



**THE CITY OF ONTARIO
INVITES APPLICATIONS FOR
THE POSITION OF:**

Systems Specialist

Human Resources Department - 200 North Cherry Avenue Ontario, CA 91764 - www.ci.ontario.ca.us

SALARY RANGE:

\$4,435.37 - \$5,391.21 Monthly

OPENING DATE: 12/01/14

CLOSING DATE: 12/12/14 05:00 PM

THE POSITION

Systems Specialist - Information Technology

The City of Ontario reserves the right, if necessary, to accept only the first one hundred (100) qualified applicants for this position.

The City of Ontario Information Technology Department is seeking a Systems Specialist. This is an excellent opportunity for an individual with excellent analytical abilities to perform a wide range of work assignments supporting citywide information technology systems. Working under the direction of higher level Systems Analysts, the System Specialist position supports departments in the City with defining information system needs, assisting with system integration, and performing functional/technical maintenance and support as well as assisting with project implementation. The Systems Specialist may lead small or less complex Information Technology projects.

Background Check Requirement

As part of their duties, Information Technology Technician may be assigned to work in the Ontario Police Department facilities or will have access to Police Department information systems. As a result, employment in this position is subject to the satisfactory completion of a background investigation conducted by the Ontario Police Department. This background investigation will include the passing of a polygraph test. Candidates may be disqualified from further consideration during the background investigation for a variety of reasons including but not limited to: an excessive number of traffic citations and/or collisions; arrests and/or convictions; a history of illegal substance abuse; poor credit history (factors include bankruptcy, foreclosures, liens, repossessions, and recency); or thefts from a previous employer. For clarification of any of the above disqualifying reasons, please call Police Department Background Unit at (909) 395-2001. The following list describes some areas that are covered in the background investigation:

- Your relatives, references, and acquaintances are asked to comment on your suitability for this position.
- The information supplied regarding your educational history is examined and verified.
- You must list a history of your residences.
- Your work history and experience are examined with regard to your dependability, relationships with fellow workers, trustworthiness, and general job performance.
- Military service records are subject to verification.
- The background investigation considers your management of personal finances (however, being in debt does not automatically disqualify you).
- Your criminal, driving, and insurance records are evaluated.

The Information Technology Department

The Information Technology Department provides technical support to all City departments in the use of computers, telecommunications, and networks. Information Services supports the City's database operations, geographic, permitting, and financial systems. As a full service City we employ a variety of cutting edge technologies designed to enhance our service to the

community.

The City of Ontario

The City of Ontario is a dynamic leading community in the Inland Empire with a variety of full-time and part-time employment and volunteer opportunities. Ontario enjoys the reputation of being a progressive City which provides solid leadership to its citizens and to the business community. The City provides a full range of services to the community including; Police, Fire, Administrative Services, Community Services, Development, Economic Development, Housing, and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,000 full-time and 100 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community.

To see our City in action please view this brief video regarding our [Focus on Service](#). We also invite you to learn more about the City of Ontario by reviewing the City's website. A few useful links are also listed below:

[Approach to Public Service](#) (General guidelines for City of Ontario employees)

[OntarioCityEmployees.org](#) (Information about City of Ontario benefit plans)

[The Ontario Plan](#) (The City's Comprehensive Business Plan)

EXAMPLES OF ESSENTIAL FUNCTIONS

The essential functions typically performed by a Systems Specialist in the Information Technology Department include the following:

- Provides guidance and support for several citywide information technology systems and applications.
- Assists in the maintenance and updates of citywide information technology systems and applications.
- Trains functional users in efficient application operation and report writing.
- Supports digital exchange of data across various information management systems.
- Manipulates and analyzes data from a variety of database environments.
- Assists in the preparation and maintains documentation of systems, programs, and projects to describe program development, logic, coding, and corrections.
- Develops reports designed to address user specific needs for information.
- Assists in the development of manuals describing installation and operating procedures for end users.
- Identifies improvements and enhancements to current systems based upon business requirements.
- Tests new software releases, patches and updates; identifies technical and functional problems.
- Serves as a project team leader for small sized or less complex projects.

QUALIFICATION GUIDELINES

Applications will be reviewed in the order in which they are received to determine for the applicant possesses any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Example combinations are listed below:

Education

Equivalent to a Bachelor's Degree from an accredited college or university in Computer Science, Information Technology, or a related field. Additional related experience may be substituted for a Bachelor's Degree on a year for year basis (i.e. five total years of experience supporting enterprise information management systems.)

Experience

One year of experience supporting enterprise information management systems.

Desirable

Knowledge of databases related to area of assignment; training and certifications related to area of assignment; background in or working knowledge of government operations, particularly at the municipal level.

