



**COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Systems and Data Integration Analyst

Job Bulletin# 18-2550-02
An Equal Opportunity Employer

SALARY:

I level \$74,253.47 - \$90,647.80; approximately per year
II Level \$82,044.69 - \$100,158.80 approximately per year
Plus additional cash allowance of \$6149.26 annually

OPENING DATE: 8/1/2018

Closing Date: Open Until Filled

We are accepting applications to fill a vacancy in **Santa Barbara**. The current vacancy is in the **Probation Department**. We are also establishing employment list for future vacancies for other Departments. **NOTE:** Candidates may be appointed at the I or II level, depending on the candidate's qualifications and the needs of the department.

THE POSITION: Works with the Chief Innovation Officer and Criminal Justice Data Committee, develops, enhances, and provides insight for data integration. This role also assists in the development of processes/architecture to combine criminal justice data from different systems and agencies into integrated data platforms and promote data integration standards and best practices.

THE IDEAL CANDIDATE:

- Demonstrated ability to quickly learn technical products so as to be able to administer the products as well as provide very high level (i.e.: level 3) technical support.
- Demonstrated team player and ability to create and maintain excellent relationships with people of widely varying personality types and technical skills.
- Have excellent communication, organizational, and technical problem-solving skills.
- Be a strong analyst who understands development and team work but is also comfortable working alone.
- Someone whom is looking for a long-term growth opportunity.

Disqualifiers:

- An adult felony conviction in California, or with a conviction for an offense in another state which would be classified as a felony in California
- Currently on Probation or Parole
- Adult felony and/or misdemeanor conviction(s) may be disqualifying depending on type, number, severity, and how recent
- Conviction of/or sustained petitions for any sex crime
- Recent drug use; failure to reveal prior use will be disqualifying
- Unfavorable work history
- History of committing domestic violence

Adult Use of Marijuana Act (Proposition 64) and California POST Selection Standards:

Since POST standards adhere to both state and federal laws, the possession and/or sale of marijuana remains prohibited by federal law under the Controlled Substances Act (CSA). Therefore any candidate who uses / possesses and/or the sale of marijuana within the last year will result in disqualification.

EXAMPLES OF DUTIES:

1. Work with the Chief Innovation Officer and Criminal Justice Data Committee to determine integration requirements
2. Build integrations using Microsoft SQL server and T-SQL
3. Work with programmers to obtain database specifications and requirements
4. Provide maintenance and support to integrations
5. Be responsive and flexible with ad-hoc requests
6. Develop and foster a team atmosphere that exhibits teamwork with the department and with partnered agencies

EMPLOYMENT STANDARDS:

1. Completion of 24 quarter/18 semester units of college-level courses in the principles and methods of systems analysis, systems design, computer program design, computer programming using a language utilized by the hiring department, and information system technology, **AND** two years of experience writing business application programs; or,
2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Additional Qualifications: Possession of a valid California Class C Driver's License at the time of appointment, and will be required to travel to other work sites in the County of Santa Barbara.

Knowledge of: principles and methods used in analysis and development of data processing applications; principles of systems and procedures analysis; uses and limitations of data processing applications; principles of information entry, storage, and retrieval; programming languages applicable to systems in use; current developments in data processing; operating capabilities of common hardware configurations; principles and techniques of computer programming; basic math to develop simple equations in programming applications and to estimate costs of systems; basic principles of electronic data communication; basic principles of electronic records management to design or modify programs, bookkeeping to design or modify programs, and budgeting to design or modify programs; principles of project management; basic principles of supervision; and principles of database design.

Ability to: define problems, collect and analyze data, validate conclusions, and make recommendations; modify and write programs for efficient applications; write instructions and procedures; write systems and programming documentation; prepare clear and concise memos and written reports; identify and take corrective actions to solve problems in programs and production systems; communicate on technical issues with individuals with varying degrees of computer familiarity; apply advanced programming languages and programming tools; establish and maintain effective working relationships with users and others contacted in the course of work; read and interpret technical instructions used for such tasks as coding and operating systems; organize work and set priorities to meet deadlines; work within prescribed time constraints.

SELECTION PROCESS:

1. **Application Review.** Review applications to determine those applicants who meet the employment standards.
2. **Personal History Questionnaire Review (PHQ)** - Applicants will be notified by email with instructions for obtaining and completing the PHQ. Completion of PHQ will be within 5 business days of notice being sent.
3. **Supplemental Questionnaire Ranking.** Responses to the required supplemental questionnaire will be evaluated and scored. Candidates' final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire.

Computerized Competency Assessment. Candidates will be notified by email with instructions on obtaining and taking the competency assessment. All candidates must complete the assessment.

Applicants must receive a percentage score of at least 70 on the supplemental questionnaire to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list. The Human Resources Department will notify you by mail if your name is removed.

