CAREER OPPORTUNITY

INFORMATION TECHNOLOGY SPECIALIST I, LACERA
Windows Engineer

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION (LACERA)

PASADENA, CALIFORNIA

ANNUAL SALARY:
$137,412–$180,240 DOE/DOQ
75% Remote, 25% On-Site Position
Must live within a 4-hour drive from Pasadena.

LACERA

THE LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION (LACERA) is seeking an Information Technology Specialist I—Windows Engineer to serve as the internal authority on Windows programs and security. As a member of the Infrastructure Division's Engineering Unit, they will support the organization's core infrastructure and cloud environments while providing technical support for all departments' Microsoft applications. The ideal candidate will have expert knowledge of Microsoft Azure and cloud infrastructure, with a proven track record in migrating mission-critical systems to virtualized environments hosted by IaaS solutions. A strong background in managing Windows servers and operating systems, proficiency with Endpoint and Identity Management tools, experience in monitoring network environments and managing PKI certificates, and an understanding of disaster recovery strategies are essential. Relevant network certifications, experience with VMware virtualization technologies and backup solutions, and knowledge of applied security practices are ideal. The Windows Engineer will be an exceptional team member, who will confidently collaborate and communicate with all departments.

The position offers an exciting opportunity to contribute to the functionality of critical government systems and services. This role also presents an exciting opportunity for career advancement, with the ability to expand into the Information Technology Specialist II role in the future. *Help carry out LACERA's mission to protect, produce, and provide the promised benefits to its members—apply today!*

the COMMUNITY

LOS ANGELES, CALIFORNIA, offers a vibrant and captivating lifestyle that entices individuals to work, live, and play in this diverse metropolis. With its robust economy, professionals are drawn to its thriving industries such as entertainment, technology, and fashion. The area boasts a pleasant Mediterranean climate, with year-round sunshine and mild winters, making it an ideal place to call home. From the stunning beaches of Santa Monica to the iconic landmarks like the Hollywood Sign and Griffith Observatory, Los Angeles provides a plethora of recreational activities and cultural experiences.

The LACERA office is located in Pasadena, California. Pasadena is nestled in the west foothills of the San Gabriel Mountains, just 15 miles north of downtown Los Angeles. This ethnically and economically diverse city is home to over 140,000 people. Its economy thrives on the educational and entrepreneurial features of the city, including the California Institute of Technology (Caltech), Art Center College of Design, and Pasadena City College. Historical homes and landmarks line the streets of Pasadena, giving the community a sense of heritage, while looking to the future. Traveling from Pasadena to neighboring communities is a breeze thanks to the Metro Line that includes six stations in Pasadena en route to the San Gabriel Valley. The city is known on a national and international stage for its Rose Bowl events, Tournament of Roses Parade, and annual Rose Bowl Game. Other notable attractions include the Pasadena Convention Center and Civic Auditorium, Norton Simon Museum, the USC Pacific Asia Museum, and the Gamble House.

the ORGANIZATION

LACERA'S MISSION IS TO PRODUCE, protect, and provide promised benefits to members. The organization achieves its mission through shared values, including Accountability, Collaboration, Inclusivity, Innovation, Integrity, and Transparency.

LACERA administers and manages the $75+ billion retirement fund for the County of Los Angeles. The organization provides retirement, disability, and death benefits to eligible County employees and their beneficiaries and collects, deposits, invests, and manages retirement funds collected from the County, outside districts, and County employees. LACERA is the largest county retirement association in the United States with over 184,000 members. It employs 530 staff members across 15 specialized divisions and operates on an approximate budget of $135 million. LACERA's membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities—all contributing to the greater welfare of Los Angeles County. Benefits include health insurance, annual leave, sick leave, retirement, paid holidays, and a ride share program.

