



Systems Administrator IV

Salary Group: B22

Class Code: 0313

<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
SYSTEMS ADMINISTRATOR III	0312	B20	\$45,158 - \$73,788
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 highly complex (senior-level) systems administration work. Work involves coordinating the upkeep, configuration, and reliable operation of systems. Installs and upgrades computer components and system software. May serve as a lead worker providing direction to others. Works under limited supervision, with considerable 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

Coordinates, plans, and schedules the installation of or training for new or revised systems, and defines business process requirements.

Determines operational, technical, and system requirements for the location, installation, operation, and maintenance of data processing, data communication, system software, and server hardware.

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

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

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

Defines and manages the roles and access privileges of individual network entities users and devices to a variety of applications to prevent unauthorized access.

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

Configures automation routines using scripting and other programming languages.

Completes projects and performs systems software and hardware reviews.

Recommends to management systems technology solutions and enterprise-related hardware and software standards.

May monitor the interface of systems, subsystems, and software applications.

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

May serve as a lead worker providing direction 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; coordinating solutions to 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 serve as lead worker providing direction to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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