SUPPLEMENTAL INFORMATION**How to Apply**

Apply online by clicking on the "Apply" link at the top of this announcement. If this is the first time applying for a position using governmentjobs.com you will be prompted to create a new user account, otherwise log in with your user name and password. Your application and responses to any supplemental questions will be used to evaluate your qualifications for this position. It is suggested that your application include the following:

- List any relevant experience and education that demonstrates that you qualify for the position.
- List all periods of employment for at least the past 10 years, beginning with your most recent or present employer (including, if applicable, all employment with the City of Ontario).
- Separately list each position held, including different positions with the same employer.

A resume may be attached to your application but will not substitute for the proper completion of your application. Applications that are not properly completed may be rejected.

Supplemental Questions

To complete your application for this position you will be prompted to respond to supplemental questions. This information will be used as part of the application screening and selection process and is designed to help you present your qualifications for this position. This may include a selection step in which your application and supplemental questions are reviewed and scored by a panel of raters familiar with this position.

Incomplete responses, false statements, omission, or partial information may result in disqualification from the selection process. Your responses should be consistent with the information provided on your application.

Please provide succinct, concise, descriptive, and detailed information for each question. If you have no experience, write "no experience" for the appropriate question.

Email Notices

Email is the primary way that the Human Resources or Hiring Department will communicate with you. Please check your email account (including the SPAM folder) on a regular basis for any emails related to the application or selection process. Emails from the city of Ontario will come from "@ci.ontario.ca.us" or "governmentjobs.com." If you change your email address after submitting your application please visit governmentjobs.com and update your profile.

Frequently Asked Questions

If you have any additional questions regarding the application process, please refer to our [Frequently Asked Questions](#) page.

GENERAL PROCESS

All applications received by the filing deadline will be screened. Those candidates selected as best meeting the needs of the City will be invited to continue in the selection process.

- Candidates who successfully complete all phases of the selection process will be placed on an eligibility list. Current and future vacancies will be filled from this list. Lists typically last for 12 months but may be extended or abolished based upon the needs of the City.
- The City encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process. Applicants with disabilities that affect sensory, manual, or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such a need.
- All potential employees are required to pass a fingerprint review and a pre-employment physical examination prior to appointment.
- The City supports a Drug-Free Workplace. The pre-employment physical may include a drug screen.
- Successful candidates shall be required to complete a verification form designated by the Department of Homeland Security United States Citizenship and Immigration Services that certifies eligibility for employment in the United States of America.
- All City employees are required to sign a loyalty oath in accordance with California Government Code Section 3100.
- The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.
- If applicable, official college transcripts may be required prior to receiving an offer of employment.

APPLICATIONS MAY BE REQUESTED AND FILED ONLINE AT:

<http://www.ci.ontario.ca.us>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

200 North Cherry Avenue

Ontario, CA 91764

909.395.2442

909.395.2000 - Job Line 909.395.2035

Fax 909.395.2072

rsigler@ci.ontario.ca.us

Job #1124114 Sys Specialis

SYSTEMS SPECIALIST

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An Equal Opportunity Employer

Systems Specialist Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information on your application and the following supplemental questionnaire will be used in the evaluation of your qualifications. Detailed responses should be provided in order to ensure that your qualifications are properly considered. If the item does not apply, please enter N/A.
- I understand the above statement.
- * 2. All appointments to this position are subject to the successful completion of an in-depth background investigation conducted by the Ontario Police Department as well as a physical examination including a drug screening. The background investigation is a rigorous process which often takes several months to complete. A typical background investigation includes but is not limited to: background interviews with individuals designated by the Ontario Police Department (this may include current and former co-workers, friends, relatives and neighbors, or any other relevant individual), criminal background check, credit check, and polygraph examination. Candidates may be disqualified from further consideration during the background investigation for a variety of reasons including if they have: an excessive number of traffic citations and/or collisions; arrests and/or convictions; a history of illegal substance abuse; poor credit history (factors include bankruptcy, foreclosures, liens, repossessions, and recency); or thefts from a previous employer. For clarification of any of the above disqualifying reasons, please call Police Department Background Unit at (909) 395-2001. Please indicate that you have read the statement above by selecting "Yes."
- Yes No
- * 3. Which of the following best describes your highest related level of education?
- High School Diploma or Equivalent
- Some College Coursework, No Degree
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree
- Bachelor's Degree and additional coursework
- Master's Degree
- Master's Degree and additional coursework
- Doctorate Degree
- Doctorate Degree and additional coursework
- None of the Above
- * 4. Have you previously provided information technology system or application support to a state, county, local government / agency? If so, please indicate the functions and/or department(s) you have supported (i.e. Fire, Police, Human Resources, Utilities).
- * 5. Please indicate the information technology systems and applications you have previously supported.
- * Required Question