



CITY OF LOMPOC
SUPPLEMENTAL QUESTIONNAIRE
FOR
SYSTEMS ANALYST

June 2009

Thorough and accurate completion of this Supplemental Questionnaire is essential for further consideration in the selection process. FAILURE TO PROVIDE INFORMATION IN DETAIL WILL RESULT IN YOUR APPLICATION BEING REMOVED FROM FURTHER CONSIDERATION. If required, you can attach additional pages for your supplemental responses. Be sure to place your name on each page being submitted. You must submit responses to this Supplemental Questionnaire with your City application to the Human Resources Department (City Hall, 100 Civic Center Plaza, Lompoc, California, 93438) by the filing deadline.

I. MINIMUM REQUIREMENTS: To meet the minimum requirements and be considered for this position, you must possess either a bachelor's degree in Computer Science (or a closely related field) AND one year systems analysis and business applications experience, plus experience as a project leader; OR possess a two-year technical degree in computer science (or a related field) AND three years of system analysis and business application experience, plus experience as a project leader. Public sector and/or meter reading/utility billing system experience is highly desirable.

- A. Do you possess a bachelor's degree? [ ] Yes [ ] No
B. Do you possess an associate's degree? [ ] Yes [ ] No

List all associate, bachelor, advanced degrees, and/or certifications you possess. Include the major area of study or emphasis for each:

Three horizontal lines for listing degrees and certifications.

- C. Do you possess the requisite work experience? [ ] Yes [ ] No
D. Do you possess project leader experience? [ ] Yes [ ] No

List number of years of experience for each. Describe your systems analysis and business applications experience and project leader experience:

Three horizontal lines for describing experience.

II. GENERAL REQUIREMENTS: Experience in ADMINS programming language is required because of the duties assigned to the Systems Analyst position. In addition, experience with utility meters, work orders, and inventory systems would be beneficial because of the essential functions assigned to this position. Also, public sector experience is highly desirable.

E. Do you have ADMINS programming language experience?  Yes  No

*Describe your experience with the ADMINS programming language:* \_\_\_\_\_

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G. Do you possess meter reader/utility-billing systems experience?  Yes  No

*Describe your experience programming meter reader/utility-billing systems; include experience related to reading the utility meters and/or processing the data:*

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F. Do you have work order experience?  Yes  No

*Describe your experience with procedures and processing work orders:*

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F. Do you have inventory systems experience?  Yes  No

*Describe your experience with inventory systems:* \_\_\_\_\_

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F. Do you have public sector/local government work experience?  Yes  No

I certify that I completed the above information and it is true and correct, to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name




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**SYSTEMS ANALYST  
Open Competitive**

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To establish an eligibility list  
to fill a vacancy.

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**SALARY:** \$4,577 – \$5,564 per month. The City currently pays the employee's retirement contribution to PERS, 2.7% at age 55-retirement formula.

**FILING DEADLINE:** **FRIDAY, JULY 10, 2009.** City application AND responses to supplemental questionnaire (and detailed résumé, if desired) must be submitted by the filing deadline to the Human Resources Department, CITY OF LOMPOC, 100 Civic Center Plaza, LOMPOC, CA 93438. Applications may be obtained from the information desk at City Hall OR call for application at (805) 875-8208 OR download application from website at [www.cityoflom poc.com](http://www.cityoflom poc.com)

**SELECTION PROCESS:** May include, but is not limited to review of City application and résumé, and formal panel interview. Applicants considered for an interview will be limited to those individuals whose qualifications best meet the needs of the City. Applicants who pass the selection process will be placed on an eligibility list. Additional screening by the hiring City division may be conducted. Appointment is subject to successful completion of a pre-employment physical exam provided at City expense. As authorized by City Policy, applicants being considered for hire in this position are subject to fingerprinting for purposes of investigating criminal history background as part of the employment screening process. **IF YOU HAVE A DISABILITY THAT MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DEPARTMENT IN WRITING BY THE FILING DEADLINE DATE ON THIS BULLETIN.**

**LICENSE REQUIRED:** Possession of a valid and appropriate California Driver's License.

**EXAMPLES OF DUTIES:** Prepares and presents systems analysis, definition, development, training and documentation materials; implements software and hardware systems and trains users in operations of software applications and related computer equipment; develops time and cost estimates and formulates schedules for development and installation of software; creates reports, screens, file definitions and related programs to fulfill user requirements using a 4<sup>th</sup> generation programming language; performs and documents detailed systems analysis to determine user software application requirements; develops specifications to meet user needs; provides technical consultation to staff members of the Information Systems and other City users of the computer system; creates and maintains data dictionary systems; serves as project leader; prepares departmental reports; ensures efficient use of system software; installs and maintains application software; evaluates and implements enhancements to existing systems and application products; reviews, evaluates and recommends application packages and works with vendors in the installation and update of software related duties as required.

