

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Network Administration

MAJOR AGENCIES

Secretary of State Only

SERIES NUMBER

6713S

EFFECTIVE

02/22/2015

SERIES PURPOSE

The purpose of the network administration occupation is to provide local area &/or wide area computer network support services to agency users.

At the lowest level, employees learn to & monitor & maintain network services.

At the higher levels, employees administer division or local office area network &/or wide area network or design, implement & maintain network services.

Glossary: The terms listed below, which will appear within the classification specification, are to be interpreted to mean the following:

CNA Network Certification: Designed for persons responsible for day-to-day operations of a network, with the typical tasks of adding/deleting users, backing up the server, loading applications & maintaining security. To earn certification, a candidate must demonstrate proficiency in a selected operating system (e.g., NetWare 2.2, 3.1X or 4.0).

CNE/CBE/MCP Network Certification: Designed for persons to provide quality support for NetWare networks including system design, installation & maintenance. To earn certification, a candidate must demonstrate mastery of networking concepts.

ECNE Network Certification: Designed for persons who have been CNE/CBE/MCP certified & focuses on the support of enterprise-wide networks. To earn certification, a candidate must demonstrate proficiency in specialized networking technology.

Note: Equivalent network certification would be as a result of a candidate attending a training program & demonstrating proficiency in the same/similar subject matter & skills.

Internetworking Services: The services involve the planning & implementation of connecting dissimilar LANs &/or other computer systems (e.g., graphic work-stations, minicomputers or mainframe computers) client server & multi-media systems & peer to peer networks which may use communication languages to communicate among the respective networks.

Local Area Network (LAN): A group of computers & other devices that are connected by a communications link (network) which allows any device to interact with another on the network. A Local Area Network generally spans a small geographic area, such as within a single building. For example: A powerful personal computer is used as a network file server with network licensed software stored on it. The file server is connected by an ethernet cabling scheme to many personal computers & a single printer.

Wide Area Network: A network that transmits over a large geographic area using lines provided by a common carrier of private telecommunications facilities and/or provides a link between dispersed local area network segments &/or provides the links from a computer center to remote locations. The Ohio Data Network is an example of a wide area network.

JOB TITLE

Network Administrator 1

JOB CODE

67131S

PAY GRADE

12

EFFECTIVE

03/30/1997

CLASS CONCEPT

The entry level class works under immediate supervision & requires working knowledge of computer science or related field in order to monitor & maintain local area &/or wide area computer network (e.g., run network diagnostics, manage network file & print server functions, create & maintain user connectivity; create user accounts based on established protocols & user private directory based established protocols & user private directory based on adopted standards; troubleshoot network problems; track/monitor software metering; coordinate network & application software upgrades & monitor licenses; provide limited software support; assign user to established security groups).

JOB TITLE

Network Administrator 2

JOB CODE

67132S

PAY GRADE

13

EFFECTIVE

02/22/2015

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of computer science or related field & computer network hardware, software & operating systems & procedures in order to administer division or office local area &/or wide area network (e.g., create/maintain user environment; troubleshoot user station problems; support users in using network applications; install networked software applications; implement/ monitor software metering) & document & communicate problem resolutions with other network administrators & computer personnel involved in maintaining local area network.

JOB TITLE

Network Administrator 3

JOB CODE

67133S

PAY GRADE

14

EFFECTIVE

03/30/1997

CLASS CONCEPT

The advanced level class works under direction & requires considerable knowledge of computer science & computer network hardware, software & operating systems & procedures in order to design, implement & maintain computer network services for assigned agency or one or more divisions.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Network Administrator 1	67131S	41	03/30/1997	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors & maintains local area &/or wide area computer network (e.g., runs network diagnostics; manages network file & print server functions; creates & maintains user connectivity; creates user accounts based on established protocols; creates user private directory based on adopted standards; troubleshoots user station problems; tracks/monitors software metering; coordinates network & application software upgrades & monitors licenses; provides limited software support by assisting network users print to commonly shared printer; maintains printer queues; assigns security rights to user in work groups).

Documents & communicates problem resolutions with upper level network administrators involved in maintaining network; diagnoses common network hardware problems (e.g., related to cabling; workstation equipment failure).

Responds to "production down" problems on 24 hour basis.

In agency with large, integrated enterprise-wide network (e.g., Ohio Bureau of Employment Services), coordinates all activity with supervisor or manager responsible for entire network.

Operates established data back-up & retrieval systems.

