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Bulletin Number	42917BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	PRINCIPAL NETWORK SYSTEMS ADMINISTRATOR
Exam Number	R2561B
Filing Type	Standard
Filing Start Date	09/08/2014
Filing End Date	09/19/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7098.18
Salary Maximum	9310.00
Position/Program Information	<p>Positions allocable to this class provide technical leadership for the comprehensive support of complex network and server operating system environments. Incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks. This position functions as a lead for complex network systems administration projects and may supervise lower level Network Systems Administrators and other technical staff.</p> <p>This class is the principal level in the Network Systems Administrator series and generally reports to an Information Technology manager and are assigned lead roles in the following areas: network design, disaster recovery planning, capacity planning, network security, complex server and network configuration, network administration and monitoring, upgrades, troubleshooting and maintenance on network related projects, including services over Internet Protocol (IP), such as audio, video, telephony and data. Incumbents possess a broad and in-depth knowledge of advanced computer networking principles, concepts and tools. They have advanced skills in network monitoring tools and a comprehensive knowledge of protocols, emerging network technologies, network security, file servers, cable infrastructure, and topologies. They apply in depth knowledge to support network management infrastructure such as e-mail, storage management, file and print services, routers, wireless access points, switches, firewalls, host access, network-related software, network management systems, network security appliances, Internet, and backup and disaster recovery services.</p> <p>Principal Network Systems Administrator positions are distinguished from those of the Senior Network Systems Administrator by the incumbents serving as technical experts for complex networks and associated software and hardware in high-availability environments, along with project lead or supervisory responsibilities.</p>
Essential Job Functions	<p>Performs network and server administration functions, including designing, configuring, installing, repairing, maintaining, and upgrading hardware, and operating systems; as well as testing and optimizing complex network software and physical infrastructure.</p> <p>Designs and implements network security solutions, including system network access lists and host intrusion and prevention systems along with policy elements such as end user roles and groups, trust relationships, access rights, and directories.</p> <p>Analyzes network resource utilization, and solves the more complex system</p>

configuration and performance problems.

Analyzes proposed procedures for network management, including resource allocation of centralized, decentralized and remote network services.

Identifies and recommends appropriate changes to network infrastructure to improve performance, reliability and availability.

Plans the deployment of hardware and software upgrades for network servers, gateways, and associated telecommunication devices.

Analyzes and resolves the more complex network and operational problems. Leads the selection, development, and implementation process for network backup and recovery solutions.

Leads the VLAN configuration process required to support the installation and maintenance of services over Internet Protocol (IP), such as audio, video, telephony and data.

Coordinates and works with vendors to develop and implement solutions to specific problems or to meet specific objectives.

Participates in the analysis, evaluation, and risk assessment tasks required for implementation of new applications, and system changes, such as vendor provided patches, service packs, network products, devices and network management solutions.

Selects, designs, implements, and configures monitoring and alerting systems for networks, servers, and systems.

Supervises lower level Network or technical personnel as needed.

Serves as a project manager as needed.

Leads a network administration team as needed.

Leads the effort to create Requests for Proposal, Requests for Quotation, and Requests for Information, and my write technical requirements for the Statements of Work for services such as installation, configuration, data center upgrades, and security assessments as needed.

Enforces network security according to policies and procedures and documents information security processes as needed.

Leads the in-depth support for information security incidents including internal violations, hacker attacks, viruses, and system access violations as needed.

Installs, services, and moves servers, networking devices, and related equipment as needed.

Requirements

SELECTION REQUIREMENTS:

Option I: Graduation from an accredited* college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization planning, designing, installing and maintaining complex network infrastructure with a high-availability environment

Option II: Two (2) years of experience at the level of Senior Network Systems Administrator working for the County of Los Angeles**

	<p>Option III: Five (5) years of progressively responsible, full-time paid experience planning, designing, installing and maintaining complex network infrastructure in a centralized IT organization with a high-availability environment.</p>
Physical Class	<p>Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.</p>
License(s) Required	<p>A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.</p>
Special Requirement Information	<p>*In order to qualify with Option I, you MUST include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application or during the exam process.</p> <p>**Experience at the level of Senior Network Systems Administrator in the County of Los Angeles is defined as: providing comprehensive support of complex network and server operation system environments. Under direction, incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks.</p>
Accreditation Information	<p>*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of two (2) parts:</p> <p>PART I: A written test weighted at 30% that consists of both paper-and-pencil and computerized components covering Written Expression, Reading Comprehension, Data Analysis and Decision Making, Thinking, Administrative, Facilitating Leadership, Debilitating Leadership, Motivation, Collective Work Orientation, Individual Work Orientation, Self-Management, Interpersonal, Facilitating Leadership and Individual Work Orientation.</p> <p>THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p> <p>NOTE: Applicants that have taken the identical written tests for other exams within the last (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination.</p> <p>This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your online application, your score will be transferred to the new examination and you may not be allowed to re-take any identical test part(s) for at least a year.</p> <p>Only those candidates who pass the written test will be eligible to proceed to Part 2, the structured interview. Candidates who are unsuccessful on the written test will be notified by mail.</p> <p>PART II: A structured interview weighted 70%, that will assess technical knowledge and skills; complex problem solving skills; leadership and team building; and project management.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part: PART I: Written test (B-Best and WSA); and PART II: Interview; in order to be placed on the eligible list.</p> <p>Invitation letters for any of the test parts may be sent to candidates via electronic mail. It is important that candidates provide a valid email address.</p>

Special Information

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website: http://www.shldirect.com/practice_tests.html

While the test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies at various Los Angeles County departments.

Eligibility Information

The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application and additional documents if any by the time filing closes.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

If you have a disability which requires a resonable accomodation, such as a reader or an interpreter, you must contact our ADA Coordinator via email at adarequests@hr.lacounty.gov

Department Contact Name	Heidi Kim
Department Contact Phone	213-738-2009
Department Contact Email	hkim@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Job Field	Information Technology
Job Type	Professional

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