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Req template: New Exam Bulletin

Job posting preview eLink history

Bulletin details INFORMATION  
TECHNOLOGY SUPERVISOR

Bulletin status Open

**Item Number** 2598 INFORMATION TECHNOLOGY SUPERVISOR**Position Title** INFORMATION TECHNOLOGY SUPERVISOR**Requirements** **MINIMUM REQUIREMENTS:**

OPTION 1: Graduation from an \*accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years within the last six (6) years of full-time, paid experience in design, development, implementation, operation and maintenance of information systems, one (1) year of which must have been in a lead or supervisory capacity.

OPTION 2: One year at the level of \*\*Senior Application Developer, \*\*\*Senior Network Systems Administrator, \*\*\*\*Senior Operating Systems Analyst or \*\*\*\*\*Senior Information Systems Analyst. Experience must have been in a lead capacity.

OPTION 3: Five (5) years within the last six (6) years of full-time paid experience in design, development, implementation, operation and maintenance of information systems, two (2) years of which must have been in a lead or supervisory capacity.

**Department** Beaches and Harbors**Bulletin Number** 2870BR**Analyst** Aranda, Hilda ((310) 823-2303)**Manager** Leichter, Bernard ((310) 577-2154)**Number of Vacancies** 1**Positions Remaining** 1**Exam Number** I2598B**Allow Reapplies** Yes

**Job Type** Technicians**Job Field** Information Technology**Type of Recruitment** Interdepartmental Promotional Opportunity

**Job Opportunity Information** **Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.**

**Verification of Experience:** Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the minimum requirements/selection requirements only.

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Sourcing Strategy** Internet Job Board**Additional Title****Rebulletin Information****Filing Information** Standard**Filing Start Date** 25-Oct-2011**Filing End Date** 15-Nov-2011**Filing End Time** 6:00 pm PST**Salary Type** Monthly**Salary Minimum** \$7150.82**Salary Maximum** \$9379.00**Annual Salary Range** Greater than \$100,000**Special Salary Information****Designation****Special Salary Information**

**Benefit Information**

**Designation**

**Benefits Information**

**Position/Program Information**

Supervises the activities of an Information Technology section within a departmental centralized information technology organization responsible for providing complex information technology services, including planning, design, coordination, development, implementation, maintenance, and support of automated information and telecommunication systems.

Positions allocable to this class report to an IT manager and supervise the work of information systems professionals and support personnel responsible for providing a variety of difficult and responsible IT services which may include systems design, implementation, modification, and maintenance and support in the areas of Systems Analysis, Application Development, Network Administration and Operating Systems. Incumbents are expected to exercise sound judgment in carrying out responsibilities with a detailed understanding of County information systems policies and procedures. Incumbents supervise a range of IT professionals and may be the top IT employee in a department with a very small information systems unit. Information Technology Supervisor is distinguished from Information Technology Technical Support Supervisor in that the latter is responsible for a small unit of Technical Support personnel responsible for desktop and help desk support whereas the former is responsible for a section of varied IT professionals.

**Essential Job Functions**

Plans, coordinates, supervises and monitors activities of assigned staff involved in various projects, including status, scheduling, prioritizing, training and leading work of implementation teams on related projects.

Provides full administrative and technical supervision of staff including approving time off, evaluation of performance and takes or recommends disciplinary action, up to and including termination.

Analyzes, estimates and assigns staff and resources for projects, including technical and support personnel, consultants and equipment.

Assists in establishing and monitoring program priorities, objectives and procedures, determining area objectives, targets of service and resource allocations.

Assists in the development of changes in management plans for new projects, including business process assessment, training requirements and budget preparations and appropriate forms of communication. Reviews completed projects to assure compliance with established standards.

Coordinates activities and computer systems requirements with departmental users to assure current technology needs are met.

Provides guidance to staff in troubleshooting network communications, software and hardware problems, designing systems logic, debugging system program problems and assisting software vendors with problem resolutions.

Meets with departmental management to introduce and explain systems improvement concepts and to obtain concurrence with recommended problem solutions.

Assists management on long-range systems planning.

**Physical Class Designation** 2

**Physical Class** **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Safety Position Designation** No

**Safety Position Requirements**

**License(s) Required** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Certificate(s) Required**

**Shift** Day

**Special Requirement Information** In order to receive credit for the Bachelor's degree you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application.

\*\*At the level of Senior Application Developer is defined as under direction, performs a wide range of application development related duties including analysis, design, evaluation, development, coding, testing and maintenance of complex application systems.