Receives training in how to administer local area &/or wide area network.

MAJOR WORKER CHARACTERISTICS

Knowledge of computer science or related field; microcomputer network hardware, software & operating systems & procedures; network administration/network technology. Skill in operation of computer & peripheral equipment & keyboard operations. Ability to comprehend extensive variety of technical material, define problems, collect data, establish facts & resolve technical problems; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core coursework or 2 yrs. trg. in computer science or related field which either option including one course in use of microcomputer software & hardware & 1 course in network administration.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Network Administrator 2	67132S	41	02/22/2015	13

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers local area &/or wide area network for assigned division/office which involves creation/maintenance of user environment (e.g., establishes network directory structure; implements security; maintains printer queues & print servers; makes regular backups; implements security priorities; customizes user menus; administers client server & multi-media technologies along with peer to peer networks), troubleshoots networking problems, supports users in using networked applications, installs & tests networked software applications & hardware, optimizes & tunes operating system to resolve performance issues, implements/monitors software metering & upgrades network operating systems.

Documents & communicates problem resolutions with other network administrators & computer personnel involved in maintaining network; writes network maintenance procedures.

Responds to production down problems on 24 hour basis; performs help desk functions.

In agency with large, integrated enterprise-wide network (e.g., Ohio bureau of employment services), coordinates all activity with supervisor or manager responsible for entire network

MAJOR WORKER CHARACTERISTICS

Knowledge of computer science or related field; microcomputer network hardware, software & operating systems & procedures. Network administration/network technology. Skill in operation of computer & peripheral equipment & keyboard operations. Ability to comprehend extensive variety of technical material, define problems, collect data, establish facts & resolve technical problems; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core coursework in computer science or related field which included discussion & use of computer software & hardware; 6 mos. trg. or 6 mos. exp. in monitoring & systems & procedures.

-Or 6 mos. exp. as Network Administrator 1, 67131S.

-Or CNA or equivalent network certification.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Attends training to maintain network certification.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Network Administrator 3	67133S	41	03/30/1997	14

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Designs, implements & maintains computer network services for assigned agency or one or more divisions (e.g., evaluates network hardware & software & designs network configuration; sets up hardware; installs network cards, cabling, hubs, concentrators & Token Ring multi-station access units; installs & tests software; configures network server; installs network user software component; maintains physical links; administers client server & multi-media technologies along with peer-to-peer networks; designs, implements & maintains security; designs, implements & maintains global naming conventions among multiple servers; designs & implements disaster recovery plans to maintain data integrity, transaction tracking, disk mirroring, disk duplexing, redundant servers & automated tape backup installs & maintains application software; implements & maintains wireless, remote LAN nodes & dial-up workstations; monitors traffic on network, hubs & routers to better utilize network & eliminate slowdowns; ensures WAN security; monitors WAN traffic & errors & takes appropriate corrective action) & coordinates hardware installation &/or activities with data archival specialist/team & other personnel involved in maintaining computer network.

Resolves complex or recurrent network problems; provides technical support to lower-level network administrators.

Acts as security specialist or assists in developing security policies & procedures; reviews hardware & software options; evaluates hardware & software products & makes purchase recommendations; prepares reports for long range plan; assists in preparing budget for network operations; assists supervisor in design of new network, wiring plans, equipment purchases & related functions.

In agency with large, integrated enterprise-wide network (e.g., Ohio Bureau of Employment Services), coordinates all activity with supervisor or manager responsible for entire network.

Attends industry seminars & conferences; maintains state-of-art awareness of current vendor offerings & standards; attends training to retain network certification; confers with training officer in order to produce training materials or evaluate courses for distribution; facilitates network training courses.

Responds to "production down" problems on 24 hour basis.

MAJOR WORKER CHARACTERISTICS

Knowledge of computer science or related field; microcomputer network hardware, software & operating systems & procedures; network administration; budgeting*; employee training & development*. Skill in operation of computer & peripheral equipment & keyboard operations. Ability to comprehend & discuss large number of technical variables & determine course of action; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core coursework in computer science or related field which included discussion & use of microcomputer software & hardware; 12 mos. trg. or 12 mos. exp. in computer network administration to include understanding of operating systems & networking technologies; 1 course or 3 mos. exp. in computer networking.

-Or CNE or CBE or MCP or equivalent network certification

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Attends training to maintain network certification.

UNUSUAL WORKING CONDITIONS

Not applicable.