



SUPERIOR COURT OF CALIFORNIA COUNTY OF YUBA

An Equal Opportunity Employer

Invites Applications for the Position of

INFORMATION SYSTEMS ANALYST I/II (Confidential)

EXTENDED FINAL FILING DATE: November 20, 2020 at 5:00 p.m.

About Yuba County:

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 80,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas.

The County's rivers, lakes, and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities. Only two hours away from San Francisco and Lake Tahoe, Yuba County is also the gateway to the historic Mother Lode Country. Yuba County has good schools and a modern Community College. The California State Universities at Chico and Sacramento and the University of California at Davis are only an hour away.

Yuba County is one of the more affordable areas in California, with a Median Home Price of \$325,000.

About Yuba County Superior Court:

At Yuba County Superior Court, we believe that the legal system should be equally accessible to all people, regardless of gender, gender identity, income, race, or religion. We are looking for candidates for Information Systems Analyst that wish to use their skills for the greater good to help make the legal system accurate, efficient, and accessible for all.

Yuba County Superior Court has 55 employees, 5 elected judges, and a child support commissioner.

Minimum Qualifications:

Education:	The position requires a Bachelor's degree in Computer Science, Information Systems or closely related field.
Experience:	Two (2) years of progressively responsible experience performing systems analysis, programming, or database analysis in an enterprise environment.
License:	Must possess and maintain a valid California driver's license or the ability to obtain and maintain alternate modes of transportation, which meet the travel and other job-related requirements of this position.
Eligibility:	Must be US citizen or possess valid work permit issued by US Government.
Background check:	Successful applicants must pass a background check, a drug screening, and must be bondable.
Language Requirement:	Must be able to read, write, understand and speak English at the 12 th grade level; fluency in a language other than English may be an asset.

Examples of Essential Duties:

Under limited direction and supervision of the chief information officer, the incumbent assigned to this position, unlike larger courts, is not confined to a single specialty. Instead, IT employees are exposed to the full range of IT activities, such as providing helpdesk support, implementing new servers, using C# to write applications, using SQL to write reports, and maintaining various enterprise network equipment. Incumbents are expected to perform other duties as assigned.

Pay Benefits and Working Conditions:

Annual Salary:	Information Systems Analyst \$60,732 – \$73,860 plus Confidential Pay (5% of base)	
	Information Systems Analyst II \$66,756 – \$81,180 plus Confidential Pay (5% of base)	
Longevity Pay:	See court website for our 30 year longevity table.	
Vacation:	New employees earn vacation at the rate of 12 days a year, which increases to a maximum of 24 days per year after 20 years of service.	
Holidays:	15 per year, 2 of which are floating holidays.	
Health Plan:	Covers employee, dependent coverage available at employee cost.	Plans include medical, dental, vision, and expansive counseling services.
Deferred Comp:	Optional deferred compensation plan available.	
SDI:	Court employees are covered by SDI.	
Pension:	Full time regular court employees are members of the California Public Employees Retirement System (CalPERS) providing a competitive retirement plan.	
Worksite:	Yuba County Courthouse, 215 Fifth Street, Suite 200, Marysville, California 95901.	
Work Hours:	Monday through Friday, 8:00 a.m. to 5:00 p.m. with 1 hour for lunch.	

HOW TO APPLY:

Application forms are available on the website or from the Court. **Submit: (1) original, completed and signed Court application form [mandatory]; (2) supplemental questions [mandatory]; (3) résumé [optional], (4) cover letter [optional]** to:

**HUMAN RESOURCES DIVISION
SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA**
215 Fifth Street, Suite 200, Marysville, CA 95901
(530) 740-1870
www.yuba.courts.ca.gov

OR

Electronically Signed Applications may be delivered via email to careers@yuba.courts.ca.gov

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THE SELECTION PROCESS:

(Punctuality, accuracy and reliability are absolute requirements for this position.)

All applications will be carefully reviewed and evaluated based on the job requirements. Depending upon the number of applications received, the selection process **may** consist of: (1) application review, (2) supplemental appraisal review, (3) skills test, (4) written examination, (5) oral interview, or (6) any combination of these. The completed application is part of the testing process. Misstatements or omissions on the application may result in loss of employment.

If you believe, you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation; contact the Human Resources Division of Superior Court of California, County of Yuba.

The Court hires without regard to age, religious preference, race, creed, national origin, gender and marital status. Existing medical and/or physical disabilities will be evaluated based upon the ability to perform the minimum requirements of the position.

SUPERIOR COURT OF CALIFORNIA COUNTY OF YUBA

Supplemental Application For Information Systems Analyst

INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, work experience, and training, the first phase of the selection process for this position will be a review of: (a) résumé (optional), (b) Superior Court Employment Application, and (c) this Supplemental Application. The information you provide will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, you may be invited to participate in other examination phases.

