



Controller Betty T. Yee

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

Position:

(284) Information Technology Associate

Position #:

051-340-1401-018

Salary Range:

\$4214.00 - \$7463.00

Issue Date:

10/9/2020

Contact:

Denise Middleton (916) 323-6695

Location:

Information Systems Division
300 Capitol Mall Suite 634
Sacramento, CA 95814

Final Filing**Date:**

10/22/2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit application package electronically via your CalCareers account or to address below:

State Controller's Office
Human Resources Office
ATTN: Classification Unit - AP
300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application package must include either ARF # 20-157 or Position #051-340-1401-018 in the job title section. Application received without this information may be rejected.

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

The following link outlines a summary of benefits available to state employees:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction provided the Information Technology Supervisor of the Management Analysis and Technical Support Bureau (MATS), the incumbent will perform work of average difficulty in analytical studies for the support, development, installation, implementation of electronic information processing systems, and teleprocessing networks and/or systems.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Assist the Management Enterprise Resource Information Tool (MERIT) Administrator with the project portfolio management software system. Work with the MERIT liaison in maintaining the system, analyzing information and situations, identifying problems, and drawing valid conclusions in order to contribute to the design and documentation of information technology systems. Compile statistical data and develop reports for management. This includes providing tier 1 support for all new and existing users, providing technical support with MERIT helpdesk operations, and assisting the MERIT team to coordinate and develop IT training for MERIT users. Assist in designing, building, and updating modules and projects within MERIT and ensure each project meets Audits division policy and Governmental Accounting standards.
- 1 Assist the TeamMate (Paperless Auditing Software) Administrator in providing technical assistance to staff and work with TeamMate Support to troubleshoot and resolve issues. Stay up to date on latest Auditing software features and the possible benefits to the division.
- 1 Assist IT staff in analyzing and resolving issues related to the testing, maintenance and deployment of all laptop & desktop computers, monitors, peripherals and software. Provide technical assistance to staff on various application software. Escalate incidents to SCO Service Desk for further support when necessary. Monitor progress for timely resolution. Manage user accounts and security groups. Provide training on use of departmental standard application software and equipment and documents processes and procedures.
- 1 Analyze computer equipment inventory reports and reconcile discrepancies. Participate in quarterly inventory exercises with AMPU to validate SCO assets and procedures.
- 1 Assist the division Webmaster and SharePoint administrator to design, develop and maintain the content of the intranet, public website and SharePoint sites.

