



CITY OF SALINAS

Employment Opportunity

Network Systems Specialist

RECRUITMENT #19816071

Final Filing Date: Open Until Filled

SALARY: \$5,055 - \$5,308 - \$5,573 - \$5,852 - \$6,145 - \$6,452 (Longevity Step) Monthly
(2.5% salary increase effective in April 2019)

Apply online at: <https://www.calopps.org/salinas/job-19816071>

SPECIAL INSTRUCTIONS: Applicants must include a copy of a college degree or unofficial college transcripts with the completed application. Attachments must be in PDF format. Copies can also be submitted directly to the Human Resources Analyst at sylviae@ci.salinas.ca.us. This recruitment is open until filled and may close at any time without prior notice. **Applications will be considered incomplete without a copy of college degree.**

DEFINITION Under general direction, provides a variety of technical support in maintaining and managing the Windows computer systems; virtual machine environment, network equipment, and provide occasional assistance to city staff on the use of computing equipment.

DISTINGUISHING CHARACTERISTICS Incumbents independently perform a full range of technical analysis and evaluation of the Windows, virtual machine environment, and network-connected equipment for system users.

SUPERVISION RECEIVED AND EXERCISED Incumbent receives general supervision from the Network/Systems Administrator. Technical and functional supervision may be provided by higher-level Information Systems staff members. Exercise indirect supervision over contract employees.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to, the following: Configure and maintain window servers and clients. Configure and maintain virtual machine environment. Perform network-connected equipment troubleshooting to isolate and diagnose common problems. Configure, maintain, and install workstation hardware and software. Confer with users regarding operating problems, diagnose malfunctions, identify if problem is software or hardware related and perform corrective repairs or arrange for repair on all workstations, servers, and peripherals. Provide technical support of workstation connectivity, application, and database server access. Assist with receiving, installing, setting up, and deploying computer equipment. Oversee installation and upgrades of existing computer systems. Occasionally may train users in use of hardware and software. Perform PC/server administration. Assist in preparing time and cost estimates of proposed projects involving PC computers, network servers, and/or other equipment. Meet with departments and evaluate needs. Assist in maintaining equipment and software license inventory. Assist in developing documentation and procedures for users and for internal use. Maintain the confidentiality of department information. Assist in evaluating hardware and software packages and make recommendations concerning their capabilities and appropriateness for City network environment. Participate in the development of City-wide data standards. Promote the mission values and organization of an effective public organization, particularly in the area of customer service. Promote and maintain safety in the workplace. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and related equipment; vision sufficient to read printed materials, visual display terminals, with no color deficiencies; hearing sufficient to hear computer terminal warning sounds and speaker systems, and to conduct in-person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone, and in addressing groups for training purposes; physical agility to push/pull, squat, twist, turn, bend, stoop, and reach overhead while moving personal computers, monitors, and equipment short distances or onto carts; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs. required to lift computer hardware from the floor to a cart or desk; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

WORKING CONDITIONS Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of loaded equipment carts and supplies, reaching in all directions, and prolonged periods of time working at a computer terminal. Ability to walk from office-to-office, or building-to-building, to make computer repairs. Physical mobility sufficient enough to move about the work environment. Drive a motor vehicle, travel to attend classes, seminars, and occasional out-of-town meetings during both work, and non-work, hours.

QUALIFICATIONS

Knowledge of: Windows operating systems commands and concepts. Concepts and understanding of a virtual machine environment. System administrator commands and concepts. Installing peripheral equipment such as printers, etc., on server/client computer systems. Software application packages such as MS Office. Installation and configuration of server software. Assist in configuring network security (Groups, Profiles, Passwords). Personal computers connected to the internet. Computer documentation procedures. Data processing and basic programming techniques. Networking concepts including multiple operating system configurations. Emergency procedures relating to computer equipment.

