



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 supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

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.

Manages federation, authentication, and access control systems.

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 supervise the work of 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, of computer hardware and software configuration and troubleshooting, of operating systems and applications, of computer programming and architecture of scripting languages, and of Internet security administration.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; in coordinating solutions to problems; in scheduling, testing, installing, and implementing system software; and in 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 supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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