

City of Suisun City is an equal opportunity employer



## COMPUTER TECHNICIAN

**\$33.44 – \$40.65/Hour DOQ**

**Plus: \$2/hour Premium Pay & Excellent Benefits!**

***Application Deadline: 12/8/2022, 5 pm***

***Interviews: 12/14/2022***

*Interview invitations will be sent out by email on 12/12/2022*

### THE COMMUNITY

Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents. Residents of this mostly bedroom community take great pride in their full-service public safety services provided by the Police and Fire Departments.

**THE POSITION:** Under general supervision, the Computer Technician administers, maintains, and supports the City's computer software, network and hardware systems, serves as technical support to users, maintains the integrity and operability of the network infrastructure, and assists in the analysis and troubleshooting of City-wide computer problems.

**IDEAL CANDIDATE:** Possesses knowledge of operating characteristics of computer systems and procedures and principles used in the analysis, design, programming and maintenance of computer systems, network environments and local area network operations; has the ability to understand, interpret and effectively explain hardware and software applications to users; identifies, analyzes and resolves computer, software and network related problems and implement solutions. Candidates that are successful in this position use initiative, sound judgment and work independently to analyze problems and implement solutions.

### ESSENTIAL JOB FUNCTIONS

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Maintains the integrity and operability of the network infrastructure including servers, routers, switches, and related components; assists in the analysis and troubleshooting of City-wide network problems.
- Participates in network administration; installs and configures new/existing servers; upgrades existing server; administers user accounts, groups' security, permissions, policies, and e-mail issues; monitors, maintains, and updates patches as scheduled; installs, upgrades, and configures network printing, directory structures, rights, security, and file services; assists in the resolution of network related problems.
- Provides network infrastructure support; configures and maintains network infrastructure including routers, switches, VLANs, and firewalls.
- Installs, configures, upgrades, troubleshoots, and repairs computers, computer components, software, and peripheral devices.
- Provides technical support to users including support via phone and email; responds to needs and questions of users concerning their access to network resources.
- Supports and responds to inquiries regarding specialized applications; coordinates issues with corresponding vendors/consultants.

## **QUALIFICATIONS, EDUCATION & EXPERIENCE GUIDELINES:**

### **Education/Training/Experience**

- High School Diploma or equivalent, supplemented with college work in computer science or related field, or an Associate's degree in computer science.
- Three years of experience in computer workstation and network support.

### **License or Certificate**

- Possession of a California Class C driver's license.
- Possession of, or ability to obtain, a Microsoft Certified Professional (MCP) Certificate within six months of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions outlined in the class specification are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

## **BENEFITS:**

**Premium Pay** – \$2.00/Hour temporary premium pay, paid through June 30, 2023. Details can be found in the SCEA MOU.

**Medical Insurance** - The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options available at competitive rates.

**Retirement** - Public Employees Retirement System (CalPERS) of 2% @ 55 for Classic Employees, or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act (PEPRA) of 2013. City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.

**Life Insurance** - Fully City-paid life insurance of \$200,000 for employee only.

**Deferred Compensation Plan** - City contributes match up to \$100 per pay period up to \$2600 per fiscal year into Deferred Compensation Plan.

**Tuition Reimbursement** - 50% of cost of Solano Community College per unit cost up to \$1000 per fiscal year.

**Paid Leave** - 96 hours of sick leave, 14 paid holidays per year, and 80 hours paid vacation per year for the first five years of service, increasing over time.

**Alternative Work Schedule** - The standard City work schedule is 9/80 with alternate Fridays off.

**APPLICATION/SELECTION PROCEDURE:** The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to [www.Suisun.com/careers](http://www.Suisun.com/careers) and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.