RECOMMENDED ACTION AND JUSTIFICATION:

Approve the revised class specification for Network Administrator. The class specification for the Network Administrator has been revised to be more generic in job duties to allow this positions to be assigned to different County departments.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the Fiscal Year 2001-02 budget process, the Board of Supervisors approved the additional position of Network Administrator in the Human Services Department and set-aside funding for this position.

Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment," the Board may create new classes or revise or abolish existing classes.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board previously approved these allocations. Only the approval of the class specification is required.

---

COSTS:

A. Budgeted Current FY $  
B. Total Anticipated Costs $  
C. Required Additional Funding $  
D. Internal Transfers $  

SOURCE:

A. Unanticipated Revenues $  
B. Reserve for Contingencies $  
C. Source Description:__________________________

Balance in Reserve for Contingencies ,if approved:

---

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

Network Administrator revised class specification

---

CLERKS USE ONLY:

Res. No. 02-49  Ord. No. __________

Vote - Ayes: 4  Noes: 0  Abstained: 0

Approved ( ) Denied ( )

Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: ____________________________

ATTEST:

MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

BY: Deputy

---

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

( X ) Recommended

( ) Not Recommended

( ) For Policy Determination

( ) Submitted with Comment

( ) Returned for Further Action

Comment:

CAO's Initials: [Signature]
TO: JEFF GREEN, Interim Personnel Director  
FROM: MARGIE WILLIAMS, Clerk of the Board  
SUBJECT: Revised Class Specification of Network Administrator  
Resolution No. 02-49

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on February 12, 2002

ACTION AND VOTE:

1:35 p.m. Approve the Revised Class Specification of Network Administrator (Personnel)
BOARD ACTION: Following discussion with Jeff Green, Interim Personnel Director, (M)Parker, (S)Balmain, Res. 02-49 was adopted. Further discussion was held with Greg Iturria, County Administrative Officer, relative to placing this position with the department versus with the Technical Services Department. Greg advised that the position should work in conjunction with the Technical Services Department; and if any conflicts arise, the position could be combined in the future. Ayes: Balmain, Stewart, Parker, Pickard; Excused: Reilly.

cc: Cheryle Rutherford-Kelly, Human Services Director  
    Rick Peresan, Technical Services Director  
    File
MARIPOSA COUNTY

JOB TITLE: NETWORK ADMINISTRATOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To administer Local Area Networks by providing support and consultation to assigned County departments; to oversee maintenance and technical support for all stand-alone and network attached computer devices and peripheral equipment; to assist users in the utilization of personal computers, their operating systems, utilities and core applications.

Employees in this classification work with considerable independence at a full journey level and receive minimal supervision within a broad framework of policies, procedures and objectives.

SUPERVISOR: As assigned by appropriate Department Head

TYPICAL DUTIES:

- Recommend, configure, install, upgrade, and maintain network operating system software and hardware

- Integrate, install, configure and upgrade core applications software

- Integrate, install, configure and upgrade administrative utilities, network monitoring software and diagnostics tools

- Backup, restore, and archive data

- Monitor network resources and perform network analysis to determine components that need to be fine-tuned or upgraded for optimum performance.

- Contact and consult with hardware and software vendors for upgrades and fixes to problems

- Document LAN configuration and change control procedures

- Perform software and hardware evaluations, and make recommendations
MARIPOSA: Network Administrator

TYPICAL DUTIES (cont’d)

- Establish and maintain network users, user environment, directories and security

- Respond to the needs and questions of computer users concerning their access to resources on the network, stand-alone microcomputers, or mainframe attached devices. May assist in problems relating to various core software programs

- Install, configure, and maintain microcomputers, and peripheral hardware

- Facilitate repairs of damage to personal computers, network resources, and/or attached peripheral hardware

- Organize and teach classes on computer basics, operating systems, and core applications

EMPLOYMENT STANDARDS:

Knowledge of:

- current developments in microcomputer design

- advanced knowledge of microcomputers including, but not limited to hardware design, operating systems, configuration of BIOS’s, etc.

- troubleshooting techniques for microcomputer problem solving

- Microsoft Windows95/98/NT Client Software

- Microsoft Office 97/2000

- Windows NT and Windows 2000 Server Network Operating Systems

- Novell Network Operating System

- Groupware such as Novell GroupWise and/or Microsoft Exchange Server

- network hardware such as Hubs, Switches, Routers, RAS’s NIC’s, MUX’s, DSU/CSU’s, Modems, and Cabling

- LAN topologies, especially Ethernet
MARIPOSA: Network Administrator

Knowledge of: (cont'd)

- network communications protocols such as TCP/IP, NetBEUI, IPX/SPX, etc.
- some positions may require knowledge of IBM Client Access
- interface techniques between microcomputers and mainframe/midrange host systems
- methods, procedures and techniques used to support a network computer system

Ability to:

- install and maintain a Novell Server running NetWare 4.x/5.0 and/or Windows NT/2000 Server
- develop effective and reliable back up and restore procedures for Network data
- identify and solve a variety of networking problems including, but not limited to cabling problems, NIC problems, router problems, hub and switch problems, configuration problems, etc.
- install and configure new network operating systems and utilities
- install and configure microcomputers as stand alone machines or network clients
- troubleshoot and logically solve a variety of microcomputer hardware problems
- identify and solve a variety of microcomputer application software problems
- deal tactfully, convincingly and effectively with department personnel, County officials and the general public
- follow oral and written instructions
- prepare clear, complete, and concise work plans
- train users in basic computer concepts and in core applications
MARIPOSA: Network Administrator

Ability to (cont'd)

- set priorities, organize and schedule work to meet deadlines
- perform moderate physical activity including lifting and moving computer equipment and supplies weighing up to 50 pounds
- work independently with minimal supervision
- work with sensitive, confidential information
- communicate effectively in oral and written form

MINIMUM QUALIFICATIONS:

Completion of two year’s college (60 semester or 90 quarter units) in information systems, computer science, business, or a closely related field. Experience in computer programming and operation may be substituted for the college education on a year for year basis.

AND

Four years full-time work experience that includes:
- maintenance and repair of microcomputers;
- two years experience maintaining computer networks including working with Novell NetWare, versions 4-5 and/or MS Windows 95/98/NT/2000 Client and Server.

Classes taken toward the following certifications are highly desirable: Novell Certified NetWare Administrator (CNA), Certified NetWare Engineer (CNE), and/or Microsoft Certified Systems Engineer (MCSE).

Possession of:

- A valid California driver’s license.