

# Employment Opportunity

## IT ANALYST I/II (Information Technology Analyst I/II)



**Final Filing Date:**  
August 14, 2020 at 5:00 pm



311 Vernon Street Roseville, CA 95678  
[www.roseville.ca.us](http://www.roseville.ca.us)

## The Community

The City of Roseville, California (population 137,213) is a dynamic, growing city with friendly people, outstanding community services, scenic beauty and prosperous business. Roseville's moderate climate, excellent schools, expanding job opportunities and nearby recreation areas attract new residents who are looking for a great place to live, work, raise a family, or retire. Roseville is located in Placer County just sixteen miles northeast of Sacramento. Scenic natural areas, an extensive park system, bike trails and playgrounds are close to home.



## The Organization

The City's vision embraces fiscal health, the highest quality community services and organizations; a well-planned community; a strong community identity and sense of place; outstanding recreational opportunities; a healthy, safe and secure community; an information rich environment; an active, educated and involved citizenry; a learning organization, a learning community; and a high quality of life.



## The Department

The Information Technology Department's mission is to deliver innovative, cost effective technology solutions to support city wide operations and provide excellent service to the community through our leadership, expertise and strategic partnerships.

Roseville is an Innovative, Progressive, Smart and Digital City. Technology is what drives the future of the City. Through collaborative partnerships and innovative projects our team members deliver cost effective solutions to support the Citywide operations and provide excellent services to our community.

There are fifty employees in the IT Department today and a total of seven divisions: Business Solutions, Client Services, Data Intelligence, Information Security, Network Infrastructure, Strategic Planning & Digital Communication, and Utility Solutions.



## Salary and Benefits

\$5180 to \$8018  
Monthly (26 PAY PERIODS  
ANNUALLY)

The City also offers a competitive benefits package including the following:

- Retirement – 2% at 62 for new members of CalPERS
- Medical Contribution: \$1347/month
- Flex Credit: \$168/month (additional \$90 credit for family medical plans )
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Personal Leave

## About the Position

The IT Security and Network Infrastructure teams' responsibilities range from administering the city's campus network (wired and wireless), network firewalls, and virtualization platforms to technical security controls, cyber security education programs, compliance, governance, risk assessment, and Red and Blue Teaming.

Essential duties include but are not limited to:

- Administration of technical network and security controls and systems including VLANs, VPN, Cisco SDN, ISP services
- Maintain and upgrade existing systems and interfaces
- Troubleshooting, analyzing, and solving operational problems
- Performing periodic reports and other technical documents related to security and networking
- Administering maintenance and consulting agreements in support of assigned systems
- Building strong working relationships involving multiple City departments and cross functional teams. Managing projects involving multiple City departments

The knowledge required for this position includes:

- In-depth knowledge of unified threat management firewalls, SIEM, vulnerability scanning, penetration testing and other security-related technical controls
- In-depth knowledge of Ethernet switching and IP routing technologies including network management systems
- Experience in the use of cloud-based and/or internal system management platforms including device monitoring and alerting systems
- Cyber-security and/or network infrastructure best practices
- Principles and techniques of network and firewall troubleshooting

The ideal candidate for the Security or Network Analyst positions will have 3 to 5 years of cyber-security and/or network experience. A good working knowledge of Microsoft Active Directory technologies will also be beneficial.

Additionally, the ideal candidate will...

- Be self-motivated and practice continuous improvement
- Build and support a culture that is progressive, transparent, and collaborative
- Embrace calculated risk-taking to drive innovation
- Work collaboratively within and across departments

## Minimum Qualifications

A Bachelor's degree from an accredited college or university. Major course work in computer science, information systems, cyber-security, or a related field is desirable. Two years of relevant work experience may be substituted for two years of the required education.

Level I: No work experience required.

Level II: Two years of responsible experience performing duties similar to that of an IT Analyst I with the City of Roseville.



