

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR SENIOR PROGRAMMER ANALYST (SUPERVISOR)

Visit our Website at www.chrb.ca.gov

LOCATION: Sacramento FILE BY: Until Filled
TENURE/TIMEBASE: Permanent/Fulltime SALARY: \$5,850 - \$7,689

HOW TO APPLY:

In order to be considered for this position, the individual must submit a Standard State Application, Std. Form 678, to:

ATTN: WENDY MATSUDA
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825

Make sure to enter 'Senior Programmer Analyst (Spv)-395-501-1584-002' in the title box of the State Application, Form 678.

POSITION DESCRIPTION:

Under the general supervision of the Assistant Executive Director, the Senior Programmer Analyst (Supervisor) (SPA Sup) supervises the day-to-day operations of the Information Technology Unit (IT) and provides technical leadership and management of the development, maintenance, and operation of the California Horse Racing Board's (CHRB) infrastructure, including the application, website, database servers and associated system software, hardware, (VMware Server Virtualization) and networks used to host CHRB's complex information systems. The SPA Sup is responsible for maintaining the CHRB's Information System Program (CHRIS). The SPA Sup collaborates with CHRB management, and program staff to develop and construct applications, that may be used to further fulfill the mission of the CHRB. The SPA Sup also directs support for the Internet, Intranet, the associated systems, servers, and networks that facilitate CHRB's office automation environment, including servers, storage systems, network appliances, disaster recovery system and other duties as required. For more information refer to the attached duty statement.

DESIRABLE QUALIFICATIONS:

- Strong supervisory, leadership, and interpersonal skills
- Ability to plan, coordinate, and direct the activities of the Information Technology Unit
- Knowledge of VMware virtualization
- Well organized and detail oriented
- Excellent verbal and written communication skills
- Ability to build good rapport with staff, industry and management
- Ability to manage multiple projects, multi-task and meet tight deadlines.
- Ability to analyze and define problems and recommend effective solutions.

ADDITIONAL INFORMATION:

You are eligible to apply if:

- You are currently in the Senior Programmer Analyst (Supervisor) classification
- On a Surplus Employee List for the same or a comparable classification and transferable
- On the State Restriction of Appointment (SROA) List for the same or comparable classification
- May be eligible if reachable on a Senior Programmer Analyst (Supervisor) eligible list.
- Have reinstatement eligibility to the same or comparable classification

Applications will be screened and only the most qualified will be interviewed.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check.

Questions regarding the duties of the position may be directed to Jacqueline Wagner, Assistant Executive Director, at (916) 263-6041.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

Final File Date: Until Filled

Release Date: 06/02/2014

CALIFORNIA HORSE RACING BOARD
Senior Programmer Analyst (Supervisor)
Information Technology Unit
DUTY STATEMENT

Under the general supervision of the Assistant Executive Director, the Senior Programmer Analyst (Supervisor) (SPA Sup) supervises the day-to-day operations of the Information Technology Unit (IT) and provides technical leadership and management of the development, maintenance, and operation of the California Horse Racing Board's (CHRB) infrastructure, including the application, website, database servers and associated system software, hardware, (VMware Server Virtualization) and networks used to host CHRB's complex information systems. The SPA Sup is responsible for maintaining the CHRB's Information System Program (CHRIS). The SPA Sup collaborates with CHRB management, and program staff to develop and construct applications, that may be used to further fulfill the mission of the CHRB. The SPA Sup also directs support for the Internet, Intranet, the associated systems, servers, and networks that facilitate CHRB's office automation environment, including servers, storage systems, network appliances, disaster recovery system and other duties as required.

Duties include, but not limited to:

<u>% of Time</u>	<u>Duties</u>
70%	Provide support for CHRB's virtualization technology, VMware Server Virtualization. Plans, coordinates and directs the activities of the IT Unit to ensure computer infrastructure services and integration of technology into CHRB's environment. Install, configure software and operating systems for CHRB's servers. Analyze and evaluate proposed new computer software including control systems, proprietary software packages, telecommunications software, tools and database management software. Manage and maintain vendor maintenance contracts. Develop problem solutions using information technology system projects. Participates in meetings with management and end-users on project status and progress. Provide guidelines to ensure that all on-line and batch programs, system operations and user documentation are developed and properly maintained. Researches and develops feasibility study reports and special project reports. Acts as CHRB's Chief Information Officer.
15%	Prepare staff performance evaluations. Determine staff training and development needs. Prepare and/or process administrative documents, including but not limited to, requisitions, hardware and software requests, training and travel expenses, overtime requests, time sheets, and staff absence requests.
15%	Interaction with Business, Consumer Services and Housing Agency and/or other departments' IT Staff.