



# Information Systems Specialist III

Class Code:  
4113

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU  
Established Date: Jul 1, 1998  
Revision Date: Oct 1, 2023

## SALARY RANGE

\$28.92 - \$36.03 Hourly  
\$2,313.60 - \$2,882.40 Biweekly  
\$5,012.80 - \$6,245.20 Monthly  
\$60,153.60 - \$74,942.40 Annually

## DESCRIPTION:

***The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer  
We welcome applicants of any race, religion or ancestry.***

For exact salary information please refer to the current salary schedule, [County website](#).

Under general direction, to be responsible for computerized information systems for the County and/or assigned department; to serve as the primary resource for all County department management or assigned department management on the use and development of data processing equipment and software; to develop, manage, and maintain database systems and on-line information systems; to integrate database systems with other information systems; to facilitate and assist with the development of computer networks within the County and other entities; to provide support and training for other personnel on the use of databases, computer networks, and information systems; and to do related work as required. This classification is a for cause, non-exempt position.

### **Distinguishing Characteristics**

This is the advanced journey level in the Information Systems Specialist class series.

Incumbents perform a variety of complex computerized information system and computer network development and maintenance work with minimal guidance and supervision. In addition, they are responsible for integration of County data processing services with external, on-line systems and serving as the primary resource for all county or assigned department's management on the utilization and development of data processing equipment and software. This class is distinguished from Information Systems Specialist II by the performance of a broader range of more complex work, including a higher level of responsibility for working with external on-line systems, and exercising a higher level of

authority in serving as the County and/or assigned department's primary data processing resource. Positions are generally allocated in this series based on the complexity of the computerized information systems and networks which they develop and regularly maintain, as well as the level of incumbent skills and knowledge. This classification may be flexibly staffed, if allocated to the hiring department as flexibly staffed.

**REPORTS TO**

Department Management and/or Director of Information Technology, Deputy Director of Information Technology.

**CLASSIFICATIONS SUPERVISED**

Incumbents may provide work direction, training, and coordination for other staff.

**EXAMPLES OF DUTIES:**

**Essential duties:**

Performs complex work in the development and maintenance of computerized information systems, on-line information systems, and networks; develops systems and applications to enhance the accomplishment of County and department functions and services; coordinates the county or assigned department's data processing functions to ensure that quality of input and output are met; may program applications and modify existing programs to facilitate system operations and efficiency; installs and formats packaged software for stand-alone personal computers and/or networks; has responsibility for the management and maintenance of data processing equipment for all County departments or assigned department; provides technical advice on computerized information system uses and applications to department management and staff, serving as the primary management resource for the development of all county or assigned department's equipment, services, and software; trains others in the use of data processing equipment and systems; establishes controls related to use of data processing equipment and software for all County departments or assigned department; assists with and facilitates the development of computer networks; works with the Director of Information Technology in the development and utilization of computer services; represents the County or assigned Department's computer services and system with other County departments and government agencies, including coordination of department and statewide on-line systems.

**Knowledge of:**

- Electronic data processing theory, principles, and practices and their application to computerized information system development and maintenance.
- Development and use of computer networks and communications systems.
- Principles and methods of programming and systems analysis.
- Development of database applications and use of database application languages.
- Conversion and development of applications and services to electronic data processing.
- Principles of work direction, work coordination, and training.

**Desired skills:**

- Serve as the County or assigned department's primary resource on the utilization and development of data processing equipment and software.
- Develop, implement, maintain, and modify computerized information systems, including networks, on-line systems, and database applications.
- Train users in the use of computer equipment and software.
- Analyze county/department data processing needs and develop applications to meet those needs.
- Develop documentation and user manuals for systems and software.
- Monitor and maintain existing systems to insure the accuracy and timeliness of information received.
- Work with and use database application and specialized system languages.

- Analyze software problems and facilitate corrections.
- Identify hardware malfunctions and facilitate repairs.
- Prepare a variety of reports.
- Gather, organize, analyze, and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Effectively represent County and department computer services with other staff and agencies.
- Establish and maintain cooperative working relationships.

## **TYPICAL QUALIFICATIONS:**

### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

-Two to three years of responsible computerized information work experience comparable to that of an Information System Specialist II with Siskiyou County.

### **Special Requirements:**

None.

## **SUPPLEMENTAL INFORMATION:**

### **Typical Physical Requirements**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **Typical Working Conditions**

Work is performed in an office environment; continuous contact with other staff.