

Central Marin Sanitation Agency  
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## **Information Systems Analyst**

### **SUMMARY**

Under general supervision, installs, oversees, analyzes, maintains and repairs the Agency's automated process information and control system, web server, office network and personal computers, and other information systems equipment; performs computer system software changes to improve or expand computer and/or control system performance; analyzes, develops, and implements new computer programs as required and assists in diagnosing exchange problems between plant central control and other systems (laboratory LIMS, OSAS, intranet/VOIP, etc.).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

- Analyzes and evaluates Agency system hardware and software needs for process information and control, business, communications and administrative applications; develops specifications, communicates with vendor and manufacturer representatives and recommends purchase, modifications and upgrades; participates in the budget process for system hardware and software.
- Inspects a variety of automated process information and control equipment, and electrical, electronic, pneumatic, hydraulic, heating and air conditioning and electro-mechanical systems such as found in a wastewater treatment plant and related facilities.
- Applies principles of software management to organize and maintain software integrity.
- Confers with user department staff to determine needs and evaluate hardware and software requirements.
- Configures and installs new and upgraded system hardware and software; tests modules, databases and other system modifications to ensure operational effectiveness; trains staff in the use of new and modified hardware and software.
- Monitors, troubleshoots, and maintains Agency file servers, webpage server, computers, networks, work stations and peripheral equipment; makes repairs and/or contacts vendor representatives for contract maintenance and repair services.
- Coordinates and integrates intra-departmental and inter-agency information systems projects; acts as the Agency representative with other agencies regarding information systems projects and programs.
- Maintains security access to automated applications; monitors for viral infections; restores lost or damaged files from back up disks or drives.
- Maintains system battery backup systems and data archiving.
- Understands process control instrumentation diagrams including, but not limited to, the concepts of cascade control feedback and feed forward.

- Within vendor-supplied software, develops individual applications, databases and other enhancements to system performance and utilization.
- Develops system documentation as required; maintains accurate records and files.
- Understands PID control including the concepts of cascade and ratio control, feedback and feed forward, filtering, and lag.
- Understands basic control algorithms used including timed control, weighted sum, and on-off control.
- Assists with maintaining and modifying the Agency's website.
- Attends training and safety sessions as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to apply principles and practices of electrical, mechanical, data communication, and/or computer programming in a variety of languages. The individual must know as well, control systems theory and its practical application to process control field instrumentation and PLC network layout and major PLC component locations.

### **Education**

Equivalent to a bachelor's degree from an accredited college or university with major course work in computer information science and technology.

### **Experience**

Two years of experience in computer operations and technical support for a networked system; including installing, maintaining, and upgrading computer systems.

### **Licenses and Certificates**

Must possess a valid California class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

Failure to maintain these standards may result in loss of employment.

### **Interpersonal Skills**

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

### **Language Skills**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. The ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, and reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds above the head, up to 50 pounds to waist height, and up to 100lbs up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to risk of electric shock; moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment. May be required to work overtime and off-shift hours, including weekends, on a project or emergency basis.

**RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

**Job Title:** Information Systems Analyst  
**Department:** Engineering  
**Reports To:** Senior Engineer  
**FLSA Status:** Non-Exempt  
**Revised Date:** June 2011