

JOB OPPORTUNITY/EXAMINATION BULLETIN

OFFICE OF LEGISLATIVE COUNSEL
LEGISLATIVE DATA CENTER



DRUPAL SYSTEM ADMINISTRATOR **INFORMATION TECHNOLOGY SPECIALIST I, RANGE E (6LC05)** **(EQUIVALENT TO: SYSTEM SOFTWARE SPECIALIST I (TECHNICAL))**

JOB LOCATION: **SACRAMENTO, CALIFORNIA**
FINAL FILING DATE: **MARCH 11, 2016**

SALARY: \$5,297 - \$6,965

Our Agency

The Office of Legislative Counsel (OLC) is a small civil service department whose mission is to provide legal services and information technology support services to the State Legislature. The Legislative Data Center (LDC), as one of three branches of the OLC, is a customer service organization, delivering Information technology solutions to the California State Legislature. The LDC is dedicated to building and developing individual and collective expertise through business knowledge and teamwork. The LDC is committed to continuous learning and improving individual skills as technology changes.

The State of California provides excellent health benefits and retirement options, sick leave and vacation accrual, and paid state holidays. This position is located in the heart of downtown Sacramento. OLC employees are excluded from collective bargaining and, therefore, receive enhanced benefits and do not contribute fair share.

Your Role

The candidate will be part of a team that provides best practices for Drupal environments with a desire to learn and develop best approaches to implement stable, robust, repetitive web platforms while maintaining a structured work approach. The engineering teams often collaborate with others to solve problems creatively and demonstrate high integrity. The candidate has knowledge and experience with website interface design/development and will join a team of talented developers, designers, strategists and producers who will assist with new projects while learning and sharing skills and knowledge along the way.

Your Expertise

- Use of technologies such as HTML, MySQL, Drush, Apache, Git version control, and Redhat Enterprise Linux
- Thorough working knowledge of Drupal development best practices
- Familiarity with developing custom modules for Drupal
- Must be able to see the “big picture” of a Drupal project and be able to architect solutions to meet that vision
- Passion for technology and a desire to expand upon existing technical skills
- Strong analytical and problem-solving skills

Your Responsibilities

- Lead technical intakes with clients/customers and assist in defining appropriate technical solutions
- Run security updates for Drupal core and contributed modules
- Work with existing organizational teams to share knowledge, suggest improvements, and debug existing Web platform software
- Be a part of a fun team of driven developers and managers to bounce off ideas and learn from
- Professional and personable demeanor, with excellent communication skills
- Maintain professional internal/external relationships that meet the organization’s core values
- Manage and maintain a schedule of work to ensure project schedules and deliverables are completed within agreed timeframes
- Assist with site configuration, deployment, releases, migrating, archiving, patching, source code versioning and upgrading
- Work with the development team to implement the requirements described in the technical plan
- Analyze written specifications and configure Drupal features that function within the specified scope

Minimum Qualifications

A minimum of two (2) years of experience in the software development life cycle for web technologies. Demonstrated knowledge and a minimum of one (1) year of experience with the following: Drupal, HTML, MySQL, CSS, JQuery and JSON. A minimum of one (1) year of experience with site configuration, release standards and deploying methods in a Redhat, Linux environment. Experience in migrating, archiving, patching, source code versioning and upgrading methods. Knowledge in shell scripting, DRush, Linux, and Apache configuration. Experience with working independently and as part of high performing teams. Ability to work with both technical and non-technical individuals, using excellent

communication and cooperation skills. Ability to establish and maintain positive working relationships with managers, peers, customers and vendors. A strong understanding of Drupal's back-end APIs (Form API, DBTNG, Field API, etc.). Experience with collaborative development tools such as Git. Comfortable on the Linux command line and working with common web technologies (Apache, MySQL).

Desirable Qualifications

Three to five (3 to 5) years' of experience in customer relationship management, IT consulting, support and project/product management. Knowledge of the legislative business processes and the business value offered by the LDC products and services. Exceptional customer relationship skills. Ability to work well with technical teams to meet critical deadlines to ensure accurate and timely completion of requests. Excellent written and verbal communication skills with the ability to deliver effective presentations to customers and management. Ability to think tactically and strategically to provide information technology solutions to legislative customers. Ability to provide and/or take general direction for projects and assignments related to web development projects, web content management policies, processes and procedures. Demonstrate strong interpersonal skills. Ability to work in an organized and efficient manner while under pressure in order to meet challenging time constraints. Ability to adapt to changing priorities and manage multiple concurrent assignments and projects.

WHO MAY APPLY

Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed above. It is your responsibility to make sure that you meet the minimum qualifications listed in this bulletin. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required. This selection process consists of a state examination and job interview as a combination. Under the OLC's position-specific selection program, candidates do not have to be on a State list in order to apply. OLC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Subject to SROA/Surplus.

HOW TO APPLY

Submit a standard state application and resume which demonstrates that you meet the Minimum Qualifications in the bulletin to the Office of Legislative Counsel Human Resources Office, Attn: K. Zanzi, 925 L Street, Suite 900, Sacramento, CA 95814. Applications must be received in the Human Resources Office by 5:00 p.m., Friday, March 11, 2016, or be postmarked by this date. **You must include on your application the alpha-numeric process indicator number 6LC05 after the position title on your application. Applications that do not contain the process indicator number will not be processed.** Please note on your application how you heard about this position. Technical questions regarding the position may be directed to Pranil Naresh at (916) 341-8735. Questions regarding the application process may be directed to Human Resources Office at (916) 341-8330.

SELECTION INFORMATION: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OTHER RELATED INFORMATION: The Office of Legislative Counsel reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Applications are available at local offices of the Employment Development Department and the Office of Legislative Counsel Human Resources Office. The application form (STD. 678) is also available in several formats on the website at: <http://jobs.ca.gov/Profile/StateApplication>.

THIS IS A COMPETITIVE PROCESS. If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of the qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this process, and does not guarantee an appointment to the position.

INTERVIEW SCOPE: If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

CALIFORNIA RELAY SERVICE:
TDD PHONE (800) 735-2929
VOICE PHONE (800) 735-2922