\*\*\*At the level of Senior Network Systems Administrator is defined as providing comprehensive support of complex network and server operating system environments. Under direction, incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks.

\*\*\*\*At the level of Senior Operating Systems Analyst is defined as under direction, supports complex operating systems and associated software and hardware on midrange servers or mainframes hosting critical applications in a high-availability environment. These environments require formal change management and problem resolution procedures, highly fault tolerant configurations, and comprehensive back-up and recovery solutions.

\*\*\*\*\*At the level of Senior Information System Analyst is defined as under direction performs specialized information systems analysis and provides expertise in one or more areas of systems analysis.

**Desirable Qualifications**

**Accreditation Information Designation** Yes

**Accreditation Information** \***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Special Information**

**Examination Content** This examination will consist of TWO parts:

**PART I:** An interview covering Knowledge and Skills; Attitude and Interest in Position; Comprehension and Communication Skills; Ability to Deal with Others; and Supervision, weighted 50%.

**PART II:** An Appraisal of Promotability covering Knowledge and Skills; Adaptability; Productivity; Dependability; and Supervision, weighted 50%.

Candidate must achieve a passing score of 70% or higher on each weighted part in order to be placed on the eligible list.

**Vacancy Information** The resulting eligible list for this examination will be used to fill vacancies in the Los Angeles County Department of Beaches and Harbors.

**Exam Analyst Phone Number** (310) 823-2303

**Alternate Exam Unit Contact  
Number**

**Exam Analyst Fax Number** (310) 821-0678

**Exam Costs**

**Eligibility Information** The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**Application and Filing  
Information**

Fill out your application completely. Provide any relevant education training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

The acceptance of your application depends on whether or not you have **clearly** shown that you meet the **MINIMUM REQUIREMENTS**. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. **Applicants may be rejected at any stage of the selection process.**

**File using ONE of the methods below:**

**INSTRUCTIONS FOR FILING ONLINE:**

We encourage you to apply online by clicking on the link above or below this bulletin that reads, **Apply to Job** so you can apply online and track the status of your application and get notified of your progress by mail. We must receive your application by 6:00 P.M., PST, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (310) 821-0678 within five (5) days of filing. Please include exam number and exam title.

**FILING BY U.S. MAIL OR IN PERSON:**

We must receive your completed application at the address below by 6:00 P.M., PST, on the last day of filing.

**Submitted completed application and any required supplemental in person or by U.S. Mail to the following address:**

Los Angeles County  
Department of Beaches and Harbors,  
Human Resources  
13483 Fiji Way, Tr. #2  
Marina del Rey, CA 90292  
(310) 823-2303

**County of Los Angeles  
Information**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**ADA Coordinator Phone** (310) 827-0816

**Teletype Phone** (310) 821-1734

**Alternate Teletype Phone**

**California Relay Services Phone** (310) 821-1734

**Department Contact Name** Hilda Aranda

**Department Contact Phone** (310) 823-2303

**Department Contact Email** haranda@bh.lacounty.gov

**Education Level** Bachelor

**Experience Level** 3 to 5 years

**Executive Level Position?** No

**Additional Information**

**General Information**

**Advertising Cost**

**Agency Cost**

**Travel Cost**

**Referral Cost**

**Relocation Cost**

**PAR Information**

**PAR Number**

**Position Id**

**Document Id**

**Expiration Date**

**Unit**

**Contact Name 2**

**Contact Number 2**

**Other Information**

**Region** West (Malibu/Santa Monica/Beverly Hills)

**Job Specific Questions**

**Bulletin Notes**

**Bulletin team**

<b>Name</b>	<b>Dept.</b>	<b>Job title</b>	<b>Phone</b>	<b>Fax</b>
Leichter, Bernard ((310) 577-2154)	Beaches and Harbors	Departmental Human Resources Manager	(310) 577-2154	(310) 821-0678
Trajano, Angeline ((310) 827-0816)	Beaches and Harbors	Senior Departmental Personnel Technician	(310) 827-0816	(310) 821-0678
Gomez, Jenny (310-822-3012)	Beaches and Harbors	Senior Clerk	310-822-3012	

Valadez,	Beaches	Senior	
Olga (310-	and	Departmental	310-305-9571
305-9571)	Harbors	Personnel	
		Assistant	

**Turn-off Autofiler notification  
for this bulletin**

**Added by** Aranda, Hilda ((310) 823-2303)

**Added on** 07-Sep-2011