

RESOLUTION NO. 19-101

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR NETWORK
ADMINISTRATOR

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **NETWORK ADMINISTRATOR** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **NETWORK ADMINISTRATOR**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **NETWORK ADMINISTRATOR**, attached hereto as Exhibit A, assigned to the CARSON PROFESSIONALS AND SUPERVISORS ASSOCIATION (CPSA), is hereby adopted.

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of May 14, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 14th day of May, 2019.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-101 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 14th day of May 2019, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

CITY OF CARSON

City Council Reso. No:

06-141

Class Specification

Bargaining Unit: Prof.

Assn.

FLSA: Exempt

**TELECOMMUNICATIONS AND SYSTEMS ANALYST
NETWORK ADMINISTRATOR**

Job Summary:

Under general supervision from the Information Technology Manager, provides support to city staff and works with vendors to maintain, repair and support microcomputer, telecommunication, LAN and Wide Area Network (WAN) equipment.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Evaluates, procures, installs and maintains data networks and telecommunications systems.
2. Supports local and wide area data and voice telecommunications networks.
3. Evaluates, tests, procures, installs, and implements new equipment, hardware and software technologies.
4. Confers with departments, determines requirements, develops specifications and request for proposals, evaluates proposals, selects new products and manages project implementation resources and schedules.
5. Trains technical staff and users of equipment and software.
6. Provides support for communications problems and interacts with vendors to resolve problems and re-establish service.
7. Designs and coordinates the installation of data and voice telecommunications cabling for the City.
8. Administers central telephone switches, key systems, voice and data circuits and services, cellular phones and pager resources.
9. Performs telephone adds, moves and changes to Nortel Phone Switch for City Hall, Corporate Yard and Once Civic Plaza.
- 9.10. Provides communications solutions to departments to accommodate their business needs.
- 10.11. Administers telecommunications and network ~~databases~~ devices including but not limited to: Firewalls, ~~Spam ware~~, ~~Cisco ware~~ Routers, Switches, WIFI equipment, PBX's, Voicemail and Intrusion Preventions Systems.
12. Manages Security services such as: SIEM, IDS/IPS, SPAM protection (Sendio).
13. Responsible for documenting, organizing, and maintaining Network IP Schema for City.
14. Administers and manages internal and external DNS
15. Administers and manages DHCP
16. Administers and supports Virtual Server Farm (VMWare).
17. Administers and supports Virtual Private Network (VPN) access.
18. Administers and supports WIFI networks.

- Evaluate telecommunication and computer hardware and software and make appropriate recommendations for purchase of equipment.
- Diagnose, troubleshoot and solve complex network and telecommunications equipment and software problems and repairs.
- Support complex telecommunications systems and services including telephone switches;

voicemail systems; cabling systems; voice, data and video circuits, and equipment and services from telecommunication providers.

- Support complex systems and services including switches, routers, hubs, bridges, firewalls, virtual private networks and gateways.
- Provide effective customer service.
- Operate a variety of computers and peripheral equipment.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationships with others.
- Understand and carry out complex oral and written instructions.
- Maintain confidentiality.
- Identify and analyze problems and take effective corrective action.
- Compile, analyze and evaluate data.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, crouch, kneel, reach and bend.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.

- Perform work which involves the occasional lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work around electrical current and moving mechanical parts.
- Is subject to inside environment conditions.
- Required to work at a computer terminal for prolonged periods.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.
- May be required to drive city and/or personal vehicle in the scope of employment.
- May be required to work evenings and/or weekends.