



SYSTEM ADMINISTRATION JOB FAMILY

CAREER PATH

Senior Systems Administration Specialist

(May be utilized in a Non-Supervisory or Supervisory Role)

A supervisory position at this level is accountable for the development, enhancement, and maintenance of multi-platform hardware and software operating systems for assigned organizational areas. This position supervises a small team of system administration staff supporting a single application or a few applications at the lower end of complexity and/or risk and impact. With this position, there is focus on adaptation and maintenance of existing operating systems. This position also serves as a mentor to system administration staff and liaises with vendors on licensing and updates.

A specialist position at this level performs complex assignments often requiring the development of new or improved multi-platform hardware and software operating systems, and system administration processes or techniques. This position is accountable for the design, implementation, and evaluation of system administration and operating systems. Employees make recommendations for process improvement in relevant disciplines and participate in the development of system administration and operating system standards. The Senior Systems Administration Specialist works on and solves complex problems where analysis requires in-depth evaluation of various factors and provides complex technical support in relevant fields of discipline. Other duties include liaising with vendors on licenses and updates, serving as project lead and/or providing technical direction to lower-level team members, and mentoring less experienced staff.

Knowledge, Skills, and Abilities

In addition to those identified in the previous levels within this career path:

Comprehensive working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding of all assigned areas of systems administration, as well as the laws, principles, and practices as they are related to implementation within the agency.

SUPERVISORY ROLE ONLY: Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.



SYSTEM ADMINISTRATION JOB FAMILY

CAREER PATH

Working knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the training and mentoring of junior staff.

SUPERVISORY ROLE ONLY: Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)



SYSTEM ADMINISTRATION JOB FAMILY CAREER PATH

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and five years IT experience.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Necessary Special Requirements

NON-SUPERVISORY ROLE: Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

SUPERVISORY ROLE: Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Pay grade: 30, 33

FLSA Status: Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 02/01/2025

Reviewed: 02/01/2025

Revised: --