CLASS SPECIFICATION

2/09/2023   **SYSTEMS ADMINISTRATOR, 1455**

Summary of Duties: Evaluates, develops, maintains, implements, and modifies operating and control system software and related systems performs hardware and software studies; develops and maintains applications to assist in the installation, integration, maintenance, and repair of hardware or software systems; provides technical assistance to other Information Technology (IT) personnel and user divisions or departments; may apply sound supervisory principles and techniques in building and maintaining an effective work group; may do the more difficult and complex systems software work; fulfills equal employment opportunity responsibilities; and does related work.

Class Characteristics: The class of Systems Administrator is distinguished from other classes by the responsibility for hardware, software, data, security and computer systems development, configuration, integration, implementation, modification, and maintenance. An employee of this class is responsible for complex systems control programs controlling an Internet Protocol network and system hardware. An employee of this class receives assignments in broad terms. The work may be reviewed while in process or in terms of the status of completion, but final review is in terms of the attainment of the results desired. A Systems Administrator must use considerable initiative and ingenuity in the effective development, application and testing of systems programming methods and procedures.

Examples of Duties:
- Integrates hardware, database, and applications programs for large enterprise systems;
- Evaluates, tests, modifies, implements and troubleshoots multiprogramming software that may require collaboration with hardware and software vendors;
- Develops requests for proposals, bids, and procurement specifications for system software and hardware;
- Generates, implements, integrates, modifies and maintains software in house;
- Develops and maintains operating system procedures and documentation for use by systems, operations, and programming personnel;
- Integrates, establishes procedures, and insures useability of software and hardware facilities;
- Analyzes requirements and designs on-line and real-time systems which use network connected personal computers;
- Researches operating systems techniques and methods to extend the capabilities of computers to improve computers throughout;
- Performs comparative hardware configuration analysis and long-range hardware-software planning;
- Analyzes, establishes conventions for use, and prepares guidelines for the use of job control language and scripting languages;

- Analyzes, designs or recommends IT Disaster Recovery procedures, solutions and testing, and facilitates Business Resumption Planning;
- Studies and recommends improved access methods for Storage Area Network (SAN) storage, Network Area Storage (NAS), or direct access devices;
- Provides guidance and consultant service to other IT personnel and user division or departments in the use of systems software and systems hardware facilities;
- Manages project schedules and budgets;
- May do the more difficult and complex systems software work;
- May supervise such work; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Requirements:
1. A bachelor's degree from an accredited four-year college or university; and two (2) years of full-time paid systems implementation experience in either: 1) installing, configuring, maintaining, performance tuning, patching, troubleshooting and securing enterprise level servers and networks; or 2) planning, configuring, and implementing enterprise systems and applications operating over large computing networks serving local and remote facilities; or 3) preparing programs by analyzing specifications developed by systems professionals and deciphering computer processing requirements, systems and/or programming flowcharts, code programs, and software solutions; or
2. Two years of full-time paid experience with the City of Los Angeles as a Software Developer; or
3. Four years of full-time paid systems implementation experience with the City of Los Angeles as a Systems Analyst with experience in either 1) installing, configuring, maintaining, performance tuning, patching, and securing enterprise level servers; or 2) planning, configuring, and implementing enterprise systems and applications operating over large computing networks serving local and remote facilities.

License: Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

Physical Requirements: Strength to lift up to five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.