FINAL DRAFT

Job Title	**OFFICE SYSTEMS ANALYST (Vacancy in Information Management Division Business Analysis)**
Closing Date/Time	**CONTINUOUS**
Salary	$2,856.24 – $5,026.24 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning June 7, 2019. Filing will remain open until vacancies are filled. Filing may close without further notice.

VACANCY INFORMATION

The Port of Long Beach is one of the world's busiest seaports and is a leading gateway for international trade. Credited with moving $180 billion in trade, the Port is the second busiest container port in North America and serves as a critical hub for international commerce and is a major transportation center.

Under limited supervision, the Business Analyst (the Office Systems Analyst) for the Port of Long Beach, (Harbor Department for the City of Long Beach) is a member of the Business Analyst Team in the Information Management Division, serves as a liaison between the division and the Port's business divisions, completes business cases in support of department projects, participates in or facilitates business process modeling and research efforts, acts as an internal consultant, prepares business case studies, writes and reviews project documents and leads process improvement efforts. Please click **HERE** for more information on the Port's vacancy.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

A. Bachelor's degree from an accredited college or university **(proof required)*.**

NOTE: Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

B. Two years paid, (full-time equivalent) of experience managing large information technology projects or managing and maintaining large, complex business systems.

Additional Requirements to File:

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

*Required documents, such as transcripts, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

DESIRABLE QUALIFICATIONS: Ability to work under pressure and tight deadlines; Ability to manage numerous diverse projects and priorities simultaneously. Project Management Professional (PMP), Documentum certifications and training, Certified ScrumMaster (CSM), and Information Technology Infrastructure Library (ITIL) Foundation certifications are desirable.

EXAMINATION WEIGHTS:

Application Packet...Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

This is a continuous eligible list, which means all applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. The continuous eligible list will expire in six months.

If you do not receive notification of the status of your application in two weeks, contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

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ND4AN-19 SV/OSA   06/5/19

FINAL DRAFT

Job Title	**OFFICE SYSTEMS ANALYST (Vacancy in Information Management Division Network Operations Center)**
Closing Date/Time	**CONTINUOUS**
Salary	$2,856.24 – $5,026.24 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning June 7, 2019. Filing will remain open until vacancies are filled. Filing may close without further notice.

VACANCY INFORMATION

The Port of Long Beach is one of the world's busiest seaports and is a leading gateway for international trade. Credited with moving $180 billion in trade, the Port is the second busiest container port in North America and serves as a critical hub for international commerce and is a major transportation center.

Under limited supervision, the Systems Engineer (Office Systems Analyst) for the Port of Long Beach, (Harbor Department for the City of Long Beach), is a member of the Network Operations Center (NOC) team supporting the entire computing environment for the Port. This position is an integral part of the Information Management Division within the Port and will provide support in all areas of the Port's datacenters, systems, applications, and servers. Please click **HERE** for more information on the Port's vacancy.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

A. Bachelor's degree from an accredited college or university **(proof required)***.

NOTE: Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

B. Two years paid, (full-time equivalent) of experience in Systems Engineering managing and maintaining large, complex server, virtual, email, and storage infrastructures or managing large information technology projects.

FINAL DRAFT

Additional Requirements to File

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

*Required documents, such as transcripts, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

DESIRABLE QUALIFICATIONS: Bachelor's degree in Computer Science, Computer or Management Information Systems; Microsoft Certified Solutions Expert (MCSE);Microsoft Certified Solutions Associate (MCSA); and Information Technology Infrastructure Library (ITIL) Foundation are desirable.

EXAMINATION WEIGHTS:

Application Packet...Qualifying

This selection procedure will be conducted using a non-competitive process. Applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

This is a continuous eligible list, which will expire in six months, but may be extended. All applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

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FINAL DRAFT

Job Title	**OFFICE SYSTEMS ANALYST (Vacancy in Information Management Division Cybersecurity)**
Closing Date/Time	**CONTINUOUS**
Salary	$2,856.24 – $4,534.48 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning June 7, 2019. Filing will remain open until vacancies are filled. Filing may close without further notice.

VACANCY INFORMATION
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Under limited supervision, the Cybersecurity Analyst (Office Systems Analyst) for the Port of Long Beach, (Harbor Department for the City of Long Beach), is a member of the Information Cybersecurity team within the Information Management Division. This person will be responsible for cybersecurity engineering processes and procedures, assisting with cybersecurity architecture, design, requirements validation and verification, and handling the day-to-day duties of the cybersecurity infrastructure. Please click **HERE** for more information on the Port's vacancy.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

   A. Bachelor's degree from an accredited college/or university **(proof required)***.

   NOTE: Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

AND

B. Two years of paid, (full-time equivalent) of experience designing cybersecurity architecture, managing cybersecurity systems and infrastructure, or managing large scale cybersecurity projects.

Additional Requirements to File

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

*Required documents, such as transcripts, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

DESIRABLE QUALIFICATIONS: Bachelor's degree in Computer Science, Computer or Management Information Systems; Strong knowledge of cybersecurity frameworks; Certified Information Systems Security Professional (CISSP); Global Information Assurance Certification Security Essentials (GSEC); CompTIA Advanced Security Practitioner (CASP+); Cisco Certified Internetwork Expert (CCIE) Security; Cisco Certified Network Associate (CCNA); Must be able to handle confidential information with complete discretion and use a high degree of tact and diplomacy in dealing with sensitive and confidential situations.

EXAMINATION WEIGHTS:

Application Packet..Qualifying

This selection procedure will be conducted using a non-competitive process. Applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

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FINAL DRAFT

ND4AN-19 SV/OSA

6/5/19

FINAL DRAFT

Job Title	**OFFICE SYSTEMS ANALYST (Vacancy in Information Management Division Cybersecurity)**
Closing Date/Time	**CONTINUOUS**
Salary	$2,856.24 – $5,026.24 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

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Under limited supervision, the Systems and Cybersecurity Engineer (Office Systems Analyst) for the Port of Long Beach, (Harbor Department for the City of Long Beach), is a member of the Information Cybersecurity team within the Information Management Division. This position is an integral part of the Information Management Division within the Port and will be responsible for the cybersecurity architecture, design, engineering processes, and procedures, as well as support for the Server, SAN, and Network environment. Please click **HERE** for more information on the Port's vacancy.

EXAMPLES OF DUTIES: Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates MUST meet both A and B requirements:

A. Bachelor's degree from an accredited college or university **(proof required)***.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

B. Two years of paid, (full-time equivalent) of experience designing cybersecurity architecture, managing cybersecurity systems and infrastructure, or managing large cybersecurity projects.

Additional Requirements to File

- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software, where applicable.
- Effective oral and written communication and interpersonal skills.
- Willingness to work an irregular schedule, including nights, weekends and holidays
- A valid driver's license and a current DMV record must be submitted to the hiring department at time of selection.

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DESIRABLE QUALIFICATIONS: Bachelor's degree in Computer Science, Computer or Management Information Systems; Strong knowledge of cybersecurity frameworks; Certified Information Systems Security Professional (CISSP); Global Information Assurance Certification Security Essentials (GSEC); CompTIA Advanced Security Practitioner (CASP+); Cisco Certified Internetwork Expert (CCIE) Security; Cisco Certified Network Associate (CCNA); Must be able to handle confidential information with complete discretion and use a high degree of tact and diplomacy in dealing with sensitive and confidential situations.

EXAMINATION WEIGHTS:

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