

CALIFORNIA STATE BOARD OF EQUALIZATION  
Sales Use & Tax Department (SUTD)

Associate Information Systems Analyst (AISA)

JOB TITLE: LAN Coordinator/Unpaid Student Intern

Position Located at SUTD – San Francisco, CA 94105

JOB REQUIREMENTS: Administering local area network (LAN); Novell; Personal computers and Microsoft suite of products including Mail and Schedule Plus; Information processing and technology applications; Data processing concepts, practices, methods, and principles including but not limited to system hardware and software system controls, database architectures, data communications protocols and network communications, procedures and documentation.

SPRING SEMESTER: January to May. Flexible hours based upon students schedule (20+ hours per week).

STATEMENT OF DUTIES: Under the general supervision of the Business Taxes Administrator III (District Administrator), the AISA performs a variety of tasks in the connection with the analysis, development, installation, implementation, procurement and support of information technology systems. The AISA Specialist serves and the LAN coordinator is responsible for all aspects of the LAN, desktop PC's, laptops, and systems for the district (including branch offices) and for future additions and enhancements. Candidate must be able to perform the essential job functions with or without reasonable accommodation.

SUPERVISION RECEIVED: Direct supervision from the Business Taxes Administrator III-District Administrator.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Utilizing personal computers. State building is an enclosed office area with modular furniture in a smoke-free environment.

## Essential Job Functions:

### *50% Systems Administration*

Serves as the district's liaison and maintains communication with SUTD's Compliance and Technology Section and Technology Services Division (TSD), regarding ongoing system issues, reviews existing systems for efficiency; identifies system problems, independently conducts analysis, and recommends solutions to SUTD management; and serves as a technical advisor for SUTD information processing enhancements as needed.

Independently coordinates and participates in the management of systems in the district, monitors the status of the system, and advises management and staff of problems and changes needed; advises SUTD staff regarding specific applications of information processing (including LAN applications).

Participates in and makes recommendations on the procurement of hardware and software as needed for the SUTD; appropriately allocates and maintains that hardware and software and maintains the information processing equipment inventory for the district.

Implements automation policies, procedures, and practices and prescribed by Board management; SUTD management, the Internal Security and Audit Division (ISAD), and the Technology Services Division (TSD); ensures compliance with policies by the district; and independently acts as the district's Information Security Coordinator.

### *40% LAN Coordinator*

Serves as SUTD's LAN Coordinator for the district, which includes coordinating and maintaining LAN operation for the district; advises SUTD management on all aspects of the district's LAN operations; provides hardware and software user support in the Windows/PC/LAN environment using standard application software packages for word processing, spreadsheet analysis, and database applications; provides support for the district's remote access operations, district field audit laptop PCs, and desktop PCs including those used by the Automated Compliance Management System (ACMS) and troubleshoots connectivity problems. Coordinates with the SUTD Compliance and Technology Section and the Technology Services Division (TSD) for the installation and testing of LAN system hardware and operating system

upgrades. Serves as liaison to the TSD in troubleshooting problems on the network.

Installs and tests application software programs. Prepares computer equipment for distribution. Installs and relocates personal computers and printers as needed. Coordinates resolution of hardware warranty issues.

Serves as the district user security administrator, which involves enforcing security procedures as established by state and agency microcomputer policies pertaining to mainframe access, regular password changes, virus control, dial-in security, and the use of unauthorized programs. Establishes and maintains LAN user profiles.

#### 5% Marginal Job Functions

Trains and assists end-users on the use of hardware (LAN, desktop PC's, laptops, printers, etc.) and software. Attends PC Coordinators and LAN-related meetings and seminars. Prepares reports as requested by the District Administrator and SUTD management.

5% Other job related duties as required.

Please email your resume to: [carmen.garcia@boe.ca.gov](mailto:carmen.garcia@boe.ca.gov)

Or US mail to:

Ms. Carmen Garcia - Internship Coordinator

Board of Equalization

450 N Street, MIC 15

Sacramento, CA 95814