense.

Social Security – District has contracted to continue employee participation in the US Social Security Administration’s (SSA) Old-Age, Survivors and Disability Insurance (OASDI) program.

Vacation Leave/Management Leave/Sick Leave – District offers generous vacation and sick leave benefits beginning at monthly accruals of 8 hours and 8 hours, respectively, for new employees.

APPLICATION & SELECTION PROCESS

The Final Filing Deadline is 5:00 p.m. on Wednesday, January 15, 2020. To apply for this excellent opportunity, please click HERE. An initial review of application materials will take place on or before January 15, 2020 and the most qualified applicants will be invited to an interview based on the application materials submitted. Candidates deemed to be the best qualified will be invited to participate in an Interview process to be scheduled mid to late January, 2020.

Please direct all inquiries regarding the application process to:

Noreen Griffin,
Program Coordinator
Regional Government Services
Email: ngriffin@rgs.ca.gov
Telephone: (650) 587-7300, Ext. 88

THE CITRUS HEIGHTS WATER DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER