

CITY OF LOS ANGELES OFFICE OF FINANCE

SYSTEMS PROGRAMMER I – TRANSFER AND/OR EMERGENCY APPOINTMENT OPPORTUNITIES

The Office of Finance is currently accepting applications from City employees who are at least at the level of Programmer/Analyst or Systems Analyst or higher, to fill one (1) Systems Programmer I position in the Systems Division, on a transfer or an emergency appointment basis. The position is located at 1200 West 7th Street, Los Angeles, CA 90012.

SUMMARY OF DUTIES

Creates, designs, and maintains Microsoft Group Policy Objects for Organizational Units and Security Groups. Monitors and maintains the Distributed File System Replication system, including the use of third party tools to manage file locks and releases. Manages Hyper-V virtual server environment, including the backup, cloning, and creating of virtual servers to handle various department functions.

EXAMPLES OF DUTIES

- Establishes as well as maintains user accounts, assigns file permissions, and establishes password and account policies.
- Maintains and develops Visual Basic utility scripts for custom configurations within the Active Directory environment.
- Supports network servers and services such as Dynamic Host Configuration Protocol (DHCP), Domain Name Servers (DNS), and network load balancing.
- Provides technical assistance to ITA in troubleshooting network related problems.
- Monitors and maintains the department's database, application, web servers, file and print servers, including the review of performance logs and overall system performance.
- Performs installation as well as testing of procured hardware and software; installation and configuration of system software like operating system & drivers; system patches & updates; system software for data storage tape library other hardware equipment.
- Participates in security and application troubleshooting and incident problem resolutions with other infrastructure teams.
- Works with third party software vendors to troubleshoot problems and provide technical assistance.
- Troubleshoots and resolves operating systems and hardware related problems.
- Performs and/or oversees daily backup operations in order to ensure that all required file systems and system data are successfully backed up to the appropriate media recovery tapes or disks created.
- Participates in the review and design of the department's business continuity and disaster recovery plan.
- Develops, defines, and publishes best practices and processes for all system related infrastructures based on industry and vendor published best practices.
- Performs other job related duties as assigned.
- Coordinates with ITA in VMware virtual servers administration.

QUALIFICATIONS

A knowledge of:

- File server, application server, and web-server administration
- Management of trust relationship within Domain
- Creation of all top-level OU hierarchies with sub OUs, groups, and appropriate security permissions.
- Local Area Networks (LANs) and IP Protocols
- Visual Basic Scripts or similar

The ability to:

- Prepare documentation, procedures, tests, corrections, and take other steps necessary for the planned implementation and modification of file, application, and database servers.
- Define and prepare Disaster Recovery requirements for file server
- Identify security exposures and provide mitigation controls
- Maintain and support web application environments
- Perform system backups, system tuning, and monitoring

REQUIREMENT

Current City of Los Angeles employee, at least at the level of Systems Analyst or higher.

NOTICE REGARDING EMERGENCY APPOINTMENTS

An employee selected by "Emergency Appointment" will not gain Civil Service status rights to the class or position. Emergency Appointments typically end once an appointment can be made from an established Civil Service list. Once the Civil Service announcement is made, all employees, including the individual selected for the emergency appointment, must compete for the position. An Emergency Appointment does not guarantee selection to fill a permanent or regular position.

APPLICATION PROCESS

If you would like to be considered for this position, please complete a City of Los Angeles Departmental Application and send it to the Office of Finance Personnel Services Section at financepersonnel@lacity.org. **Open until sufficient applications are received** Departmental Applications are available by clicking on the following link:

<http://per.ci.la.ca.us/Forms/DeptApp.pdf>

Please contact financepersonnel@lacity.org with any questions.

[TL7/18/16]