Applicants are reminded to check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines. The County of Santa Barbara will not release any applicant's email address to a third party.

BACKGROUND CHECK: Candidates must successfully complete a Background Investigation, which includes past employment verification, credit history and criminal history. A Live Scan will be conducted.

POLYGRAPH EXAMINATION will measure the accuracy of information given during the background investigation process and is part of the background investigation.

After a conditional offer of employment has been accepted, appointee must successfully complete the following:

1. **MEDICAL EXAMINATION.**

2. Submit written documentation of his/her **LEGAL RIGHT TO WORK** in the United States.

The appointee must satisfactorily complete a probationary period.

The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We do require verification of needed accommodation from a professional source, such as a doctor or a learning institution.

The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.

BENEFITS The County of Santa Barbara offers generous benefits, please visit our website.

<http://www.countyofsb.org/hr/CompSumm.aspx?id=11024>

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: OPEN UNTIL FILLED. Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com. In Santa Barbara, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa Street, from 8:00 a.m. to 5:00 p.m. In Santa Maria, applications and job bulletins can be obtained on-line only at the Workforce Resource Center located at 1410 S. Broadway, from 8:00 a.m. to 5:00 p.m.

Debbie Beach, Senior HR Recruiter

805 568-2804

**EDP Systems and Programming Analyst I
Supplemental Questionnaire**

- * 1. I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.
 I understand.
- * 2. **BACKGROUND CHECK:** Candidates must successfully complete a Background Investigation, which includes past employment verification, credit history and criminal history. A polygraph and Live Scan will be conducted.
 I understand
- * 3. As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.
 I understand
- * 4. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails. Please check selection process on job bulletin for dates notices will be sent out and dates the information is required to be completed.
 I understand
- * 5. All applicants must meet one of the requirements (minimum qualifications) listed below at the time you apply. It is the applicant's responsibility to provide all supporting information on their application and not on your resume. 1. Completion of 24 quarter/18 semester units of college-level courses in the principles and methods of systems analysis, systems design, computer program design, computer programming using a language utilized by the hiring department, and information system technology, AND two years of experience writing business application programs; or, 2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities. Include transcripts for courses that are required. If you have a degree, make sure it is in the education section of your application.
 I understand that I must be one of the standards at the time I apply and provide supporting information on how I qualify for the position.
- * 6. The supplemental questionnaire will be used as a scored examination. This will determine your ranking on the employment list for this job. Formal protests of supplemental questionnaire content must be filed in writing with the Human Resources Department within three (3) working days after the recruitment closing date, and are limited to the following: that the knowledge, skills, or abilities tested are not required for the job; and/or there are substantial errors in the questions. Formal protests of supplemental questionnaire exam procedures must be filed in writing with the Human Resources Department during the first five (5) working days immediately following the date notices of exam results were sent to candidates. Procedural protests are limited to the following: that irregularity (noncompliance with Civil Services Rules, applicable laws, etc.), bias, or fraud occurred in some aspect of the examination procedure.
 I Understand
- * 7. Your responses to the following questions will be read and scored by a rater. The rater WILL NOT have access to your application/resume, while reviewing your responses. Although you may have some of this information on your application, you will need to answer the questions completely. In order to give the rater the best opportunity to evaluate your responses, please make sure you read the question carefully and fully answer all the questions asked. This is your only opportunity to provide detailed information. Failure to provide full and complete answers will affect the outcome of your score and rank on the employment list.
 I understand.
- * 8. The Probation Department, you will be working in a Microsoft SQL server environment.
 - a) Describe in detail your experience and roles you had maintaining database and writing reports. Include total number of years/months.
 - b) Describe your experience as a SQL developer and level.
 - c) Administrator, include in your response your experience with creating databases, users, enforce security, back-up and restore. Include total number of years/months.
- * 9. Have you worked with Microsoft SQL Linked Server to integrated databases with multiple agencies? If yes, please describe your level of expertise and provide examples as it relates to your skill level. If no experience, write NA

- * 10. Do you have experience with SSIS to extract data from different data formats and sources, then transform data and load into storage? If yes, please describe your level of expertise and provide examples at it relates to your skill level. If no experience, write NA
- * 11. Please describe your experience and level of knowledge on how to extract specific data records from a SQL server database with a specified data structure (example; comma delimited file) to be used by staff in either Microsoft Excel and/or Microsoft Access. If no experience, write NA
- * 12. Please describe your experience and level of expertise with either or both in: a) Microsoft Reporting Services b) Microsoft Power BI
- * 13. Please describe your experience with MS Access, please include the following:
 - A) Access version(s) used
 - B) Level of experience (beginner, intermediate, or advance)
 - C) Provide examples of duties performed as it relates to your skill level
 - D) Describe your experience with MS Access with trouble shooting, VBA language, and Staff Support/Training
- * Required Question