

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Network Systems Specialist	
<b>TITLE CODE:</b> 1417	<b>SERIES:</b> Information Technology
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID)</b> \$20.30-\$25.24 <b>GRADE:</b> 17 <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Information Manager or LHD Director	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Is responsible for agency hardware, system software and applications software portfolio, including maintenance of data dictionaries, software and hardware installations and upgrades, data conversions, and change control functions. Serves as local area network (LAN) or departmental system administrator. Under general direction, coordinates support for multiple local area networks and computer systems within an agency. Coordinates integration of agency local area networks with a wide area and remote networks; and performs other duties as required.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Graduate of an accredited college or university with a Bachelor's Degree.

**EXPERIENCE:** Must have two (2) years of professional systems support experience.

**SUBSTITUTION CLAUSE:** See Below

**EDUCATION:** An Associate Degree in IT, Network Technology or Programming and two (2) years of experience providing technical assistance related to network equipment or software may substitute for the education requirement. A bachelor's degree in computer science will substitute for one year of the experience requirement.

**EXPERIENCE:** Related technical or vocational training/experience will substitute for the educational degree requirement on a year-for-year basis.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME. OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Develops, tests, recommends, installs, configures, monitors and maintains local area network infrastructure. Installs and maintains hardware and software. Performs complex system generations, network device configuration generations, work station set-ups and coordinates assignment of node or network address definitions. Assists development, network and production support staff in analyzing requirements for development, modification or retirement of complex departmental systems. Responsible for system support functions during relocation or conversion of critical data files and equipment. Installs and monitors performance of servers on local area networks. Coordinates diagnostics and problem resolution with network support staff. Formulates integrated support plans for multiple local area networks and departmental systems. Manages change control function. Directs action to mitigate network or system degradation. Provides technical assistance to other information systems staff, and participates in systems recovery. Develops acquisition and implementation plans for introduction of network services or automation of system support functions, Recommends acquisitions and develops project costs. May provide supervision.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is performed in office setting.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 07-01-06

**DATE OF LAST REVISION:** 10-3-2022

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.