

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
SENATE SERGEANT-AT-ARMS OFFICE  
SYSTEMS OPERATOR  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

The Systems Operator provides technical administration of the Senate's security access system, and works under the direction of the Chief, Deputy Chief and Systems Administrator of the Senate Sergeant-at-Arms Office.

**DUTIES:**

Manages access credentials within an access platform (Ccure), including processing access requests, printing identification cards and troubleshooting access issues for employees. Coordinates all aspects of the Senate access systems used to administer and manage ID card access to card access readers, intrusion alarms, and closed circuit television systems using analog and digital technology.

Issues physical keys and maintains documentation of key distribution. Contacts Sergeant-at-Arms Office regarding system alerts that occur outside of authorized hours. Responds to requests for information from employees and vendors, and escalates any reported concerns. Analyzes and compiles report data to assist Sergeant-at-Arms Office on Security and personnel matters. Receives phone and system notifications related to emergencies and follows documented procedures to escalate the concern. Maintains inventory of related supplies. Performs other duties as assigned.

**EDUCATION:**

High school diploma or equivalent is required.

**QUALIFICATIONS:**

Must pass a background check, and a drug and alcohol screening. Must have a high level of integrity; demonstrate attention to detail, reliability and flexibility, customer service oriented, and have excellent communication skills.

Required to work irregular hours, holidays, and weekends when needed.

## **CANDIDATES MUST BE FULLY VACCINATED**

If you are offered this position, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

## **LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA.

Salary starts at \$3624 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until position is filled.

## **BENEFITS**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

## **SUBMIT SENATE APPLICATION AND RESUME TO:**

Sergeant-at-Arms Office  
1021 "O" Street – Room 3751  
Sacramento, CA 95814

The Senate application form is available through the Senate job webpage:

[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

Date Posted 04/13/2022