



# THE COUNTY OF STANISLAUS

## INFORMATION TECHNOLOGY CENTRAL



Stanislaus County  
now offers an employee  
bonus worth up to  
**\$10,000 or 21  
additional days of  
leave time!\***

*\*See inside for details*

## IT Business Analyst

\$87,484 - \$106,329 Annually

**Apply by October 18, 2024 at 5pm**

## ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 552,878 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. The County is home to a vibrant arts community with the world class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries.

## THE IDEAL CANDIDATE

Stanislaus County Information Technology Central is looking for a bright, ambitious, customer-focused professional to join our team. IT Central is a dynamic workplace where we all strive to provide services to our customers in a responsive, progressive, and most importantly, friendly way. Candidates should be eager to apply their expertise, learn new skills and approaches, be open to challenges that broaden their horizons and push them outside their comfort zones, while effectively communicating technical concepts to customers and functioning in service of their team's objectives. The ideal candidate will be optimistic, self-motivated and believe in the power of technology to have a positive impact in the community we serve.



*Information Technology Central*  
prioritizes delivering efficient public services and  
infrastructure to benefit residents and businesses

For more information on Information  
Technology Central, scan the QR code  
or visit [www.stancounty.com/itc](http://www.stancounty.com/itc)



## THE POSITION

IT Business Analysts are embedded in their assigned departments to work more closely with our customers to better understand their needs, challenges and business so they can serve as a more knowledgeable and engaged partner in leveraging technology in a more customized and focused way. IT Central is currently looking to fill one IT Business Analyst vacancy which will be embedded at Behavioral Health and Recovery Services to act as a liaison for IT infrastructure support.

Under general supervision, performs a wide range of responsible and complex technical and professional duties where the preponderant duties (greater than 50% of time) are working with IT project teams and business clients to collect, clarify, and translate business requirements into documentation and conceptual design from which applications and solutions are developed. Incumbents are assigned sensitive, highly specialized, larger and most difficult or complex problems and systems and may also analyze existing processes and provide recommendations regarding technology solutions; train IT technical and/or specialist staff and users in personal computer /software; deploy software upgrades, patches, security and backup/recovery processes; install, configure and administer a variety of commercial off-the-shelf (COTS) and internal applications; and perform other related duties as assigned.

## TYPICAL TASKS

- Meet with stakeholders to gather, analyze, and document business requirements;
- Communicate business priorities, translate business requirements into technical requirements and identify appropriate solutions;
- Carry out applications analysis, at the workgroup, department, or enterprise level; develop functional specifications, and identify technical solutions to automate, improve or resolve technical problems;
- Facilitate regular requirement gathering and design sessions with user community and communicate expectations to the development team;
- Identify business solutions that are consistent with County guidelines and security standards; prepare cost estimates of commercial and in house solutions;
- Work with multiple stakeholders to assess the impact of proposed solutions, facilitate deployments, conduct user acceptance testing and minimize disruption to services;
- Analyze, evaluate, and make recommendations on technology programs and procedures;
- Perform fit gap analysis;
- Develop and share a strong working knowledge of applications used at the department or enterprise level;
- Document user manuals to describe application installation and operating procedures;
- Coordinate project resources to ensure that projects are delivered on time and within budget;
- Assist in evaluating vendors;
- Determine integration requirements to ensure inter-operability across multiple platforms and technologies; and
- Performs other related duties as assigned.



# MINIMUM QUALIFICATIONS

## KNOWLEDGE

- Procedures for developing and maintaining end-user documentation and training materials, including the use of presentation tools;
- Basic system engineering, object-oriented design, information risk and security guidelines, and architecture standards;
- Various software development lifecycles (e.g. Agile, Waterfall, etc.);
- Modeling techniques, such as unified modeling language;
- Computer hardware and software, operating systems, workflow processes, direct access techniques and remote processing;
- Operational characteristics of local and wide area network systems;
- Automated systems/software utilized in area of assignment, including work processes, methods of data entry/retrieval, and system navigation;
- Methods and techniques of testing, troubleshooting, problem solving, and maintenance of desktop computer, network, and communication system hardware and software;
- Principles and practices of effective customer service;
- Principles and practices of effective team building, team leadership and conflict resolution;
- Safe work practices when working with electronic equipment;
- Operations, services, concepts, terms, and activities common to a comprehensive, state-of-the-art information technology program; and
- Principles of records and database management.

## SKILLS/ABILITIES

- Understand the operations and functions of an assigned business unit;
- Understand business functionality and translate it into application requirements;
- Create business cases with accurate cost and effort estimations;
- Understand business complexity and project interdependencies;
- Write procedures and documentation for problems, solutions, and standards;
- Carry out application deployment (installation, configuration, testing and transition), support, and maintenance;
- Execute system testing plans and test, troubleshoot and debug programs using appropriate technology to ensure system functionality;
- Customize new commercial and internally developed application software;
- Design and develop specialized application documentation;
- Transfer knowledge and provide direction to other staff;
- Carry out effective presentations;
- Read, comprehend, and retain technical information on computer products and systems;
- Communicate clearly and concisely, both orally and in writing;
- Communicate technical issues to individuals with varying degrees of information technology knowledge;
- Establish and maintain effective working relationships with those encountered during the course of the work;
- Organize and manage multiple priorities and perform a variety of work assignments;
- Work independently and as a cooperative, contributing member of a team; and
- Work with confidential and protected information and maintain confidentiality of data.

# EDUCATION & EXPERIENCE

## PATTERN I

- Equivalent to the completion of a Bachelor's Degree from an accredited college or university with major coursework in computer science, information technology, or a related field.

## PATTERN II

- Possession of an approved information systems technology certificate, or completion of an approved information systems training course or equivalent to an Associate's Degree from an accredited college or university with 30 units of computer related coursework; AND
- Two (2) years of related software development, programming, business analysis or related information technology experience.

## PATTERN III

- Three (3) years of experience equivalent to Technology Specialist III with Stanislaus County including a minimum of one year performing business analysis.

### **License or Certificate:**

*Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof, must call (209) 342-1737 to make other arrangements. Foreign education diploma requires equivalency evaluation to be attached at time of application. Failure to submit proof will result in disqualification.*

*Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.*

## Join our team & **make a difference** in Stanislaus County!

### RECRUITMENT INCENTIVES

#### **Employee Choice Bonus Plan:**

Stanislaus County now offers an employee bonus worth up to \$10,000! Visit [stanjobs.org](http://stanjobs.org) for details.

#### **Career Ladders:**

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization from Accounting to Public Safety to IT.

#### **Learning Institute:**

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

### WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

## YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



### Cash Payout

Redo that kitchen or paydown debt.

*It's all yours.*



### Leave Time

Take a little extra time off and enjoy yourself.

*You've earned it.*



### Deferred Compensation

Reduce some taxable income and receive it later.

*Why not?*



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



**clubwellness**  
myclubwellness.org

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### Option 1 BONUS CASH PAYMENT

*(Default if employee declines to make a choice)*

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

### Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Technical Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

This position is subject to overtime, standby, weekend, holiday, shift, and callback assignments as identified in the MOU (Memorandum of Understanding).

## **APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY October 18, 2024**

**Oral Examinations are tentatively scheduled for the week of October 28, 2024.**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

**Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.