## IT Core Values

\* Valued Partnerships - we appreciate people and are committed to relationships and teamwork based on integrity, trust and respect.

\* Excellent Service - we strive for continuous improvement and efficiency; we emphasize communication and will listen.

\* Innovation - we embrace new ideas and will anticipate and adapt to change for success.

\* Superior Results - we desire success through quality, value, safety, security, high performance and accountability.

## IT Vision

Leaders in technology for Roseville.

- \* Secure
- \* Cost Effective
- \* Proficient

Strategic partners working together to succeed.

- \* Customer Focused
- \* Emphasize Communication
- \* Continuously Improve

Flexible and agile to meet business needs with innovation.

- \* Innovative
- \* Proactive
- \* Valuable Results



## About the IT Security and Network Infrastructure Divisions

This IT Analyst position, within the Information Technology Department, will report to either the IT Security or Network Infrastructure Manager depending on experience. Key responsibilities of both divisions include:

- Overall: Manage a secure, stable, and efficient network and security infrastructure in service to the City's citizens, businesses, employees, and other stakeholders.
- Systems and Network Management: System design, integration, performance monitoring, troubleshooting, backups/restores, and security.
- Security: Administer and monitor an effective security program which includes technical controls, governance, education, compliance, and provides confidentiality, integrity and availability of systems and data.

### Our missions:

IT Security Division: Provide leadership in the development, delivery, and maintenance of the city-wide information security program.

Network Infrastructure Division: Provide functional, reliable and secure infrastructure solutions to enable and enhance City operations.

# Supplemental Questions

The following questions are intended to help present your qualifications for the key roles of this position, which are supporting enterprise security and/or network infrastructure in the Information Technology Department as well as providing advanced cross-functional support to other City departments.

## 1a. IT Analyst I:

How many years of experience do you have performing duties related to computer systems, cybersecurity or network systems administration, governance, troubleshooting, design and maintenance?:

- Less than one year experience
- 1 to 2 Years
- 2 to 3 Years
- 3 to 4 Years
- 4 to 5 Years

## 1b. IT Analyst II:

How many years of experience do you have performing duties related to computer systems, cybersecurity or network systems administration, governance, troubleshooting, design and maintenance?:

- Less than two years experience
- 2 to 3 Years
- 3 to 4 Years
- 4 to 5 Years
- 5 to 6 Years
- 6+ Years

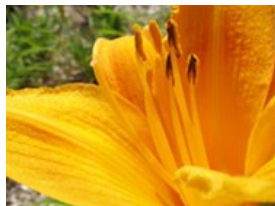
2. Summarize your experience specifically in the cybersecurity industry. In your response include any applicable cyber training courses and/or certifications with dates.

3. Summarize your experience specifically in the computer networking industry. In your response include any applicable network-related training courses and/or certifications with dates.

4. Describe your skills and qualifications for maintaining enterprise network and cyber-security infrastructure.

5. Provide an example of a time when you addressed a major issue that impacted customers. What did you do to solve the problem and how did you communicate with others during this time?

6. Describe what you do to provide leadership in your daily activities at your current job.





## Selection Process

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and training will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and, depending on position applied for, a pre-employment medical exam and a drug and alcohol screening test.

## To Be Considered

If you are interested in this outstanding opportunity, please submit a City application and supplemental questionnaire online at:

[www.roseville.ca.us/jobs](http://www.roseville.ca.us/jobs)

**If you are interested in both the I and II level, you MUST apply for each recruitment to be considered.**

The current opening is a permanent, benefitted, full-time position. This employment list may be used to fill future regular full-time, part-time, temporary and limited term vacancies.

### Human Resources Department

City of Roseville  
311 Vernon Street, 2nd Floor  
Roseville, CA 95678  
(916) 774-5475 (Phone)  
(916) 774-5350 (Fax)  
[humanresources@roseville.ca.us](mailto:humanresources@roseville.ca.us)