**HR Analyst Approval**

**Date**

COUNTY OF VENTURA – HUMAN RESOURCES DIVISION

**RECRUITMENT AND SELECTION DOCUMENTATION**

**Complete this form and submit it to your Program Management Analyst (for County HR) or your County Personnel Analyst (for Agency HR).**

AGENCY/DEPARTMENT ITSD-Public Safety Services

Recruiter Mary DeWeese Date Submitted for Review

Classification(s) Application Architect/Supervisor Class Code #(s) 1747

Recruitment Title Application Architect/Supervisor – Fire Department

(if different from classification)

Recruitment # 1747ITS-24AD (MD) Requisition #

Position #(s), Descr, Vac/Fill 00026465 – backfill Joe Chavez who vacatione the position on 6/23/24

Comments/Explanation

**A. RECRUITMENT INFORMATION**

1. Date job analysis 🞏 and/or class spec review 🞏 completed: 2. Participant names/titles: Barry Blunk, Manager

Sean Harrington, Manager

Mary DeWeese, HR Analyst

3. Proposed job announcement dates: Open TBD

Close

4. Type of recruitment: Department promotion

Countywide promotion

Open X

Size of applicant pool for Department Promotions with associated classifications:

5. TPO (this position/these positions only)? Yes X No

6. Dates of last similar recruitment: Job # 1747ITS-24AC (MD)

Open 7/22/24 Close Still open

7. Number of applicants on last recruitment: Still open 8. Size of last eligible list: Not yet established 9. Is there an existing eligible list? Yes\* X No \*If yes, the list will be: Abolished\*\* Merged n/a\*\*\* X

\*\*If abolished, applicants must be notified.

\*\*\*If n/a, explain: previous recruitment did not require specific technologies that this position requires.

10. List recruitment source(s) to be used: Ventura County website, VC Facebook, VC Twitter, VC Instagram, VC LinkedIn

**B. CLASSIFICATION INFORMATION**

1. Date class spec(s) last revised: 3/31/2011

2. Have duties and/or KSAs changed for this position? Yes\* No X \*If yes, attach draft with revisions indicated via a Track Changes Word document.

Please note that the recruitment will be delayed until the class spec revision process is

complete. At that time, recruitment documentation can be submitted.

**C. JOB ANALYSIS DOCUMENTATION (TASKS)**

INSTRUCTIONS: List the key tasks performed by the jobholder. Estimate the amount of time spent performing the task relative to all tasks listed (the total amount should equal 100%). Indicate whether the task is “Important,” “Critical,” or “Neither.” Indicate whether the task listed is unique to the position.

|  |  |  |  |
| --- | --- | --- | --- |
| **LIST KEY TASKS OF THE JOB** | **% OF TIME**  **(Relative to all other tasks listed)** | **IMPORTANT**  **CRITICAL**  **NEITHER (I/C/blank)** | **UNIQUE TO**  **POSITION / TPO**  **(Y/N)** |
| 1. Design system solutions and recommends the appropriate mix of current technologies to customer departments and internal management; | 25% | C | N |
| 1. Serves as lead in performing research, requirements definitions, analysis, development, acquisition, and implementation of hardware, software, and applications systems **SharePoint, Power Automate, MS Forms, and MS Flows (MS 365 Certified Teamwork Administrator Associate)** | 25% | C | N |
| 1. Plans, organizes, directs, monitors, and evaluates the performance of assigned project team members; | 5% | I | N |
| 1. Prepares progress and status reports for internal management and customer departments; | 10% | I | N |
| 1. May supervise one or more subordinate staff; | 5% | I | N |
| 1. Coordinates project development and system maintenance requirements with users, other IT Services staff, vendors and outside agencies; | 10% | I | N |
| 1. Ensures Service Level Commitments (SLCs) are being met for areas of responsibility; | 10% | I | N |
| 1. Performs other related duties as assigned. | 10% | I | N |

**D. JOB ANALYSIS DOCUMENTATION (KSAs)**

INSTRUCTIONS: List the KSAs associated with each task. Indicate whether the KSA is unique to the position. For each KSA, identify whether it is required at the time of hire OR if it can be learned through training.For single classifications, place a check (√) in one of the two boxes; for multiple classifications, indicate the level(s) in each box as appropriate (e.g. “I/II” or “Trainee”).

