INFORMATION SYSTEMS ANALYST
(FULL-TIME CLASSIFIED)
(OPEN-COMPETITIVE)

PAY: $5,451 to $8,076 per month ($31.44- $46.59 per hour)

OPENED: Monday, October 26, 2020

FILING DEADLINE: Monday, November 9, 2020 at 5:00 PM

THE POSITION
Under supervision of the Information Systems Manager. The Information Systems Analyst performs system design functions, produces systems specifications and documentation; technical direction to programming staff in defining, developing, and maintaining a variety of business and municipal applications; identifies and develops solutions to problems with various operating systems, layered products and applications software; and performs related work as required.

ESSENTIAL FUNCTIONS
The following is a list of typical duties assigned to the Information Systems Analyst. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Performs system design functions, produces systems specifications and systems documentation.
- Technical direction and training to programming staff in the area of program design, coding, testing and documenting.
- Designs and maintains application systems.
- Identifies and formulates solutions to problems of operating systems, layered products and application software.
- Interfaces with user departments to determine data processing needs.
- Conducts requirements surveys, develops time/ cost estimates and formulates schedules for the development and installation of software.
- Determines design criteria for software to meet user department needs.
- Reviews program design specification and recommends alternatives.
- May perform system and applications tuning.
- Coordinates, assigns, and inspects the work of programmers.
- Participates in the preparation of performance appraisals.
- Maintains and installs user accounts and directories.
- Analyzes, installs and recommends selection of operating systems utilities and layered products.
- Works with vendors in the installation/ update of software.
• May make recommendations for the selection/installation of hardware.

QUALIFICATIONS

Education, Training, & Experience: Graduation from high school or GED; Bachelor’s Degree in Computer Sciences or Certificate in Data Processing (CDP); and a minimum of three (3) years progressively responsible programming experience consisting of systems design, program design, coding, testing, implementing and documenting business application systems. Experience must include the use of programming and command languages currently in use by the City. Two (2) years of the required experience must include design of applications for the computer system currently in use by the City. Additional qualifying experience may be substituted for the required education.

Certification/License: A valid California driver’s license.

RECRUITMENT PROCESS

The required application materials may be obtained at www.cityofhawthorne.org or at the City of Hawthorne Human Resources Department located at 4455 W. 126th Street. Office hours are Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m.

Note: A resume will not be accepted in lieu of the completed required City application form.

All applications will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate’s preparation for the position. All information supplied by an applicant is subject to verification. The acceptance of an application for the position depends on whether or not an applicant clearly meets the qualifications for the position as stated above. Incomplete applications may be rejected from consideration.

SELECTION PROCESS

Those applicants who most closely match the desired qualifications will be invited to participate in the examination process which will consist of an oral appraisal examination (weighted 100%) to assess the applicant’s knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

Candidate(s) who complete the testing and selection process with acceptable results will be considered by the Department hiring authority. Prior to an employment offer, an extensive background check is conducted which includes prior drug use history, driving record, employment reference checks and fingerprinting through the California Department of Justice. A pre-placement medical examination will be conducted upon issuance of a conditional offer of employment.

To receive Veteran’s Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

BENEFITS

Revision Approved by CSC on 10/22/2020
**The City of Hawthorne offers an excellent benefits package including CalPERS retirement, comprehensive medical insurance, city paid vision, optional dental and other supplementary benefits. The city also provides educational reimbursement, retention pay, 12 paid holidays, 40 hours of personal time as well as vacation and sick time accruals.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.