



City of Brea Information Technology Specialist II

SALARY	\$89,966.09 - \$115,164.18 Annually	LOCATION	City of Brea-Civic Center
JOB TYPE	Full-Time	JOB NUMBER	2025-00010
DEPARTMENT	Police	OPENING DATE	04/17/2025
CLOSING DATE	Continuous		

Description

*****The current vacancy is a grant-funded limited term position*****



Not an actual depiction of the City's Integrated Crime Center

There is currently one (1) vacancy with the Police Services Department in the Integrated Crime Center. Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received. This recruitment may close at any time; all interested candidates are encouraged to apply immediately.

The eligibility list established from this recruitment may be utilized to fill future Information Technology Specialist II vacancies.

To perform skilled technical and analytical work that includes administering, operating, maintaining and enhancing computer and information systems, including personal computers, networks, peripheral devices, software applications and telecommunications systems on a local area network (LAN) and wide area network (WAN); to act as a liaison with contracting agencies; and perform related duties as assigned.



In October of 2023, the BSCC awarded a \$5.9 million grant to the Brea Police Department to implement its vision to build an Integrated Crime Center. The Police Department is currently in an implementation phase and is working toward the go-live of an operational center this Fall. This Information Technology Specialist II position will get in on the ground floor and be part of an exciting, ground-breaking team to help develop this vision into a reality. For more information on our ICC, please click [here](#).

DISTINGUISHING CHARACTERISTICS

Information Technology Specialist II

This is the journey-level classification in the Information Technology Specialist series. Positions in this classification are normally filled by advancement from the lower classification of Information Technology Specialist I, or when filled from the outside, requires substantial prior experience. An Information Technology Specialist II works under general supervision and is expected to perform the entire range of technical and support duties. Work in this classification is distinguished from that of Information Technology Specialist I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

When assigned to Police Department

Plan, coordinate, implement, promote, and oversee programs, projects, initiatives, software, hardware, and/or equipment related to the Integrated Crime Center and all public safety information systems, and in support of the Police Department's information technology priorities and directives.

SUPERVISION RECEIVED AND EXERCISED

When assigned to the Police Department

General supervision is provided by a Police Lieutenant, or designee.

Responsibilities may include functional supervision of subordinate staff.

Examples of Duties

Essential job functions may include, but are not limited to, the following: *(These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.)*

Provide technical support and troubleshoot hardware, software, network or telecommunications problems to meet the needs of end users.

Assist in testing and integrating new hardware and software to determine compatibility with current equipment and standards.

Assist in developing implementing, maintaining and enforcing information technology policies.

Develop and recommend procedures to improve systems operation, minimize risk, and ensure hardware and software integrity.

Click [here](#) for additional information on the Information Specialist II job description.

Typical Qualifications

Information Technology Specialist II

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities and enable the individual to successfully perform the essential functions of the position.

A typical combination is:

Experience

Three years of increasingly responsible experience in information systems operations and maintenance including computer applications software training and writing user documentation.

Education

Equivalent to an associate of arts degree with an emphasis in information technology and specialized certifications applicable to current trends in information technology.

Possession of a bachelor's degree in a related field is highly desirable.

Licenses and Certificates

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

Possession of one or more of the following Microsoft Certified Professional (MCP), Microsoft Certified Software Administrator (MCSA), Microsoft Certified Software Engineer (MCSE), Cisco Certified Network Administrator (CCNA), or related certification or equivalent experience.

Supplemental Information

TO BE CONSIDERED

If you are interested in this outstanding opportunity, please visit <https://www.governmentjobs.com/careers/brea/> to submit a City of Brea electronic employment application.

Electronic applications will be accepted until a sufficient number of qualified applications have been received. Resumes cannot be accepted in lieu of a City of Brea employment application. The City of Brea cannot accept responsibility for notifying candidates of incomplete applications.

THE SELECTION PROCESS

Shall consist of two phases: (If you should need assistance in completing the employment application or in participating in the selection process, please notify Human Resources prior to the filing deadline or as soon as possible).

Phase One - Application Review: The first phase of the selection process shall be a detailed review and appraisal of each candidate's application. Those candidates determined to be most qualified on the basis of education and experience, as submitted, may be invited to participate in the next phase of the selection process. No weight shall be assigned to this phase of the selection process.

Phase Two - Oral Appraisal Interview: Candidates who receive a minimum score of 70% on this phase shall have their name placed on the Eligibility List for Information Technology Specialist II. Eligibility Lists are generally valid for one year. Once the list is established, the hiring Department may conduct follow-up assessments.

Prospective candidates must successfully complete a thorough background review. Upon a contingent offer of employment, prospective candidates must successfully complete a medical examination and provide proof of legal work status. All new employees will be fingerprinted as a part of the employment process and a criminal history check will be conducted with the Department of Justice and Federal Bureau of Investigation.

In accordance with Government Code Section 3100, City employees, in the event of a disaster are considered disaster service workers and may be asked to respond accordingly.

THE CITY OF BREA RECRUITS, PROMOTES, AND HIRES WITHOUT REGARD TO RACE, COLOR, RELIGION, PHYSICAL DISABILITY OR CONDITION, GENETIC INFORMATION, SEX, SEXUAL ORIENTATION, AGE OR NATIONAL ORIGIN, EXCEPT IN THOSE SPECIFIC INSTANCES WHEREBY A BONA FIDE OCCUPATIONAL QUALIFICATION DEMANDS OTHERWISE. THE CITY OF BREA HIRES ONLY UNITED STATES CITIZENS OR LAWFULLY AUTHORIZED ALIENS.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.



Employer

City of Brea

Address

1 Civic Center Circle

Brea, California, 92821

Phone

(714) 990-7726

Website

<https://www.ci.brea.ca.us/>

Information Technology Specialist II Supplemental Questionnaire

*QUESTION 1

Did you retire from an agency under the California Public Employees' Retirement System (CalPERS)?

- ☐ Yes
- ☐ No

***QUESTION 2**

Do you possess a valid driver's license issued from the California Department of Motor Vehicles?

- ☐ Yes
- ☐ No

***QUESTION 3**

Do you have experience in the public sector, such as government agencies, law enforcement agencies, or non-profit organizations?

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you possess three years of progressive experience in information systems operations and maintenance, including computer hardware and software?

- ☐ Yes
- ☐ No

***QUESTION 5**

Do you possess technical certifications as they relate to this classification?

- ☐ Yes
- ☐ No

***QUESTION 6**

If stated yes to Question #4, please list the certifications. If stated yes to Question #4, please type in "N/A".

***QUESTION 7**

Please elaborate on your experience working with information technology systems and hardware applicable to a public safety environment such as Mobile Data System (MDS) devices, those related to CAD/RMS, radios, etc. If no experience, please type in N/A.

***QUESTION 8**

Do you have experience with support after hours and on weekends?

- ☐ Yes
- ☐ No

***QUESTION 9**

Have you ever been disqualified during the background process for any position within a law enforcement agency? If yes, please explain and include the law enforcement agency, date, and reason provided. If no, please indicate "No."

* Required Question