



Staff Information Systems Analyst (Specialist)

By joining the California Lottery team, you will be rewarded with the knowledge that the work you do everyday helps support California's public education. Not to mention benefiting from the additional amenities we offer including FREE PARKING, an on-site Subway® restaurant, an exercise room and our convenient location just outside of downtown.

Salary

\$5,065 – \$6,466

Final Filing Date

November 19, 2009 or Until Filled

Position Number

358-522-1312-911

Questions About the Job

Steve Pieri (916) 445-6929

Position Location

Information Technology Services Division
Enterprise Services Support
600 North 10th St. (Off Richards Blvd.)
Sacramento, CA 95811

Send Application To

California State Lottery
Attn: Darlene (522)
P.O. Box 2630
Sacramento, CA 95812-2630

Duties

Under the direction of the Data Processing Manager II, the Staff Information Systems Analyst's responsibilities include:

- Function as lead and subject matter expert on the more complex procurements for IT hardware and software
- Independently plan, design and carry out complex needs-based studies as they relate to IT procurements with resultant recommendations presented to management and other IT technical leads
- Review all procurements and train and mentor staff to ensure that all purchasing transactions get properly communicated to the Lottery's Finance Division for correct accounting treatment
- Negotiate and resolve contractual issues between divisions, such as terms and conditions and scope and services, as appropriate to ensure compliance and the timely execution of vendor and consultant contracts
- Design and develop an efficient methodology for monitoring and reporting on the IT spending plan
- Design, develop and maintain documentation of all processes related to ITSD's budget and procurements

Desirable Qualifications

Applicants applying for this position should:

- Have strong planning and organizational skills
- Have the ability to handle multiple projects simultaneously and meet deadlines
- Have good customer service and interpersonal skills
- Have experience with desktop computers including word processing and spreadsheet applications
- Have the ability to work extended hours (overtime work may be required)

Who Should Apply

Applicants must be state employees who are currently in the Staff Information Systems Analyst (Specialist) classification or have current list or transfer eligibility to this class. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to the provisions of SROA/Surplus.

Equal Opportunity Employer: The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.