**Note:** Ability is the capacity to perform a given task. Skill is demonstrated competence in performing that task.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB TASK #(s)** | **KNOWLEDGE, SKILL, ABILITY STATEMENTS** | **UNIQUE**  **TO**  **POSITION / TPO**  **(Y/N)** | **MUST POSSESS @ TIME OF HIRE** | **LEARN W/ BRIEF TRAINING** |
| 1-8 | 1. **Thorough knowledge of:** Current technology trends in the information systems field; | N | X |  |
| 1-8 | 1. Methods and techniques used in defining application requirements, data modeling, and general systems, analysis, design, and documentation; | N | X |  |
| 6 | 1. Local and wide-area network components and technologies; | N |  | X |
| 1-8 | 1. Data base management systems; | N | X |  |
| 1-4,6-8 | 1. Project estimation, scheduling, and management techniques; | N |  | X |
| 6 | 1. Vendor contract negotiation and management | N |  | X |
| 1-8 | 1. SharePoint, Power Automate, MS Forms, and MS Flows (MS 365 Certified Teamwork Administrator Associate). |  | X |  |
| 1-8 | 1. WordPress site administration |  |  | X |
| 1-8 | 1. **Comprehensive ability to:** Facilitate and document customer functional and data requirements; | N | X |  |
| 1-4,6-8 | 1. Propose the appropriate mix of technology and procedural solutions; | N | X |  |
| 1-8 | 1. Analyze complex procedures and develop logical conclusions; | N | X |  |
| 1-4,6-8 | 1. Develop project plans and achieve objectives; | N |  | X |
| 1-4,6-8 | 1. Participate in the analysis, programming, testing, and/or implementation of proposed systems; | N | X |  |
| 5-8 | 1. Plan and supervise the work of others; | N |  | X |
| 1-8 | 1. Communicate effectively both orally and in writing | N | X |  |
| 1-8 | 1. Maintain positive working relationships with customer departments and internal staff members; | N | X |  |

|  |  |  |
| --- | --- | --- |
| **JOB TASK #(s)** | **PHYSICAL ABILITY REQUIREMENT(S)** (sitting, standing, walking, running, kneeling/crouching/stooping/squatting, crawling, twisting upper body, climbing, keyboarding/fine manipulation, power grasping, pushing/pulling, reaching at or above shoulder, driving, lifting (<10 lbs, 11-25 lbs, 26-50 lbs, 50> lbs), other) **NOTE:** These may not total 100% (e.g., it might be that the person spends 80% of his time sitting, 50% of his time keyboarding, and 20% of his time standing/walking). | **% TIME SPENT** |
|  | 1. Sitting | % |
|  | 1. Standing | % |
|  | 1. Walking | % |
|  | 1. Keyboard/fine manipulation | % |
|  | 1. Driving-possession of a valid CDL | % |

|  |  |  |
| --- | --- | --- |
| **JOB TASK #(s)** | **WORKING ENVIRONMENT** (extreme cold, extreme heat, extreme noise, working outdoors, exposure to chemicals/gas/fumes/dust, vibration, confined work space, explosive materials, mechanical hazards, electrical hazards, walking on uneven ground, height, other) **NOTE:** These may not total 100% (e.g., it might be that the person spends 30% of his time in the sun/heat, 50% of his time in a warehouse office, and 80% of his time around noisy equipment). | **% TIME SPENT** |
|  | 1. Indoor environment | % |
|  | 1. May be required to travel within County to conduct studies or troubleshoot; to work long hours to resolve production problems or meet project deadlines; and to work nights, weekends, and holidays on an on -call basis | % |

**E. KSA WEIGHTS**

INSTRUCTIONS: Please indicate how critical possession of this KSA is for overall satisfactory performance by placing a check (√) in the appropriate box for each KSA. Relative weights are to be determined by two factors:

(1) Importance, critical nature of factor; and

(2) The frequency with which tasks are performed that requires the use of the KSA.

Identify whether possessing more of the KSA beyond the minimum level required will result in better job performance.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KSA #** | **Possession of this KSA is NOT RELATED to overall satisfactory job performance** | **Possession of this KSA is HELPFUL to overall satisfactory job performance** | **Possession of this KSA is IMPORTANT to overall satisfactory job performance** | **Possession of this KSA is ESSENTIAL to overall satisfactory job performance** | **Does possessing more of this KSA beyond the minimum level required result in better job performance?**  **(Y/N)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |

**F. EXAM PLAN**

INSTRUCTIONS: Typically, where a KSA has been rated as “essential” or “important” to overall satisfactory job performance and the associated task has been rated as “critical” and required at the time of hire, the KSA should be tested. For those KSAs that meet the criteria and for which you will test, indicate below the percentage weight of each exam. For those KSAs that meet the criteria but will not be tested, provide the basis for not testing in the appropriate section below. (Total Exam Weights = 100%).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **KSA #** | **App Eval/ Supp Quest Eval for Score** | | **Written** | **Oral** | **Practical** | **Promotability Review** | **Physical Performance** | **Other** | **Assessed During Probationary Period** |
| 1 |  | |  |  |  |  |  |  |  |
| 2 |  | |  |  |  |  |  |  |  |
| 3 |  | |  |  |  |  |  |  |  |
| 4 |  | |  |  |  |  |  |  |  |
| 5 |  | |  |  |  |  |  |  |  |
| 6 |  | |  |  |  |  |  |  |  |
| 7 |  | |  |  |  |  |  |  |  |
| **Total by Exam Type** |  | |  |  |  |  |  |  |  |
|  | | | | | | | | |  |
| **KSA #** | | **Reason for Not Testing** | | | | | | |  |
|  | |  | | | | | | |  |
|  | |  | | | | | | |  |