

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 2012
SALARY SCHEDULE: #94
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODES: 2, 6, 8**

**COORDINATOR I - INSURANCE SERVICES INFORMATION SYSTEMS (SISC)
(Self-Insured Schools of California)**

DEFINITION

Under general supervision of the Deputy Executive Officer of Insurance Services, coordinate all information system requirements for all departments within the Division of Insurance Services;

update the SISC Management at SISC quarterly management meetings;

coordinate with the Department of Technology and Network Services in KCSOS to maintain the computer network for Insurance Services;

provide leadership and supervision to insurance services information systems staff.

EXAMPLES OF DUTIES

Report to SISC Management, to provide information which will assist in the development of the business and technology plan;

organize, plan, and supervise the implementation of the Information Systems plan as developed by SISC Management;

under direction of the SISC Management, provide information needed to develop the annual budget for the information systems efforts required to meet the business and technology plan;

assist in the analysis, design, development, testing, implementation, modification and maintenance of all Insurance Services data systems;

coordinate between SISC staff and outside vendors, the installation of purchased software;

coordinate multiple application projects and/or project teams;

act as a consulting/liaison agent between software providers and departments;

perform systems analysis and programming to assist in the development and deployment of software applications;

coordinate the development of database and use interface standards;

assist in the development and maintenance of data systems manuals, documentation, procedural guides, and user manuals;

review software and application technical developments for applicability to Insurance Services;

assist department management with planning for hardware requirements.

QUALIFICATIONS

Knowledge of:

Trends, innovations and practices in data systems as they relate to both financial and insurance reporting and possess a willingness to stay abreast of these changes;

accounting and management principles;

design and concepts of both database and communications systems;

considerable knowledge of Visual Basic, Access, Studio, and associated *.Net1* software including the operating system and of systems analyses and design principles.

Ability to:

Analyze data and prepare and present effective written and oral reports;

utilize programming concepts relative to large mainframe computer systems and workstations in a large network;

work cooperatively and effectively with employee, management and outside vendors;

be innovative in the data processing fields;

conduct computer software training in either individual, group, or classroom basis.

Experience:

Five (5) years of experience in data processing field with at least three years experience in programming and systems analyses;

Three (3) years of experience in programming user request needs;

experience in web development helpful;

management experience desirable.

Education:

A bachelor's degree from a four-year college with experience in the computer field.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

TS: gs

10/23/15

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