

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No(X)

Resolution approving the proposed class specification of Network Administrator at a salary range of 215 (\$2,757 - \$3,351). This classification with be assigned to SEIU.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 1999/2000 final budget hearings, the Board of Supervisors approved the allocation of a network position to the Data Processing Department. 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:

- Approve the class specification and salary range as proposed.
- Revise the recommended class specification and salary range as the Board desires and approve.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY \$ 25,000

B. Total anticipated costs \$ 25,000

C. Required additional funding \$

D. Internal transfers \$

**SOURCE:** ( ) 4/5ths Vote Required

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:

Class specification.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 99-366 Ord. No. \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent: 0 Abstained: \_\_\_\_\_

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:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: *JG*

**MARIPOSA COUNTY**

**JOB TITLE: NETWORK ADMINISTRATOR**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To administer Local Area Networks by providing support and consultation to 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:        Technical Services Director

**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 AS/400 attached devices. May assist in problems relating to various core software programs.
- Install, configure, and maintain microcomputers, and peripheral hardware in various departments.
- 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.
- Microsoft NT Network Operating System
- Novell Network Operating System.
- Novell GroupWare.

MARIPOSA: Network Administrator

**Knowledge of: (cont'd)**

- Network hardware such as Hubs, Switches, Routers, RAS's NIC's, MUX's, DSU/CSU's, Modems, and Cabling.
- LAN topologies, especially Ethernet.
- Network communications protocols such as TCP/IP, NetBEUI, IPX/SPX, etc.
- IBM Client Access.
- Interface techniques between microcomputers and IBM 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.
- 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.

MARIPOSA: Network Administrator

Ability to (cont'd)

- 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.
- 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.

Novell Certified NetWare Administrator (CNA) or Certified NetWare Engineer (CNE) (or classes taken toward these certifications) highly desirable.

Possession of:

- A valid California driver's license.