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## EMPLOYMENT OPPORTUNITY

### AUTOMATED SYSTEMS TECHNICIAN

(Full-Time At-Will with Benefits Position)

**THE SALARY:** \$17.94 hourly, \$3,110 monthly, \$37,315 annually

**THE BENEFITS:** The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation, offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

#### **STANDARD WORK**

**SCHEDULE AND HOURS:** Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act.

**THE POSITION:** Community Action Partnership of San Bernardino County (CAPSBC) is recruiting for an Automated Systems Technician who will perform a variety of technical duties in support of its established automated Management Information System; trains operators and users; performs related duties as required.

**EXAMPLES OF DUTIES:** Under supervision, the essential functions of this classification are to: Gather and interpret information required for computer installation and configuration; review requests for computer services and support; distinguish between computer hardware and software problems; coordinate or perform the installation and configuration of computer hardware and software, maintain and repair computer equipment and peripherals; research and troubleshoot work flow or network hardware and software problems; coordinate with vendors or consultants the implementation, daily operations, maintenance and control of a program's or division's automated services; perform routine tasks such as system startup, shutdown, backup, and applications, user accounts and user interfaces; instruct users in the use of computer equipment and software; develop written procedures and user manuals; consult with staff regarding production requirements, deadlines, work flow and scheduling priorities; establish procedures for controls of source documents and outputs; prepare reports, records, and correspondence; prepare work orders, coordinate the acquisition of computer products and services; have knowledge of database management and administration and be familiar with design of queries, reports, screens and forms; have background experience in web design and maintenance; be familiar with web and graphic design applications such as Quark Express and

Adobe Products such as Photoshop, Dreamweaver, Illustrator, InDesign, Fireworks, Flash, etc, and/or any other commercial design tools available.

**MINIMUM QUALIFICATIONS:** Education / Experience: **Education:** Applicants must possess fifteen (15) semester (23 quarter) units of completed college level course work in information technology, computer sciences or closely related field; must be able to read, write, speak and understand English at a level appropriate to the position. **Experience:** Two years experience within the last five years of technical hardware and software support of computer systems in a professional work environment. A copy of the list of coursework must be attached to the application.

**SPECIAL REQUIREMENTS:** Applicants must possess/maintain a valid California Driver License, be insurable and have/maintain a good driving record throughout the course of employment. In addition, applicants must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout course of employment. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application. Employees receive reimbursement per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work) based on the approved IRS mileage rate.

**CONDITIONS OF EMPLOYMENT:** The incumbent will be required to perform occasional lifting and moving of computer equipment, up to 75 pounds, and stooping, crawling, and/or working in restricted spaces; travel throughout San Bernardino County.

**EXAMINATION:** The examination process includes the following: **The Application:** Application must be made by submitting a completed original CAPSBC Application form. Resumes will not be accepted in lieu of the CAPSBC Application. The information you provide will be used to verify and evaluate your job qualifications. Failure to complete the application and/or to provide information on it that **clearly demonstrates** possession of the minimum requirements will result in elimination from the examination process.

**SELECTION PROCESS:** Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and / or testing. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

**APPLICATION:** Submit a completed CAPSBC Application form to the Operations Division, 696 S. Tippecanoe Avenue, San Bernardino, CA 92415-0610. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. CAPSBC is an equal opportunity/ADA compliant employer. For further information regarding this position, contact the Operations Division at (909) 723-1531.

**CLOSING DATE:** Continuous – until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

**PUBLICATION DATE:** 9/1/09

# Community Action Partnership of San Bernardino County (CAPSBC)

## Employment Information

### Employment Procedures

When CAPSBC has job openings, announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes an analysis of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. 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. "At-Will" employment can be terminated at any time with or without cause by CAPSBC or the employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1531, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to the CAPSBC's web address: [www.capsbc.org](http://www.capsbc.org).

### Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.