

# Market Range Detail - Systems Administrator

## Effective Date

December 9, 2013

## Market Range Title Description

Positions in this market range title are responsible for supporting, administering and maintaining the installation, configuration, performance and operation of systems within the County to ensure that they function reliably and in accordance with user needs.

Performs application support at tier two and three levels both independently and with assistance from other information technology (IT) professionals of systems including web servers, file/print services, and Active Directory in addition to the storage utilized by these systems. Manages the day-to-day operations of an enterprise Active Directory Windows 2003/2008 environment supporting multiple domains and IT divisions for the entire County. Work with and maintain Active Directory accounts, security groups, group policies, server based shared directories and user permissions. Provide on-call support based on a rotation and apply necessary patches during the established patch window that occurs once a month on a weekend. Installs, configures, monitors, troubleshoots and maintains server class software and hardware. This includes file servers and load balanced applications within a high availability environment that includes multiple data centers. With limited supervision, installs, configures and supports various line-of-business applications using Active Directory or other automation techniques and services. Interfaces with appropriate individuals to coordinate installations and maintenance of client server applications. Maintains backup system and ensures backups are successfully completed, periodically tested, and are in compliance with best practices. As needed, restore files, directories, objects, complete servers, etc. from backups. Works with outside contracted vendors for additional hardware and software support. Works with Network Engineers to ensure server room resources connect to Enterprise network. Makes critical decisions involving the use of limited resources in an effort to repair and restore services during system interruptions and outages. May assist in maintaining off site inventory and rotation of tapes for disaster recovery. Troubleshoot and resolve issues and participate in a 24 x 7 on-call rotation as required.

## Market Range

| Minimum Hourly Rate | Midpoint / Hiring Maximum | Maximum Hourly Rate |
|---------------------|---------------------------|---------------------|
| \$23.39             | \$29.24                   | \$35.09             |

## Likely Minimum Qualifications

- Bachelor's Degree in Computer Science, Information Technology or closely related field.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.
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## Working Titles

- LAN Administrator
- Systems Administrator
- Web Administrator

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.