



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950

www.cityofhawthorne.org

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

Information Systems Analyst

(FULL-TIME/CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: INFORMATION TECHNOLOGY SERVICES (ITS)

SALARY: \$7,159 - \$10,635 (Range 40) Monthly
New hires typically start at step 1P

FILING DATE: Open: Tuesday, January 20, 2026
Closes: Friday, February 20, 2026 by 4:00 P.M.

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

Our City

Proudly Serving the Community for over 100 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

THE POSITION

The Information Systems Analyst is a working supervisor position that will be expected to both supervise subordinate staff and carry out similar duties. The Information Systems Analyst works under the direction of the Deputy Director of Information Technology Systems or designee. Under supervision, performs system design functions, produces systems specifications and documentation; technical direction to staff in defining, developing, and maintaining a variety of business, municipal and/or public safety systems applications; identifies and develops solutions to complex problems with various operating systems, layered products, enterprise applications and networking support as needed. Performs a variety of duties related to the implementation, integration, administration, upgrade, testing, support of enterprise and department applications and network equipment, and performs related work as required.

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to the Information Systems Analyst. The duties included

on this list are examples and are not intended to be all inclusive or restrictive.

- Plans, organizes and maintains all computer systems within the City, including data networks, public safety systems, financial systems and land/GIS systems.
 - a) Works with and has a solid foundation for Tyler Munis, EnerGOV and land use systems. As well as enterprise public safety software and applications
 - b) Works with and administers Cisco phone and networking systems.
 - c) Works with and administers Microsoft Exchange online, Office 365 and related Microsoft hosted services.
- Research and evaluate solutions; recommends, plans, and oversees with the procurement and implementation of applications, including equipment, systems, and other technology products to improve services and reduce cost.
- Acts as a Systems Administrator for the city computer systems, data networks, and internet technologies.
- Act as a project leader and provide work direction and training to ITS department employee, consultants/contractors
- Oversees personal computer (PC)/network support including suggesting appropriate purchases, developing installation procedures, monitoring vendor support, and providing any maintenance as required.
- Working with and manages client agency systems
- Assists in long-range planning and short-term system implementation planning.
- Develops ITS department annual budget.
- Manages and recommends disaster recovery processes.
- Works positively and constructively with users in a highly technical and demanding environment, functioning as subject matter expert and overseeing helpdesk support and network operations center (NOC).
- If the Deputy Director is unavailable, reports may be prepared and submitted to City Council.
- Performs other tasks or functions deemed necessary to daily operations.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Bachelor's degree from an accredited four-year college or university with a major in Information Technology, Public or Business Administration, or a closely related field, and
- Four (4) years of high-level experience in maintaining PC's, networks and software in a commercial or governmental environment.
- Must possess a working knowledge of personnel management.
- Valid certification in operating systems software including Cisco, and Microsoft.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
- Related technical certification highly desirable (CCNA, A+, MCSA, PMP).

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPers).

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

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