Using this application, you are to describe your relevant education, training, and work experience that qualifies you for this position. You are to provide explicit and concise statements in response to each question. It is your responsibility to ensure that information you deem important and relevant to the position for which you are applying is included in your responses. In responding to each question, describe ***your own experience***. Do not describe the functions of the unit in which your position was/is located. Do not describe the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised. If you wish to attach examples of work product, please redact identifying information for litigants, attorneys, witnesses, and so forth.

This application must be typed. It is available on the court website. **Résumés or referrals to a résumé in lieu of a response on this form are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this application were written by me and are true and complete. I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ **Date:** _____

1. Please list any relevant industry certifications received.

2. Please describe what interests you about this job and why you believe it is a good fit.

3. What programming languages (such as C#) and frameworks (such as .NET) are you most familiar with?

4. Please describe your experience implementing and supporting Office 365 or Microsoft 365 in an enterprise environment.

5. Please describe your experience supporting Windows 10 and Active Directory in an enterprise environment.

6. Please describe your experience with providing technology solutions that meet the requirements of a business need or resolve a specific problem. Please include a demonstration of analysis and research and an example of a solution that addressed a specific issue.

EDUCATION AND TRAINING – A copy of degree, license or certificate must accompany application if required on job announcement.

Do you have a High School Diploma or G.E.D. certificate? Yes No If no, check the highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12

Names of Colleges/Universities Attended and locations	Course of Study/Major	Semester Units	Quarter Units	Type of Degree

Professional Licenses or Certificates, if required	Issuing Agency	Serial No. or Identification No.	Date Issued	Expiration Date

EMPLOYMENT HISTORY

Give complete information for jobs held during the past 10 years. Attach additional sheets if more space is needed. Show your present or most recent job first. Verifiable voluntary experience may be considered if job related. Please indicate if you were employed under another name in the remarks section below. Inquiries may be made of your former employers. May we contact your present employer? Yes No

EVEN IF YOU SUBMIT A RESUME, YOU MUST STILL COMPLETE THE EMPLOYMENT HISTORY SECTION LISTED BELOW.

Dates From:	Employer's Name & Address	Title:	
		Reason for Leaving:	
To:		Duties:	
Total Yrs/Mo.:			
Full Time: <input type="checkbox"/>			
Part Time: <input type="checkbox"/>			
Number of persons supervised:	Supervisor:		
	Phone:		
Dates From:	Employer's Name & Address	Title:	
		Reason for Leaving:	
To:		Duties:	
Total Yrs/Mo.:			
Full Time: <input type="checkbox"/>			
Part Time: <input type="checkbox"/>			
Number of persons supervised:	Supervisor:		
	Phone:		
Dates From:	Employer's Name & Address	Title:	
		Reason for Leaving:	
To:		Duties:	
Total Yrs/Mo.:			
Full Time: <input type="checkbox"/>			
Part Time: <input type="checkbox"/>			
Number of persons supervised:	Supervisor:		
	Phone:		

Remarks:

YUBA COUNTY SUPERIOR COURT RECRUITMENT QUESTIONNAIRE

All applicants are asked to voluntarily provide the following information. This section will be detached from your application prior to review and will be kept separately. All information provided is strictly confidential.

NAME OF POSITION APPLIED FOR: _____

- A. Do you (1) have a physical or mental impairment which substantially limits one or more of your major life activities; i.e., caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; (2) have a record of such impairment, or (3) are regarded as having such impairment? Yes No
- B. Will the above disability limit your ability to compete in the examination and/or perform the job applied for? Yes No
Please specify the disability if you answered "yes": _____

GENDER:

Male Female

YOUR AGE GROUP:

- | | |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Under 21 | <input type="checkbox"/> 40-49 |
| <input type="checkbox"/> 21-29 | <input type="checkbox"/> 50-59 |
| <input type="checkbox"/> 30-39 | <input type="checkbox"/> 60 or over |

RACE/ETHNIC IDENTIFICATION: (Check one)

- WHITE (Not of Hispanic origin)
- BLACK (Not of Hispanic origin)
- HISPANIC
- ASIAN OR PACIFIC ISLANDERS.
- AMERICAN INDIAN OR ALASKAN NATIVE
- OTHER
Specify: _____

RECRUITMENT:

Please indicate how you became aware of this job opportunity:

WORD OF MOUTH

- Court employee
- Relative or friend

ADVERTISEMENT

- Newspaper (specify): _____
- Radio
- Television
- Trade or Professional Journal
- Community Organization: _____

BULLETIN BOARDS

- Court Human Resources Office
- County Human Resources Office
- State Employment Office (EDD)
- Internet
- Other (specify): _____

PUBLIC ORGANIZATION CONTRACTS

- Human Resources Job Line
- State Employment Office
- County Department Office
- Other (specify): _____