Ability to: Work effectively and cooperatively with computer system users and department staff. Identify, evaluate, and solve problems with computer systems and network connected equipment. Read, interpret, and apply technical publications, manuals, and other documents. Learn and understand data processing concepts and programs used by the City. Communicate effectively with personnel of user Departments, both orally and in writing. Schedule and perform work within time limits and deadlines. Troubleshoot both hardware and software problems and determine effective solutions. Understand and follow verbal and written instructions. Work safely around electronic equipment. Effectively deal with equipment malfunctions, deadlines and fluctuating workloads. Work with and maintain the confidentiality of sensitive information. **Skills to:** Operate the multiple computer systems, communications, and peripheral equipment. Collaboration with staff and/or outside personnel is an essential part of the position.

License or Certificate: Possession of a valid California Driver's License. Possession of technology certifications, such as Microsoft Certified Professional (MCP), VMware Certifications, or other industry certifications is highly desirable. VMware certification to be obtained within one year of employment.

Education and Experience: An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required to perform the duties would be any combination equivalent to an Associate of Arts Degree in computer science or related field and three (3) years of progressively responsible professional experience with PC/server hardware and software, virtual machines, networking, and data communications and design knowledge.

Other Requirements: Positions within the Information Systems Department require an extensive background investigation and criminal background check. Employment offers are contingent upon passing the above requirements.

SELECTION PROCESS: Applicants' qualifications will be evaluated on the basis of the information provided on the employment application. The exam process may consist of an application appraisal, oral interview, performance exam and/or written exam. The City reserves the right to use alternate testing procedures if deemed necessary. **CITY COMMUNICATION REGARDING THE SELECTION PROCESS WILL BE VIA E-MAIL. PLEASE ENSURE THAT YOU HAVE ACCESS TO THE E-MAIL ON YOUR APPLICATION.** Finalist interview/assessment will be held with the City of Salinas.

EQUAL OPPORTUNITY EMPLOYER

The City of Salinas does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas makes reasonable accommodation for qualified individuals with a disability. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Director in writing no later than the final filing date stated in this job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied. **EEO Utilization Report is available for candidate review upon request.**

SALARY STEPS: Appointments are normally made at the first step. Consideration is given for increase to the second step after successful completion of a six-month probationary period. (Employees appointed at a higher step will be eligible for consideration for the next step after one year, providing they successfully complete a six-month probationary period). 03/14/19 se

SALINAS MUNICIPAL EMPLOYEES ASSOCIATION BENEFITS

ANNUAL LEAVE: Accrued at a rate of 22 days through 5 years; 27 days through 10 years; with additional longevity increases.

HOLIDAYS: Twelve days per year plus two floating holidays.

HEALTH INSURANCE: The City currently pays 100% for CalPERS *Choice* Health plan, Delta Dental and VSP for employee and eligible dependents. Other PERS Health coverage may be available depending upon residence. The City will only provide the premium amount equal to the CalPERS *Choice*. *Effective December 2019, employee contribution to health plan will be as follows: \$75 per month for family coverage, \$50 per month for employee plus one and \$25 per month for employee only.*

RETIREMENT: CalPERS retirement plan. 2% at 62 for new members and 2% at 55 for classic members. Employee pays contribution in addition to Social Security/Medicare contributions.

TUITION ASSISTANCE: Up to \$1,000 reimbursement for tuition/books for employee only. Upon approval of Department Director and Human Resources Director.

FLEXIBLE COMPENSATION BENEFIT: A pro-rated, Flexible Benefit equal to 5% of the employee's annual base salary may be used toward employee leave time or cash.

VOLUNTARY PHYSICAL FITNESS/WELLNESS PROGRAM: City provides 50% reimbursement to employees for actual costs of participation in health club memberships for employee only, not to exceed \$500 per calendar year, per employee or a voluntary annual fitness incentive of \$500/\$750/\$1000 for qualifying employees.

**THE ABOVE-LISTED BENEFITS ARE SUBJECT TO CHANGE AND DO NOT CONSTITUTE A CONTRACT.
PLEASE VISIT THE CITY WEBSITE FOR A FULL DESCRIPTION OF BENEFITS.**