



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INFORMATION TECHNOLOGY SYSTEM ADMINISTRATOR III

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 47 <b>Job #:</b> YA64
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### JOB SUMMARY

This is the journey level position performing Information Technology System Administrator III job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

#### GENERAL

1. Provides high level troubleshooting, monitoring, analysis, and documentation of systems and applications for tuning, consistent configuration, vulnerabilities, and optimization.
2. Assists with upgrades and patches to systems.
3. Executes disaster recovery plan for area of responsibility.
4. Assists in the design of systems related to the related discipline.
5. May participate on a project team.
6. Performs other related Information Technology System Administrator job duties as required.

**DATABASE ADMINISTRATION**

1. Assists with the development of plans and instructions, determines configurations, capacity, and installs software related to the Database or Web.
2. Assists with the development of plans and instructions, determines configurations, capacity, and installs upgrades and patches related to the Database or Web.
3. Develops and updates documents related to the Database or Web.
4. Troubleshoots and debugs enterprise level problems related to the Database or Web.
5. Develops and executes Disaster Recovery plan for Database or Web.
6. Prepares Database or Web requirements and develops Database or Web structures.
7. Estimates time, resources, and scope related to Database or Web projects.
8. Performs tasks related to implementation of Database or Web projects.
9. Researches and analyzes current trends in Database or Web technologies, tools, and best practices.
10. Assists in designing Database or Web architecture and standards to ensure data integrity, security, and availability.

**SECURITY ADMINISTRATION**

1. Plans and designs security access for the infrastructure for internal and external environments.
2. Plans and participates in the design with the implementation of security measures for the hardware, software, and infrastructure for internal and external environments.
3. Plans and configures security interfaces for desktop, enterprise systems, and Web environments.
4. Develops and executes Disaster Recovery plan for systems recovery.
5. Remediate and resolves security issues and events using results from monitoring reports.
6. Performs security analysis, diagnosis and reporting for system security issues in support of audits.
7. Researches and analyzes current trends in security requirements, technologies, tools, and best practices.
8. Develops and updates documents related to the administration and operation of the security environment.
9. Develops the disaster recovery plan, and executes the plan for Information Security.

## EMPLOYMENT STANDARDS

### MINIMUM QUALIFICATIONS

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and four years of relevant experience; or Master's degree from an accredited college or university in a related field and two years of relevant experience.

**General Required Knowledge of:** Principles, practices, and procedures of Information Technology; systems analysis; application, and peripheral equipment; principles and practices of system testing, analysis, data management and integrity; hardware and software configuration; operational characteristics of various computer systems; system administration for related discipline; disaster recovery practices; and current office technology and equipment.

**Database Administration Required Knowledge of:** Principles, practices, and procedures of database and web administration; principles, practices, and procedures of data management and application software; operational characteristics of server operating systems; and methods and techniques to develop, test, and implement database or web application systems.

**General Required Skills and Abilities to:** Serve as project lead on large systems for design, analysis, test, and implementation; respond to system problems and administration; analyze requests and provide customer assistance for solutions; maintain confidentiality for proprietary and personal information; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

**Security Administration Required Knowledge of:** Separation of duties in supporting creation of roles and responsibilities within applications and systems; directory or server interfaces for security levels; layered security methods; security methods for operating systems; security environments and requirements for applications; Network Security Monitoring and Incident Response operations; remediation methods; information technologies such as computer hardware and software, operating systems, and networking technologies; and concepts of computer forensics.

**Database Administration Required Skills and Abilities to:** Monitor and optimize database and web systems; install, configure and support database and web related software, upgrades, and patches; backup and recover database and web related systems; and perform research and development in database and web technologies.

**Security Administration Required Skills and Ability to:** Create roles in applications and systems using information security practices and standards; investigate and remediate cyber incidents; recommend configuration changes to improve security without degrading workflows; identify, analyze, remediate and report on cyber security incidents.

## **CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

### **Certificates**

- Valid Certified Information Systems Security Professional (For the Security Administrator at all levels.)
- Valid Certified Information Systems Auditor (For the Security Administrator at all levels.)

### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

### **Registrations**

- None

## **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.