



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	January 25, 2024
CLOSING DATE OF ANNOUNCEMENT:	February 12, 2024
POSITION TITLE:	Network Technician II
SUPERVISES:	No
STARTING SALARY:	\$29.63
GRADE:	14
FLSA STATUS:	Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	Yes This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Network Technician II will provide technical assistance to the IT Manager in diagnosing, troubleshooting, repairing and debugging routine hardware, software, or networking equipment problems. This individual, at the direction of the IT Manager, will schedule, deliver, and install hardware, software, and networking products, as well as maintain the tribal and health clinic web sites, social media pages and tribal security camera surveillance system. The Network Technician II will also be required to document all computer and security camera repairs and monitor network systems for potential security threats and virus updates as well as perform the necessary diagnostic testing to ensure that the equipment, networks, and systems operate to specification.

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SPECIFIC AREAS OF RESPONSIBILITIES:

- Provides routine maintenance of desktops and network computer systems.
- Manages desktop configurations.

- Performs the necessary diagnostic testing to ensure that the equipment, networks, and systems operate to specification.
- Configures network switches and administers firewall.
- Updates and support tribal and health clinic websites and other tribal social media pages.
- Updates user accounts and permissions.
- Administers and configures file/print, security camera, and e-mail servers.
- Provides training to user personnel, as required, and performs software upgrades and OS migration.
- Assists with PC virus control.
- Assists with HIPAA security compliance.
- Monitors e-mail and internet usage to ensure compliance with the Computer / Network Security Policy and Procedures.
- Builds, repairs, and troubleshoots workstation and server hardware.
- Supports disaster recovery system including backup procedures for all systems.
- Manages daily backups.
- Participates in the annual disaster recovery program testing.
- Requires pushing, pulling, kneeling, crawling and ability to lift 65 pounds.
- Performs other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of TCP/IP protocol and subnets.

Knowledge of PC software and hardware configurations.

Ability to work the hours necessary to complete required tasks.

Skills in imaging PCs.

Ability to be flexible and willing to take direction.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

1. (1) A college degree (non-technical discipline) or (2) multi-craft skills acquired through extensive on-the-job training or apprenticeship programs or (3) in-depth industry and job specific technical skills acquired through a combination of formal instruction and on-the-job training.
2. Three (3) to five (5) years' experience in computer repairs, maintaining and supporting local area networks, and developing and maintaining professional websites/pages and social media pages with HTML and CSS.
3. Possess A+ and Network + Certification or obtain A+ and Network + Certification within six months of hire.
4. Understanding of network cabling architectures including Ethernet installation, troubleshooting, and design.
5. Computer experience in various types of software, including but not limited to Microsoft Windows 10/11 and Office 365, word processing, spreadsheet, and presentation programs.
6. Understanding of HIPAA compliance concerning confidentiality.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computer, printers or record boxes. Occasionally lifts heavy objects (over 50 pounds). Job requires average agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.

4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to wbrown@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.