



# Information Systems Specialist I

Class Code:  
4111

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU  
Established Date: Jul 1, 1998  
Revision Date: Mar 27, 2024

## SALARY RANGE

\$24.17 - \$30.12 Hourly  
\$1,933.60 - \$2,409.60 Biweekly  
\$4,189.47 - \$5,220.80 Monthly  
\$50,273.60 - \$62,649.60 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 supervision, to assist with development of computerized information systems for all County departments or with an assigned County department; to maintain database systems; to assist with integration of 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 entry and first working level in the Information Systems Specialist class series.

Incumbents perform basic computerized information system and computer network development and maintenance work with some guidance and supervision. This class is distinguished from Information Systems Specialist II in that Information Systems Specialist II is the journey level with incumbents performing a broader range of assignments under less supervision. Incumbents in this class may be routinely promoted to Information Systems Specialist II if they demonstrate continued advancement and development of skills and knowledge in working with department and County information systems and networks.

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 basic work in the development and maintenance of computerized 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; may have 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; 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.

**Knowledge of:**

- Basic 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.
- Basic knowledge of the utilization of database applications.
- Principles of work direction, work coordination, and training.

**Desired skills:**

- Maintain, and modify computerized information systems, including networks and database applications.
- Train users in the use of computer equipment and software.
- Analyze County or assigned Department's data processing needs and assist with development applications to meet those needs.
- Monitor and maintain existing systems to insure the accuracy and timeliness of information received.
- 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/or assigned department computer services with other staff and agencies.
- Establish and maintain cooperative working relationships.

## **TYPICAL QUALIFICATIONS:**

### **Typical Qualifications:**

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying.

A typical way, but not required, to obtain the required knowledge and skills would be:

-Previous training and/or work experience with computer hardware, software, and computerized information systems at a level to facilitate quick learning of County and department systems and software is necessary.

### **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.