



# Systems Administrator III

Salary Group: B20

Class Code: 0312

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
SYSTEMS ADMINISTRATOR I	0310	B16	\$34,918 - \$55,130
SYSTEMS ADMINISTRATOR II	0311	B18	\$39,521 - \$64,449
<b>SYSTEMS ADMINISTRATOR III</b>	<b>0312</b>	<b>B20</b>	<b>\$45,158 - \$73,788</b>
SYSTEMS ADMINISTRATOR IV	0313	B22	\$51,614 - \$84,479
SYSTEMS ADMINISTRATOR V	0314	B24	\$59,004 - \$96,720
SYSTEMS ADMINISTRATOR VI	0315	B26	\$69,415 - \$117,397

## GENERAL DESCRIPTION

Performs complex (journey-level) systems administration work. Work involves maintaining the upkeep, configuration, and reliable operation of systems. Installs and upgrades computer components and system software. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

The Systems Administrator job classification series is intended for employees that work directly with computer hardware and software, including installation, maintenance, and data recovery. Employees typically install and update software, manage an agency's servers, resolve problems with computer systems, evaluate and optimize a system for effective performance, add users to networks, manage desktop and mobile equipment, and provide routine automation. In contrast, employees in the Systems Analyst job classification series help agencies use computer technology effectively and efficiently by devising new ways to improve functionality to existing systems or networks and implement new systems. Those employees develop and implement solutions to complex applications problems, perform systems management and integration, improve existing systems, and review system capabilities, workflow, and schedule limitations.

## EXAMPLES OF WORK PERFORMED

Installs, configures, maintains, and administers servers, operating systems, and applications.

Analyzes, troubleshoots, and resolves system hardware, software, and networking issues; and provides status reports to management.

Maintains workstation/server data integrity by using appropriate software and hardware solutions along with implementing a schedule of backups for data archiving.

Determines operational, technical, and system requirements for the location, installation, operation, and maintenance of servers.

Researches, develops, and documents operating procedures for technical support, troubleshooting, maintenance, and innovative systems administration techniques.

Configures automation routines using scripting and other programming languages.

Studies existing information processing systems to evaluate effectiveness, and develops new systems to improve production or workflow as required.

Assists with defining and managing the roles and access privileges of individual network entities users and devices to a variety of applications to prevent unauthorized access.

May evaluate and recommend action on testing and certification of system software and hardware upgrades.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in systems administration work. Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of systems administration; computer hardware and software configuration and troubleshooting; operating systems and applications; computer programming and architecture of scripting languages; and Internet security administration.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; solving problems; scheduling, testing, installing, and implementing system software; and troubleshooting computer systems.

Ability to recognize, analyze, and resolve complex technical issues; to analyze systems and procedures; to write and revise standards and procedures; to handle multiple projects; to use network management, administration, and other system administration tools; to communicate effectively; and to provide guidance to others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.