**MINIMUM QUALIFICATIONS:** **Knowledge of:** Data processing theory, principals and practices and their applications to systems analysis activities; a 4<sup>th</sup> generation programming language such as Admins; municipal government applications; Open VMS command language, operating system and utilities; troubleshooting procedures and methods for hardware and software problems; computer hardware and configurations; communications equipment, local area networks, and related peripheral equipment; security requirements and procedures related to mini-computer systems and networks; personal computer operating system and a variety of software applications; local government and payroll systems.

**Ability to:** Communicate effectively orally and in writing; maintain effective working relationships with City officials, management, employees and consultants; perform all phases of systems analysis; write programs in a 4GL; solve computer hardware and software problems individually and in conjunction with other departments and vendors; analyze hardware and software requirement and capabilities related to user needs; train users and hardware and software procedures; write DEC command procedures.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is one year of systems analysis involving mini-and mid-range computer systems and business applications plus experience in a project leader position and a bachelor's degree in Computer Science or a closely related field OR three years of system analysis involving mini and mid-range computer systems and business application, plus experience in a project leader position and a two-year technical degree in computer science or a related field. Local government and payroll system experience highly desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

**Strength:** Light Work – Lifting, carrying and/or pushing 25 pounds with frequent lifting and/or carrying of objects up to 25 pounds.

THE ABOVE EXAMPLE OF DUTIES CONSTITUTES THE "ESSENTIAL FUNCTIONS" OF THE POSITION IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA).

**BENEFITS:**

- Bilingual Pay --** Individuals determined to be in an eligible position and qualified by the City will be eligible for \$70 per month bilingual pay.
- Deferred Compensation--** Employees may contribute 25 percent of gross salary up to \$16,500 per year.
- Dental Insurance --** Effective the first day of the month following six complete months of employment, the employee and dependents are eligible for insurance; the City contributes some towards the premium for the employee and dependents.
- Health Insurance --** Effective the first day of the month following appointment, the employee and dependents are eligible for insurance; the City contributes a substantial amount of the premium for the employee and dependents. Employees can select from a HMO plan and two (2) PPO plans.
- Employee Assistance Program (EAP) --** Employees of the City of Lompoc are eligible to receive EAP services administered by Managed Health Network (MHN). Employee, spouse, and eligible dependents are entitled to receive five (5) sessions per family member, per incident. Services include counseling for various reasons/needs.
- Holidays --** Twelve days per year.
- Life Insurance --** Effective the first day of the month following six complete months of employment, the employee is eligible for insurance. The City pays 100% of the premium.
- Long Term Disability Insurance --** Effective the first day of the month following six complete months of employment, the employee is eligible for insurance. The City pays 100% of the premium.
- Retirement --** California Public Employees Retirement System (CalPERS), 2.7% at age 55. City pays employee contribution of 8% of gross bi-weekly earnings. The City of Lompoc does not participate in Social Security, except for Medicare.  
**Social Security:** As a City of Lompoc employee, your earnings are not covered by Social Security. Under the Social Security law, there are two ways your Social Security Benefit amount earned under previous employers may be affected, "Windfall Elimination Provision" and "Government Pension Offset Provision." FOR MORE INFORMATION, please visit <http://www.socialsecurity.gov>. You may also call 1-800-772-1213 or for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or you may contact your local Social Security Office.
- Section 125 Tax Deferral --** Program used for out-of-pocket health premiums, medical costs not covered under health plan, and day care/elder care.
- Sick Leave --** Commencing at the time of appointment, sick leave benefits accrue at a bi-weekly rate and the employee is eligible to use those benefits reflected as their sick leave balance; accrual rate is 12 days/year.
- Tuition Reimbursement --** The City will provide tuition reimbursement for college courses in accordance with Personnel Procedures Manual Chapter 43 "Tuition Reimbursement for College/University Courses." In addition, the City will provide community college students up to 100% tuition reimbursement and 100% reimbursement for required course books per semester. (Course syllabus and receipts identifying books purchased are required for books).
- Vacation --** Commencing at the time of appointment, vacation leave benefits accrue at a bi-weekly rate based upon length of employment. Employees are eligible to use vacation leave following completion of six months employment and accrue 10 days per year, which increases to 21 days based on years of service.