

CLASSIFICATION ADDENDUM

Job Title: System Administrator

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The System Administrator performs a variety of project management duties in the Information Technology department; creates, implements, enhances/upgrades, troubleshoots systems for users; manages new implementations, applies significant upgrades and service packs, and aligns resources; provides lead for assigned staff. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of computer science, including Client/Server and/or ERP implementation, maintenance and development.

Licensing Requirements:

- PeopleSoft Technical certificates for current versions.

Knowledge:

- PeopleSoft programs, structure, tools, implementations, upgrades, security, and capabilities;
- Relational database management systems, particularly Microsoft SQL server;
- ERP system administration with browser based application environment with complex technical architecture;
- Systems maintenance and security;

Skills: *(Demonstrated skill in performing the following)*

- Conveying technical information to persons unfamiliar with advanced computer technology;
- Applying software testing methods, tools, and techniques;
- Facilitating Business Area Analysis and Business System design projects;

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Incumbents may be subject to travel.

Addendum History

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