

January 25, 2019



GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 FLORENCE AVE., SANTA FE SPRINGS, CA 90670
HUMAN RESOURCES DEPARTMENT (562) 944-9656
E-MAIL: HR@GLACVCD.ORG

EMPLOYMENT OPPORTUNITY

GIS/IT HELP DESK

Application Deadline: OPEN UNTIL FILLED

Step 1	Step 2	Step 3	Step 4	Step 5
\$5,111	\$5,386	\$5,662	\$5,937	\$6,213

*Per month

ABOUT THE DISTRICT

The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves approximately 6.8 million residents in a 1,338 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

JOB SUMMARY

Under the direction of the General Manager and in collaboration with Department Directors, the GIS/IT Help Desk will produce Geographic Information Systems (GIS) mapping and analytical products by using operational, surveillance, and outreach data collected by agency departments to aid in decision-making in regards to future vector treatment, surveillance and outreach strategies. The incumbent will also work with the Information Technology (IT) Administrator to install, diagnose, repair, maintain and upgrade PC hardware/software and equipment to ensure optimal workstation performance. The incumbent will also troubleshoot

hardware and software problems (in person, via telephone, or via email) in a timely and accurate manner, and provide end-user assistance when required.

THE POSITION

Full Time; Exempt

This position will conduct information and data gathering meetings with department heads and supervisors to determine GIS mapping, visual data, and analytical needs. Work with department heads, supervisors and operational leads to produce high quality maps and visual data analyses varying from simple to potentially highly complex. Conduct analysis of District operational efficiencies, service gaps, and trends to improve programs and reduce vector-borne disease risks. Extract data sets from SQL Server for integration into mapping solutions. Create easily accessible, turn-key maps that require little to no technical knowledge to render and retrieve. Create "real-time" mapping solutions of daily/weekly data collections for in-house use and outreach purposes. Provide guidance on future GIS software purchases and feature upgrades. Provide basic user training when necessary (e.g. how to retrieve and modify maps). Analyze current Operations GIS project file system in

DISTRICT BENEFIT OVERVIEW:

Salary: The salary range is based on a 5-step merit system for all classifications. The normal hiring range is commensurate with experience and education. Cost of Living Adjustment (COLA) is determined at the discretion of the General Manager on an annual basis.

Vacation: Two (2) weeks increasing with years of service.

Holidays: 13 fixed holidays per year plus additional 8 hours of floating holiday.

Sick Leave: 96 hours per year.

Retirement: The District participates in the California Public Employees Retirement System (CalPERS); no social security. New members pay 7% contribution towards retirement. PEPRRA (2% @ 62).

Medical Plan: Choice of PPO and HMO plans offered by CalPERS with Employer Health Flex Contributions between \$800 to \$1800 per month to cover premiums.

Dental Insurance: Covered through The Standard Dental at the employee's cost.

Vision Insurance: Covered through Eye Med at the employee's cost.

Retirement Health Reimbursement Arrangement: District contributes \$50 per month allowance to employee HRA.

Deferred Compensation: Two optional plans available at employee's cost.

Short Term Disability: The District pays 100% of the premium towards STD insurance

Voluntary Benefits: Life AD&D, Long Term Disability, Short Term Disability, Critical Illness, Cancer, Accident, Term Life Insurance, Healthcare Flexible Spending Account plans available.

order to create an action plan for organizational best practices. Develop and maintain library of mapping layers to include geopolitical, sociological, environmental, and structural datasets for integration & analysis. Assist IT Administrator with: installing PCs, wireless networks and peripheral devices (such as printers, scanners, mobile /smart phones) related to desktop infrastructure, in accordance with department standards. Provide advice and guidance to District staff regarding any technical incidents. Maintain installed PCs, networks, telephone systems and peripherals with routine maintenance. Identify, log and resolve technical problems with software applications or network systems. Identify potential changes and system improvements to present to senior management for consideration and implementation. Ensure that contractor work is carried out within agreed service levels and in accordance with department guidelines. Create, maintain and distribute reports of progress to senior leadership. Migrate PC's from current Windows platforms to higher platforms and to the latest server systems. Maintain client databases with up-to-date solutions and clear records of activities. Explain and document technical issues in a clear way to staff and management. Use call logging system to accurately record telephone requests.

EDUCATION and EXPERIENCE:

Must have a bachelors' degree in a related field from an accredited college or university **OR** equivalent combination of education and related

APPLICATION PROCESS:

This recruitment will remain open until this position is filled.

This recruitment may close at any time without notice. Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further. **To be considered, applicants must submit an online application at www.glacvcd.org.** Please include a **cover letter** which reflects the scope and level of your current/most recent positions and responsibilities. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination may consist of a written exam and oral interview. The examination process may be changed as deemed necessary.

Geographic Information Systems and/or computer science work experience.

SELECTION PROCESS

Applications will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure continuing in the recruitment process. Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human

Resources at least three (3) business days in advance of the scheduled/examination/interview date. District appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures, or practices.

CONDITION OF EMPLOYMENT

Possession of a current valid driver's license will be required at the time of appointment and must be maintained throughout employment in this class. Must be insurable with the District's insurance carrier. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment with GLACVCD.

HOW TO APPLY: To be considered, applicants are required to submit an online application, including a cover letter and resume, which reflects the scope and level of your current/most recent positions and responsibilities to:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd17ada5-5b6f-4150-a593-a3a802b80831&jobId=254467&lang=en_US&source=CC3&cclId=19000101_000001