SYSTEMS ADMINISTRATOR (CFB)

General Statement of Duties and Responsibilities

This class of positions encompasses technical or supervisory responsibilities of varying degrees of difficulty, responsibility, and latitude for independent initiative and judgment, in computer networks, including the administration of complex and secure Local Area Networks (LANs), the planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of network operating systems, computer software, hardware, and associated devices and in computer applications development including the planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of complex computer applications programs utilized by the New York City (NYC) Campaign Finance Board (CFB). Maintains strict confidence when working with CFB data, information, and information technology. Incumbents perform related work.

There are three Assignment Levels within this class of positions differing according to the complexity and sophistication of the network, hardware, and software systems worked with and level of responsibility. The following are typical assignments within this class of positions.

Assignment Level I

Under direct supervision with moderate latitude for the exercise of independent initiative and judgment, performs work with respect to the planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of network operating systems, hardware, commercial software, and associated devices.

<u>SYSTEMS ADMINISTRATOR (CFB)</u> (continued)

<u>Assignment Level I</u> (continued)

<u>Examples of Typical Assignments</u> (continued)

According to user specifications, programs highly confidential reports and applications using cutting edge programming languages and methodologies; performs routine network administration utilizing up-to-date, state-of-the-art software.

Provides technical assistance for report production systems, computer applications, networks, and PCs.

Documents all system, program, and network administration issues; maintains report, application, and network documentation.

Works with other CFB units to resolve problems of an extremely sensitive nature with reports, applications, and networks.

Serves as the first line of defense for any potential threat to the agency network. Proactively maintains the security of the network; conducts forensic investigations if any internal or external incidents occur;

Assists in the development, maintenance, and implementation of network infrastructure upgrades.

Helps to install and maintain applications systems and commercial off-the-shelf packages; installs and maintains PCs and servers containing highly confidential information.

Provides assistance to the agency in cases of disaster recovery; maintains up-to-date disaster recovery policies and procedures in case of disaster; continually tests emergency systems.

<u>**SYSTEMS ADMINISTRATOR (CFB)**</u> (continued)

<u>**Assignment Level II**</u>

Under general supervision, with latitude for independent action and the exercise of independent judgment, in addition to performing the duties described in Assignment Level I, is responsible for planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of computer applications programs, including software internally built and maintained by the CFB. May serve as a project leader involving computer applications programs, or may independently perform development, testing, or maintenance work of a highly technical nature. In the temporary absence of the supervisor, may perform the duties of that position.

<u>**Examples of Typical Assignments**</u>

Designs highly confidential computer programs for use by candidates in reporting to the CFB; may lead a team that develops software components that support CFB's business functions and objectives.

Tests and implements components of new systems, or enhancements and modifications; configures, tests and implements network hardware and software developed and maintained by the CFB which contains highly confidential information.

Documents network hardware and software configurations; makes public presentations regarding the CFB's computer systems or network.

Assists in creating, implementing, and documenting policies and procedures involving database management; assists in creating, implementing, and documenting network policies and procedures.

Works with other divisions on highly confidential matters to ensure that procedures and computer application outputs are consistent with the agency's needs and priorities.

Assists in the training of technical staff. During the temporary absence of the supervisor may perform their supervisor's duties.

SYSTEMS ADMINISTRATOR (CFB) (continued)

Assignment Level III

Under general direction, with broad scope for the exercise of independent initiative and judgment, in addition to performing the duties described in Assignment Levels I & II, supervises more than one project involving planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of complex computer applications programs, including software developed by the CFB; or supervises staff, instructing, directing, and checking their work. In the temporary absence of the supervisor, may perform the duties of that position.

Examples of Typical Assignments

Performs highly confidential and complex systems analysis.

Provides for storage, archiving, deletion backup, and restoration of highly confidential files located on the CFB network.

Responsible for all Quality Assurance; designs scope of the testing and schedules tests; works with Supervisor to design and implement any needed modifications and enhancements.

Administers the CFB's databases.

Investigates and resolves complex technical systems problems across applications; ensures that application developments trigger the appropriate responses across the agency workflow.

Prepares manuals of procedures; supervises and directs technical systems staff who use cutting edge programming languages, methodologies, software, and services in the analysis, development, and maintenance of CFB developed and commercial applications and in the administration of the CFB network.

SYSTEMS ADMINISTRATOR (CFB) (continued)

Assignment Level III (continued)

Examples of Typical Assignments (continued)

Drafts requests for proposals (RFPs) for consultant and other computer-related contracts; advises CFB non-Systems unit staff regarding systems-related issues and translates the CFB's mission and objectives into appropriate systems operations.

Supervises the programing of confidential reports and computer applications; supervises the administration, support maintenance, and upgrading of the network and network infrastructure.

Serves in an advisory role to Systems Administration Management team and CFB Systems Administrator Level IV on specific areas of responsibility.

Provides mentorship and guidance to junior staff members, including professional and skill development.

Qualification Requirements

1. A bachelor's degree from an accredited college and three years of satisfactory, full-time experience in computer programming application development, computer systems analysis, network administration, or a closely related area; or

2. An associate degree from an accredited college with a major in computer science and three years of experience as described in "1" above; or

3. A four-year high school diploma or its educational equivalent and six years of experience as descried in "1" above; or

4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must have at least three years of full-time experience, as described in "1" above.

<u>SYSTEMS ADMINISTRATOR (CFB)</u> (continued)

<u>SPECIAL NOTE</u>

To be eligible for placement in Assignment Level II, individuals must have, in addition to meeting the minimum requirement, at least two years of experience as a Systems Administrator (CFB), or an additional four years of experience in computer programming, application development, computer systems analysis, network administration, or a closely related area.

To be eligible for placement in Assignment Level III, individuals must have, in addition to meeting the minimum requirement, at least four years of service as a Systems Administrator (CFB), or an additional six years of experience in computer programming, application development, computer systems analysis, network administration, or a closely related area.

<u>Direct Lines of Promotion</u>

<u>None.</u>   This class of positions is classified in the Non-Competitive Class.