



# T-TSA Memo

Date: January 08, 2024  
To: All Staff and General Public  
From: Vicky Lufrano, Human Resources Administrator  
RE: Job Posting – Information Technology Specialist

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## **Information Technology Specialist**

Due to the recent creation of a new Information Technology Supervisor position, and a subsequent internal promotion, T-TSA is seeking an individual eager to consistently support and adhere to Agency Core Values and is a demonstrated team-player. This position performs a variety of professional and technical duties related to the maintenance of information technology components of the operations of the Agency, including Supervisory Control and Data Acquisition (SCADA) operations, conventional desktops and networking.

Reports directly to, and receives general supervision from the Information Technology Supervisor.

- Performs technical and professional duties related to the development and maintenance of Agency computer systems including servers, computers, phones, printers, security cameras, uninterruptible power supplies and networking equipment.
- Develops and maintains custom software and hardware for use by Agency departments.
- Monitors and performs computer equipment repairs; plans and implements upgrades and creates redundancy and backups.
- Provides desktop support for Agency computers, hardware and software; provides training and technical support to Agency staff.
- Collaborates with Operations staff as it relates to the design, monitoring and training of SCADA and automation hardware and software.
- Develops technical documentation; assembles a variety of reports; maintains daily and weekly logs and records.
- Designs, modifies, reads and interprets maps, schematics, plans, blueprints and specifications.
- Provides input to the Agency's information technology strategy.
- Designs, implements and maintains systems architecture across multiple platforms; and coordinates for the design, modification, upgrade and implementation of infrastructure design.

### **Experience:**

Two years of responsible experience in the development and maintenance of computer systems, SCADA and automation.

### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information technology, or a related field. Additional experience may substitute for the required education. Equivalence would typically be two years of additional experience for one year of education. *Note: The educational requirements are under review and may change in the near future. Technical schooling may substitute for the educational requirements.*

T-TSA has a very competitive employee benefit package which includes participation in CalPERS retirement; 100% of Medical/Dental premiums for employees and dependents are paid by the Agency; Vision insurance is Agency funded; Premium paid for employee life insurance; Thirteen (13) paid holidays; Health Reimbursement Arrangement (HRA); vacation and sick leave benefits; and more. In general, most departments/positions at TTSA, work 6:00 a.m. - 4:30 p.m., Monday through Thursday, equating to four 10-hour days.

**Open Date:** 01/08/2024

**Close Date:** Open Until Filled

**Pay Range:** \$48.34 – \$61.70/hour non-exempt (DOE)

Interested applicants are encouraged to apply by submitting an application, resume, and cover letter to Vicky Lufrano at [vlufrano@ttsa.ca.gov](mailto:vlufrano@ttsa.ca.gov) by end of close date. Please specify "Information Technology Specialist" in the subject title of the email. A complete job description and application can be downloaded from our website at: <https://www.ttsa.ca.gov/human-resources/pages/job-openings>.