LEARN MORE ABOUT LACERA HERE

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the**INFRASTRUCTURE DIVISION**

THE INFRASTRUCTURE DIVISION CONSISTS OF THREE UNITS:** Engineering, Service Desk, and Telecommunications/Audiovisuals. Infrastructure supports the foundational technology needs of LACERA members and staff members—including a hybrid meeting structure for Board of Trustees meetings, a call center for members, and the essential security framework protecting the organization.

The Engineering Unit is charged with the management, support, and maintenance of the core infrastructure, cloud hosted solutions, and vulnerability management solutions.

The Service Desk Unit processes incoming requests and incident reports and facilitates assistance for 450+ end users in the organization.

The Telecommunications/Audiovisuals Unit is responsible for the management of the organization's corporate telecommunications, remote call center, and oversight of the Board of Trustees boardroom meetings that includes a hybrid and livestreamed monthly meeting structure.

the JOB/IDEAL CANDIDATE

THE INFORMATION TECHNOLOGY SPECIALIST I—WINDOWS ENGINEER will report to the Information Technology Specialist II and actively collaborate on a team of eight to manage LACERA's infrastructure. This role serves as the Windows subject matter expert for the organization. Key responsibilities include providing technical support to users across all departments, managing and maintaining Windows end-points and servers, ensuring network stability and efficiency, implementing and maintaining security measures, overseeing data backup and recovery processes, monitoring system performance, maintaining detailed documentation, participating in or leading infrastructure projects, collaborating with other IT teams, and coordinating with external vendors for support and procurement of IT infrastructure components.

The ideal candidate will have extensive experience with Microsoft Azure and a proven track record in migrating mission-critical systems to virtualized environments hosted by IaaS solutions. As this is a highly collaborative role, strong project management skills, effective communication with software developers, business solutions teams, system administrators, and telecommunications and audiovisual teams are essential. The candidate must be highly adaptable to the changing landscape of Microsoft environments, with a focus on continuous learning. This role offers an opportunity to make a significant impact on LACERA's IT infrastructure while advancing in a supportive and dynamic environment.

The Information Windows Engineer will:

▸ Maximize the user experience for LACERA members, while also ensuring their information is secure.

▸ Have foundational knowledge of general information security programs, and virtual/cloud network security.

▸ Demonstrate knowledge of VMware virtualization technologies, backup solutions, and applied security practices, including multifactor authentication and security incident response.

▸ Have some experience supporting customers with iOS devices.

▸ Showcase a strong desire for career advancement, seek opportunities for certification, and remain current in their programmatic knowledge.

THE IDEAL CANDIDATE will demonstrate the following core competencies:

Problem Solving: Assess issues, identify areas for infrastructure improvement, and work to solve problems when they arise.

Learning Agility: Seek new knowledge, learn new programs and systems as technology advances, and continuously discover new ways to support customers.

Flexible Thinking: Remain open to change, continuously assess project priorities, and consider a variety of perspectives.

Mission Focus: Believe in and protect LACERA's mission, vision, and values!

THE IDEAL CANDIDATE may also have some or all of the below:

DESIRED EDUCATION

▸ **Degree(s):** A bachelor's or master's degree from an accredited college or university with major study in information technology, computer science, cyber security administration, or a related field.

Degree Accreditation Information: Degrees from United States accredited institutions and degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. are accepted.

DESIRED CERTIFICATIONS

▸ ***Microsoft Certifications: Infrastructure, Data and AI, Digital app and Innovation, Modern Work, Business applications, and Security***

▸ Information Technology Certifications: CompTIA, ITIL

▸ Cloud Certifications: AWS, GCP, VMware Certified Professional (VCP)

▸ Network/Server Certifications: CCNA, CCNP, CCIE, Windows Server Hybrid Administrator Associate

▸ Information Security Certifications: CompTIA Security+, CISSP, CISM, Certified Ethical Hacker (CEH)

PROGRAMS

▸ Network Protocols and Knowledge: TCP IP nomenclature, VPN, Ethernet, TLS, Public Key Infrastructure (PKI)

