



# JOB ANNOUNCEMENT

## INFORMATION TECHNOLOGY ASSOCIATE SAN FRANCISCO

FULL-TIME, PERMANENT POSITION

The California Coastal Commission is seeking a talented addition to its San Francisco Office. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. Employees at the Commission enjoy working on a broad range of issues to plan for and manage coastal land uses while protecting important coastal resources including wetlands, habitats that support rare and endangered species, scenic landscapes and views to the sea, public shoreline access and recreation opportunities. The Commission's staff includes dedicated planners, scientists, attorneys and administrative staff.

The California Coastal Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

**DUTIES AND RESPONSIBILITIES:** Under the general supervision of the Information Technology Supervisor II, the incumbent works independently and as a member of the Information Systems Unit (ISU) to perform administrative and information technology (IT) support Windows-based network systems, for the Coastal Commission's staff, primarily participate in participate in ISU Help Desk support, maintain Active Directory, , maintain Active Directory, network and print services, telecommunications and perform IT procurement; maintain telecommunication systems and perform IT procurement. This is an exciting opportunity to apply your study, training and experience in a dynamic environment supporting California's coastal management program.

- **IT Support related to installation and maintenance of IT hardware and software**  
As member of the ISU Help Desk, incumbent provides user support, and supports all aspects of hardware and software operation of IT systems, including, but not limited to, computers, peripheral equipment and productivity software applications. Coordinate outside technical assistance when necessary. Communicate and coordinate computer equipment moves and setups. Assist with asset tracking. Creates, maintains and deploys Windows PC images, with specific configurations and application set, using imaging technologies such as Symantec Ghost or Microsoft Deployment Toolkit (MDT).
- **Network and Active Directory Support**  
The incumbent assists with the managing, monitoring and administering of the Commission's firewall and network switching infrastructure and Microsoft Servers.
- **Telecommunications**  
The incumbent performs a variety of tasks related to the AT&T Centrex and Avaya IP phone systems for headquarters and the district offices, including needs analysis, development, implementation, and support coordination.

- **Procurement of IT Systems**

Incumbent will assist with analyzing, researching, obtaining bids and gathering associated documentation to procure IT systems, including software, hardware, equipment, consulting and other related IT goods and services.

- **Backup Web Developer**

Incumbent may assist the senior web developer in maintaining the front-end web interfaces for our primary public-facing website and our internal WordPress intranet site.

**DESIRABLE QUALIFICATIONS:** Knowledge of Microsoft Server Administration, Active Directory 2008 R2 and above; Palo Alto Networks or other next-gen firewall technologies; Knowledge of established IT policies including State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), and the California Technology Agency. Good communication skills, both written and oral; excellent organizational skills, willingness and ability to accept responsibility, take initiative on projects, meet deadlines; good judgment to set priorities and follow through independently on multiple work assignments with different time frames; work independently and in a team environment; excellent attendance, including punctuality.

**ELIGIBILITY:** Individuals on the Information Technology Associate eligible list may apply. See examination listings at for minimum qualifications and to take the appropriate examination. Current State employees or former State employees with transfer or reinstatement rights to these classes may also apply. Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer or re-employment status in the Examination or Job Title section of the State Application Form 678.

**SALARY:** Information Technology Associate \$4424.70 to \$7836.15\*  
\*Includes a 5% pay differential for the Bay Area

**Effective July 1, 2020, State employees are subject to a 9.23% salary reduction in exchange for up to 16 hours per month of the Personal Leave Program 2020 (PLP 202).**

**CONTACT:** Scott Collier, Information Technology Supervisor II (415) 904-5459

**FILING:** The position will be open until filled. Filling of the position is dependent on funding at the time of hiring. We would like to fill the position as soon as possible so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. Submit a current resume and a State Application Form 678 (available at <http://www.jobs.ca.gov>) to:

Human Resources Office  
CALIFORNIA COASTAL COMMISSION  
455 Market Street, Suite 228  
San Francisco, CA 94105  
(415) 904-5430

**Please indicate “Information Technology Associate” in the Examination or Job Title section on the State Application Form 678.**

For more information about the Commission and what we do and to obtain a State Application Form 678, visit our Internet website at: [www.coastal.ca.gov](http://www.coastal.ca.gov). If you have questions you may e-mail us at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) or call the above numbers.

The State of California is 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.

Assistance for the Hearing Impaired can be accessed by dialing 711