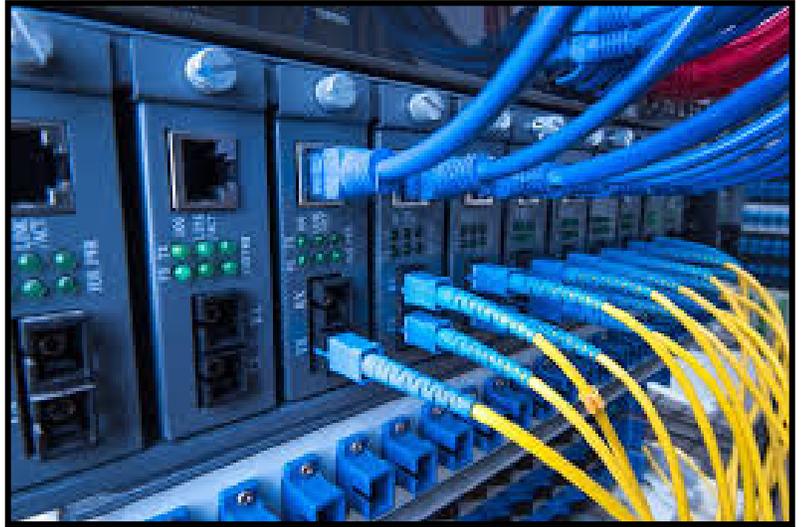


# City of Hesperia

## Final Filing Date:

Friday, August 9, 2019  
at 4:30 p.m.

\$6,101—\$7,438  
per month



Invites your interest to the position of:

## Information Systems Specialist

Recruitment is open/competitive and will establish an eligibility list to fill current and future Information Systems Specialist positions.

**City of Hesperia**  
9700 Seventh Avenue  
Hesperia, CA 92345  
Phone: 760.947.1100  
\*Email: [hr@cityofhesperia.us](mailto:hr@cityofhesperia.us)  
\*Please be sure to add email to your contacts list.

### APPLICATIONS AVAILABLE:

*To be considered for City employment, applications must be submitted using the online employment application system. This application can be accessed from the City's website.*

\*\*Please visit the Employment page at [www.cityofhesperia.us](http://www.cityofhesperia.us) to view full job description and expanded list of qualifications required for this position\*\*

### SELECTION PROCESS

All interested applicants are required to submit a City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date. Notifications are sent to applicants via email.

### THE POSITION

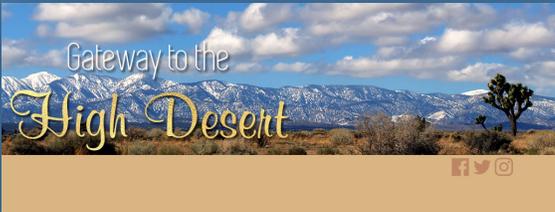
The Information Systems Specialist is responsible for and performs duties required to maintain and operate the network, endpoint devices, phone system, storage and server environments allowing the City, affected subsidiary agencies, and its contractors to operate. Activities related to security, patching, technology requirements assessments, disaster recovery planning, ensuring continuity, coordinating vendor support, performing project management, supporting end user needs and documenting work product are routine responsibilities. Incumbents assigned in either area will develop documented work plans, provide end user support, assist with physical hardware deployment, advise staff on workflow or processes, participate in governance processes related to change management and provide support as needed during public meetings.

### QUALIFICATIONS

A qualified incumbent will possess five (5) years of increasingly responsible experience with application support or systems and network administration, including one (1) year of experience in research, analysis and development of solutions to user problems; a Bachelor's degree from an accredited college or university in major coursework in computer science, information systems or a related field is highly desired; and a High School diploma or GED. Nine (9) years of increasingly responsible experience in application support or systems and network administration, or a combination of experience with industry certifications, may be substituted for degree requirement.

## THE COMMUNITY

Situated as the gateway to the High Desert, the City of Hesperia is located in beautiful Southern California with a rich history and exciting future. Located conveniently at the base of the San Bernardino Mountain Range, only 90 miles northeast of Los Angeles and 35 miles north of Ontario, the City of Hesperia is strategically located at the intersection of Highway 395 and Interstate 15 — a transportation corridor of national significance. Incorporated in 1988, Hesperia is one of the largest cities in California with a geographic area of approximately 75 miles and an adopted sphere of influence that encompasses an additional 36 mile region. With a rural atmosphere, hometown hospitality and more than 350 days of sunshine per year, it's no wonder more than 96,000 people have come to call Hesperia home. By maintaining a progressive and fiscally responsible approach, Hesperia is set to continue on a path of evolution and growth for many years to come.



## FRINGE BENEFITS

### Non-Represented Management Classification

- ◆ Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- ◆ CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- ◆ Health Benefits – up to \$1,113 per month toward medical, dental and vision insurance
- ◆ City paid
  - ◆ Employee Only Premium for Dental Insurance
  - ◆ Employee Only Premium for Vision Insurance
  - ◆ Life Insurance (One times annual salary)
- ◆ Short Term and Long Term Disability Insurance participation required
- ◆ Vacation (80 hours accrued during first year)
- ◆ Administrative Leave 65 hours per fiscal year
- ◆ 12 paid holidays
- ◆ Sick leave (96 hours per year)
- ◆ 401(a) Deferred Compensation Plan (3% of salary—City paid)
- ◆ IRS 125 Plan Flexible Spending Accounts
- ◆ Employee Assistance Program available
- ◆ Tuition Reimbursement Program (Up to \$3,000 per fiscal year available for eligible employees)
- ◆ 457(b) Deferred Compensation Program available
- ◆ 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- ◆ The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

### ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

### IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

### BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

**There is a no smoking policy in effect within City offices and vehicles.**