▸ Information Security Programs and Systems: SIEM and SOC (current/future LACERA programs), ISO/IEC 27001, SOAR, XDR Antivirus, CASB, Firewalls and Firewall access control rules, Encryption Methodologies, DMZ, IDS/IPS

▸ Programming Languages: PowerShell, Python, C#, Java, JavaScript, Rust, experience in secure coding practices SAST/DAST

▸ Operating Systems: Microsoft, Linux, Lynx, z/VM

▸ Consolidated Solutions: SASE, SD-WAN, CASB

EMPLOYMENT STANDARDS
Minimum Qualifications

▸ **SELECTION REQUIREMENTS (*Specialty*):** Two (2) years of experience, within the last three (3) years, at the level of **Data Systems Coordinator, LACERA***, or **Data Systems Supervisor I, LACERA****, performing highly specialized and complex Microsoft Windows network design and analysis.

Such experience must include providing leadership for complex network and associated software and hardware in a high-availability environment, including planning, designing, analysis, and overall project management of network related issues.

CLICK LINKS

Special Requirement Information:

*Experience at the level of **Data Systems Coordinator, LACERA**, must include coordinating and participating in the work involved in an information and work processing system program or a complex systems project, or reviews and evaluates and evaluates the design and utilization of a variety of systems. This is the lead level.

Experience at the level of **Data Systems Supervisor I, LACERA, must include supervising a small staff of analysts engaged in the analysis, design, and implementation of manual and electronic information and work processing systems, or coordinates the systems program.

▸ *A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.*

SALARY&BENEFITS

An annual salary of **$137,412–$180,240 DOE/DOQ**, plus a generous benefits package that includes:

MegaFlex Benefit Plan. Benefits may be purchased using a tax-free monthly benefits allowance of 14.5%–17% of the Staff Member's monthly salary. If the monthly cost of the benefits selected is less than the monthly allowance, the Staff Member receives the difference as additional taxable pay.

Medical, Dental, Disability, Life and AD&D insurance, Annual Leave, and Health and Dependent Care Spending Accounts. Available in MegaFlex.

Defined Benefit Retirement Plans. To learn more about these plans, contact us at (800) 786-6464.

Savings Plan (401k). Optional tax-deferred income plan that includes a County match up to 4% of employee's salary.

Deferred Compensation Plan (457). Optional tax-deferred income plan that includes a County match of up to 4% of employee's salary.

Holidays. 13 days per year.

Bereavement Leave

Leave Time. Instead of traditional sick and vacation leave, employees earn 10 days of annual leave per year and may buy up to 20 additional days of annual leave.

Flexible Spending Accounts. Employees may contribute each month tax-free to Health Care (up to $254) and Dependent Care (up to $400) Spending Accounts. The County contributes $100 per month to the Dependent Care Spending Account.

Rideshare Benefits. Monthly transit subsidy, pass purchase program, monthly vanpool subsidy, commuter choice subsidy.

Tuition Reimbursement. Subject to availability of funds.

Candidates will have the opportunity for a hybrid work schedule, with a requirement to be onsite 25% of the time.

HOW TO APPLY
Selection Process

Online Application: LACERA offers a simple and convenient online application (application process should only take 15 minutes). For consideration, please apply online by **JULY 15** and attach your cover letter (desired) and resume.

APPLY NOW

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Only the highest qualified applicants will be invited to continue to the Appraisal (Oral) Interview **weighted 100%.** The interview will assess the applicant's knowledge, experience, and general ability to perform the essential functions of the position.

SAVE THE DATES. Those candidates which are determined eligible for hire under the Los Angeles County's Civil Service Rules may be invited to the selection process. Round one interviews will be held virtually and take place on **AUGUST 19**. Finalists will move forward to round two in-person interviews that take place on **AUGUST 27**. Candidates invited to interview will need to be available for both days.

QUESTIONS? Please contact your recruiter, Levi Kuhlman: **Levi@wbcpinc.com**
866.929.WBCP (9227) toll-free
541.664.0376 direct