

OFFICE OF THE DISTRICT ATTORNEY



TRANSFER OPPORTUNITY *Restricted to Employees of Los Angeles County*

INFORMATION SYSTEMS ANALYST I **Bureau of Administrative Services** **Systems Division**

ABOUT THE POSITION: The Office of the District Attorney, Bureau of Administrative Services, Systems Division is seeking a highly motivated individual interested in an information technology career. This is an Information Systems Analyst (ISA) I vacancy and will provide candidates with on-the-job experience that will help further their careers in information technology. The vacancy is located at 12750 Center Court Drive Suite 500, Cerritos, CA 90703.

DUTIES AND RESPONSIBILITIES:

- Documents functional and technical requirements following established procedures.
- Assists in the maintenance and support of existing applications in accordance with systems development methodology.
- May install software in support of business applications.

DESIRABLE QUALIFICATIONS:

- Excellent computer skills with the ability to use a variety of databases and Microsoft Windows programs.
- Good oral and written communication skills.
- Ability to interact effectively with senior management and all levels of staff.
- Ability to effectively manage multiple tasks and shifting priorities.
- Graduated with or pursuing a bachelor's degree in Computer Science, Computer Information Systems, Information Technology, Network Systems Administration, or a closely related field.

ACCEPTING RESUMES FROM: Any interested permanent employees of Los Angeles County who currently meet one of the following four requirements:

1. Currently holds the ISA I payroll title.
2. On the active ISA I or ISA II certification list.
3. Graduated from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, Network Systems Administration, or a closely related field.
4. Has one year of recent experience in information systems analysis and design in a centralized information technology organization.

Interested employees should submit a cover letter of interest and a resume detailing relevant education and work experience. Only the most qualified individuals will be invited to participate in the interview and final selection process.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Todd Pelkey, Chief
Systems Division
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Cerritos, CA 90703
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NO LATER THAN: THURSDAY, MARCH 28, 2013

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****