

EMPLOYMENT ADVERTISEMENT



Western States Information Network®
1825 Bell Street, Suite 205
Sacramento, CA 95825
(800) 952-5258

It is WSIN's objective to achieve a drug-free workplace. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.

- POSITION TITLE:** Information Systems Analyst (ISA), Associate, Monday - Friday, 8:00 a.m.–5:00 p.m. (non-telework)
- SALARY:** \$31.90 - \$40.73 per hour; plus 17% as a monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits. Salary is dependent upon experience.
- LOCATION:** Sacramento, CA
- FINAL FILING DATE:** May 25, 2022 - Applications must be received or postmarked no later than the final filing date. Applications are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462>. A 6-month candidate pool will be established for subsequent vacancies.

DUTIES / RESPONSIBILITIES

The Western States Information Network (WSIN) is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The Information Systems Analyst (ISA), Associate will be assigned to the Technology Unit and will report directly to the Information Technology Supervisor. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

This is an expert-level position that will require the ISA Associate to have applicable working knowledge of system administration, network administration, and desktop support, in addition to Microsoft Office 365. This position should also have working knowledge of system architecture, development, and implementation. The ISA Associate will provide technical support services for the RISS Nationwide Network (RISSNET) infrastructure, Azure cloud tenancy (both government and commercial), internal technology infrastructure, systems, and networks. The ISA Associate will also be responsible for assisting member agencies and staff with troubleshooting RISSNET hardware, software, and network problems, answering calls on a help desk line, and providing training on the use of RISSNET and other software and hardware. This position is also responsible for maintaining and supporting WSIN technologies, including internal and wireless LAN, desktop workstations, email support, video conferencing equipment, application and database servers, video wall display units, and mobile devices including android phone, iOS phones, tablets, and laptops. This position may also provide technical liaison functions between WSIN and member agencies.

DESIRABLE QUALIFICATIONS

Knowledge of various operating systems, to include Microsoft Server OS, Windows 8 - 11, and iOS. Knowledge of network administration and infrastructures, such as LAN, WAN, WiFi, routers, firewalls, Azure Cloud, Internet/Intranet, VPN technologies, TCP/IP technologies, anti-virus and end-point-protection, and Active Directory. Working knowledge of backup and recovery software and SQL relational databases. Experience using WordPress in designing, editing, maintaining web pages, and developing secure websites and applications is preferred. Strong attention to detail, ability to communicate clearly, both orally and in writing, ability to reason logically and creatively, multi-task, and meet deadlines. Ability to establish and maintain effective working relationships, work independently or in a group, clarify instructions or requests from member agencies and staff and help with diagnosing technical problems caused by software clients, while ensuring conformity of methods and practices is preferred.

WORKING CONDITIONS

- Work is performed in an open-office environment with noise from ringing phones, foot traffic, printers, and other office equipment and conversations.
- This position will have frequent interruptions and requires multi-tasking abilities and attention to detail.
- Must be able to learn and successfully operate various computer programs related to WSIN duties.

WSIN Information Systems Analyst, Associate

Bulletin Release Date: April 28, 2022

Final Filing Date: May 25, 2022

Page 2 of 2



- Must be able to communicate and enunciate clearly; ask, understand, and answer questions effectively; elicit helpful information; and use independent judgment.
- Must be willing to travel occasionally as needed, including by air.
- Must be willing to drive; possess and maintain a valid driver's license.
- Must maintain punctual and regular attendance.
- Ability to sit, bend, kneel and lift up to 40 pounds; ability to work at a computer workstation and type for extended periods of time.
- **Must successfully pass a peace officer-level background investigation prior to employment (including credit check, DMV, criminal history, fingerprints, etc.).**

MINIMUM QUALIFICATIONS

To be considered for the position, all applicants must meet the following requirements:

- 1) U.S. Citizenship
- 2) High school diploma or equivalent
- 3) Four years of verifiable experience and/or education in one of the following:
 - a. Computer technology information systems related duties as described in the Duties/Responsibilities section, **or**
 - b. College/higher education (120 semester units or 180 quarter units) preferably with a computer technology emphasis, **or**
 - c. Combination of both a. and b.

Unofficial copies of diploma, college transcripts or degree must be included with the application.

SALARY

\$31.90 - \$40.73 per hour (based upon experience); plus, a 17% monthly benefit allowance. Benefit allowance may be taken in cash in lieu of benefits. Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. These salaries represent a five-step salary range. All step increases are based on merit. Position is paid semi-monthly on the 5th and 20th.

HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462> or by email request to revans@wsin.riss.net. Applications can be submitted online using the Submit by Email button at the top of the application or by saving the application and attaching it to an email.

Applications will be reviewed by WSIN to determine whether the applicant meets the minimum qualifications and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed. No telephonic or web-based interviews will be held.

The application may also be mailed, or hand delivered to:

Western States Information Network

Attn: WSIN Personnel

1825 Bell Street, Suite 205

Sacramento, CA 95825

EMPLOYMENT APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY May 25, 2022

Questions should be directed to IT Supervisor John Levendowski at (916) 263-3543 or by email at

jlevendowski@wsin.riss.net

WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.