



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## INFORMATION TECHNOLOGY ANALYST

\$78,800 - \$108,627 per year

*The Vision Statement of the City of Rocklin  
is to become a city that provides its citizens with  
exceptional quality of life while maintaining its  
small town sense of community.*

[APPLY HERE](#)



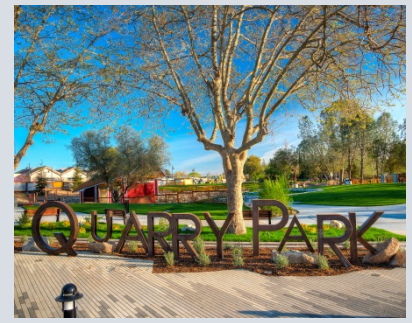
**Application Deadline:**

**Friday, November 15, 2019 by 5:00 PM**

### CAREER OPPORTUNITY

The City of Rocklin is now accepting applications for an Information Technology Analyst for the IT Division to perform technology infrastructure maintenance, administration, and support. Responsibilities include, but are not limited to, participating in the design of technology infrastructure solutions; configuring, troubleshooting and performing maintenance on server and disk storage systems, routers, switches, and firewalls; performing monthly VDI base image updates and administering virtual desktop pools; administering the VMware vSphere environment and performing vCenter and ESXi host updates and upgrades as needed; administering Windows server infrastructure services including Active Directory, DNS, DFS, and DHCP; managing Active Directory users and groups, logon/logoff/startup/shutdown scripts, group policies, file shares and access permissions; performing basic Microsoft Exchange server administration tasks such as creating mailboxes, contacts, and distribution groups; administering print servers and multifunction print devices; and automating tasks and processes whenever possible through advanced scripting techniques and group policy management.

This is a journey level class with responsibility for the full range of technical and professional functions necessary to accomplish the tasks and duties in the assigned area with minimal direction or assistance. The Information Technology Analyst reports to the Information Technology Manager or designee, and may provide technical direction or functional supervision over support staff as needed.



## COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by *Money Magazine*, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university.

Due to Rocklin's low crime rates and top-notch public safety professionals, Rocklin is one of the top 20 safest cities in California. Rocklin also has a flourishing park system, with a park located within a half mile of nearly every resident in the City. Public and private development is creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award winning breweries such as Moksa Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range in the West. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1863 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.

## TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.



## SALARY AND BENEFITS

### ■ Salary Range

\$78,800 to \$108,627 per year

### ■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference. Employees who retire by 6/30/2021 are guaranteed the City's \$1,200 per month contribution for retiree health.

### ■ Dental and Vision

City-paid for employee and dependents

### ■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

### ■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

### ■ Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: coverage is 50% of monthly salary up to \$6,000 per month

[Click here to view Benefits Summary](#)

## ESSENTIAL DUTIES (example)

*While the majority of duties assigned to a position typically fall within one functional assignment area, incumbents may also be assigned duties that cross multiple areas.*

- Provides technical support, leadership and training for IT staff and other users.
- Prepares clear and concise program documentation, user procedures and instructions.
- Serves as a liaison with other divisions, departments or program representatives.
- Responds to IT related inquiries from outside agencies regarding City activities.
- Prepares and/or develops comprehensive written reports; maintains complete files, records and documentation of work performed.
- Develops and maintains technical expertise in assigned areas including awareness of current hardware, software, laws, regulations and rules.
- Attends meetings and may serve on various committees or boards relative to division activities.
- May coordinate programs which cross division or department lines.

[Click here to view the job specifications](#)

## MINIMUM QUALIFICATIONS

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to a Bachelor's degree with major coursework in MIS, business, management, or a closely related field, and
- Four (4) years of progressively responsible professional experience in computer technology.
- Technical certifications are highly desirable.

## LICENSE REQUIREMENT

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.



## SUPPLEMENTAL QUESTIONNAIRE

1. Do you have the equivalent to a Bachelor's degree with major coursework in MIS, business, management, or a closely related field? If yes, please submit a copy of your degree.
2. Describe your education and training that qualifies you for this position.
3. Describe your experience working with infrastructure services and application services.

## APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting [a hard copy employment application](#) to the Human Resources Dept. at the address below. Incomplete applications will not be accepted. [Electronic](#) submittals are preferred.

*City of Rocklin – Human Resources Dept.*

*2<sup>nd</sup> Floor City Hall*

*3970 Rocklin Road, Rocklin, CA 95677*

*Phone: (916) 625-5050/FAX: (916) 625-5099/Job Line: (916) 625-5060*

## SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment live scan clearance. All applicants will be notified by e-mail following application review.



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