County of Santa Cruz

INVITES YOU TO APPLY FOR:

IT SYSTEM ADMINISTRATION ANALYST I

Supplemental Questionnaire Required

Open and Promotional
Job # 24-HH1-01

Salary: $7,405 – 9,368 / Month

Closing Date: Friday, July 05, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.
Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under supervision, administer server hardware, software, operating systems, and security; and perform other work as required. This includes the design, installation, configuration, optimization, maintenance and support of host systems and may include database server administration. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

An Associate's degree from an accredited college in computer science or a related field.

OR

Current Microsoft Certified Solutions Expert (MCSE) certification or Microsoft Certified IT Professional (MCITP) certification.

OR

One year of experience in systems administration.

Special Requirements: Background Investigation: Some positions may require fingerprinting and/or background investigation. **License:** Possession and maintenance of a valid California Class C Driver License. **Physical Requirements:** The ability to lift items weighing up to forty pounds. **Other Special Requirements:** Availability to work irregular hours, which may include evenings, nights, weekends and holidays.

Knowledge: Working knowledge of Networking and operating system concepts and their practical implementations; basic server operating system concepts; and basic computer and network security concepts. Some knowledge of the principles, practices and methods of installing and maintaining server software and hardware; programming through experience and/or formal education; and the languages, hardware and tools specific to the assignment(s).

Ability to: Utilize system tools such as editors, debuggers, and performance monitors; utilize the languages, hardware, and tools specific to the assignment(s); write/debug simple scripts and/or applications; manage user accounts; understand and manipulate data structures; operate applicable troubleshooting software and analyze server and database problems using appropriate analysis tools; learn on the job and adapt to operations conditions; read, comprehend, and write technical documentation; work cooperatively and effectively with other staff members, customers, contractors and vendors; communicate effectively, both orally and in writing; and lift equipment weighing up to 40 pounds.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

IT SYSTEM ADMINISTRATION ANALYST I - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Please describe your training and/or experience administering and supporting server hardware, software, and operating systems within the last 3 years. Include details about your experience with Microsoft O365 and Active Directory and list the operating system types and subsystems you have worked with.

2. Describe a challenging technical problem you encountered in your role as a systems administrator. How did you diagnose the issue, what steps did you take to resolve it, and what was the outcome?

3. Describe your training and/or experience implementing and managing security measures in a systems administration role. Provide specific examples of security protocols, tools, or practices you have used to protect systems and data.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid $20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz
www.santacruzcountyjobs.com
LIVE Here   WORK Here   PLAY Here