SANTA CLARA VALLEY WATER DISTRICT
Draft Classification Structure
August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Information Systems & Technology				
Information Systems Series				
Information Systems Analyst I Information Systems Analyst II GIS Systems Analyst I GIS Systems Analyst II Database Analyst Web Analyst	1 of 3	Information Systems Associate	Bachelor's Degree in computer science, information systems or related field and, based upon assignment, up to three (3) years experience in related software applications, programming, analysis, database or website applications may be required. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the entry through experienced level of the Information Systems series. Incumbents perform duties, based upon assignment, on a portion of a major project or on multiple smaller projects such as: • Business systems applications and analysis; • Maintenance of databases including consolidation of conceptual, logical and physical models of data, and programming; • Development, installation, integration, documentation, testing, and maintenance of Geographic Information Systems (GIS) systems and database applications; and • Resolution of problems and the design and delivery of internet, intranet and related services including monitoring, assistance and training related to functionality, security and

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				integrity of services. The Information Systems Associate is distinguished from the Information Systems Analyst in that the latter may serve as leadworker and/or participate in highly technical database support activities.
Information Systems Analyst III GIS Systems Analyst III Database Administrator	2 of 3	Information Systems Analyst	Bachelor's Degree in computer science, information systems or related field and, based upon assignment, three (3) to four (4) years of experience in related software applications, programming and analysis, database administration or website development and maintenance. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the journey level of the Information Systems series. Incumbents perform the more difficult and responsible types of duties assigned to positions within this series including serving as a project manager in the design, development, and maintenance of significant District applications activities. Positions at this level may participate in highly technical activities in support of the District's database systems but do not have final responsibility for database administration. Duties may include activities such as: installing and maintaining software for standard database management systems; establishing procedures for

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				database operation, control and recovery; monitoring database performance; and respond to system problems that may affect databases and other information systems; and performing GIS application development work and spatial analyses using multiple attributes. Incumbents may act as lead worker, making work assignments and determining completion of work. The Information Systems Analyst is distinguished from the Information Systems Analyst Principal by the latter's focus on conduct of specialized projects in a management-assigned engineering or scientific or other program area.
Engineering Systems Analyst	3 of 3	Information Systems Analyst, Principal	Bachelor's Degree in computer science, information systems or related field and, based upon assignment, six (6) years of experience in related software applications,	This is the advanced journey level of the Information Systems series. Incumbents may plan, design and implement specialized information systems projects in an assigned engineering or scientific program area including: user consulting; technical

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			programming and information systems analysis. **Licensing Requirements:** -CA Driver's License, Class C may be required	support for systems design and maintenance; project oversight; analysis of requests for system modifications; preparation of cost estimates and business case justifications for systems projects; and preparation of vendor solicitations and awards. Projects are generally assigned by District management based upon a District mission-critical need for specialized systems and/or applications oversight. Based upon assignment incumbents may supervise staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. The Information Systems Analyst, Principal is distinguished from other Information Systems classes in the focus on advanced journey management designated special projects.

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Information Technology Series				
Information Systems Tech I Information Systems Tech II Audio-visual Specialist Telecommunications Specialist	1 of 3	Information Technology Technician	High School diploma or G.E.D. and 30 semester units of college level coursework in computer science or related field. Two years of experience related to area of assignment. **Licensing Requirements:** -CA Driver's License, Class C	This is the entry/experienced through journey level of the Information Technology series. Incumbents provide technical assistance in support of information systems and telecommunications equipment, hardware, and software including microcomputer system requirements, specification, installation, maintenance, and the upgrading of hardware and software for personal computers and peripheral equipment. Duties may include: help desk support; monitoring of computer production; and audio-visual equipment support. The Information Technology Technician is distinguished from the Information Technology Technician, Senior by the former's focus on user support activities and the latter's focus on serving as leadworker and/or providing technical assistance for the most difficult District

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				technology issues.
Senior Information Tech Senior Telecommunications Specialist	2 of 3	Information Technology Technician, Senior	High School diploma or G.E.D. and, based upon assignment, 30 semester units of college level coursework in computer science or related field, and three (3) years of related experience. **Licensing Requirements:** -CA Driver's License, Class C	This is the advanced journey level of the Information Technology series. Incumbents provide technical assistance for the most difficult issues in support of, based upon assignment, information systems equipment, hardware, software, and telecommunications equipment, servers and related software. Some incumbents may act as lead worker, making work assignments and determining completion of work. The Information Technology Senior is distinguished from other Information Technology classes by its focus on the performance of difficult and specialized duties beyond that expected by journey level incumbents and/or serving as leadworker.
Network Administrator Office Automation Administrator Technical Systems Administrator Telecommunications	3 of 3	Information Technology Administrator	Bachelor's Degree in computer science, information systems or related field and four (4) years of experience in technology development	This is the supervisory level of the Information Technology series. Incumbents, based upon assignment, plan, develop, implement and supervise administration of: mainframe systems including

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Administrator			and administration. **Licensing Requirements:** -CA Driver's License, Class C may be required	maintaining and upgrading operating systems; evaluating, recommending, and installing all hardware; and troubleshooting operating system problems; local and wide-area networks; office automation support activities; and telecommunications infrastructure systems and services. Incumbents prepare budgets and coordinate work projects. Incumbents supervise staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise. The Information Technology Administrator is distinguished from other classes within the series by the focus on supervision of information technology staff.

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