

## RESOLUTION NO. 19-109

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE FY 2018-2019 BUDGET AND THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ELIMINATING THE COMPUTER SYSTEMS TECHNICIAN JOB CLASSIFICATION AND ADDING A SYSTEMS ADMINISTRATOR JOB CLASSIFICATION WITHIN THE INFORMATION TECHNOLOGY DEPARTMENT (CITY COUNCIL), AND ADOPTING THE CLASSIFICATION SPECIFICATION FOR THE SYSTEMS ADMINISTRATOR POSITION.**

**WHEREAS**, the City Council adopted the Fiscal Year 2018-2019 budget on June 19, 2018, for the General Fund and Special Fund Revenue Funds of the City via Resolution No. 18-069; and

**WHEREAS**, the Meyers-Milius-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 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 become 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 Information Technology Manager has reviewed and discussed the structure of the Information Technology Department with the Director of Human Resources and Risk Management and the City Manager; and

**WHEREAS**, a **COMPUTER SYSTEMS TECHNICIAN** vacancy exists in the Information Technology Department, and the Information Technology Manager has determined that the need for a **SYSTEMS ADMINISTRATOR**, which is a new position, is greater than the need for a **COMPUTER SYSTEMS TECHNICIAN**, which position is proposed to be eliminated; 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 elimination of the **COMPUTER SYSTEMS TECHNICIAN** position and creation of the **SYSTEMS ADMINISTRATOR** position.

**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 new classification specification for **SYSTEMS ADMINISTRATOR**, attached hereto as Exhibit A, is hereby adopted.

**SECTION 3.** The classification of **COMPUTER SYSTEMS TECHNICIAN** is hereby eliminated.

**SECTION 4.** The reclassification below is hereby approved:

<b>Job Classification Change</b>			
<b>Existing Classification Title</b>	<b>Existing Salary Range</b>	<b>Proposed Classification Title</b>	<b>Proposed Salary Range</b>
Computer Systems Technician (one position - vacant)	Range 144 \$5,083 – \$6,486 per month	Systems Administrator	Range 158 \$7,180 - \$9,162 per month

**SECTION 5.** The following amendment will be made to the City's FY 2018-2019 budget:

<b>Description</b>	<b>Increase</b>
Computer Systems Technician to Systems Administrator	\$26,904

**SECTION 6.** The City Clerk shall certify to the adoption of this resolution and shall keep a copy of this resolution attached to the FY 2018-2019 budget on file, and deem it effective as of May 14, 2019, the same shall be in force and effect.

[signatures on the following page]

**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. 19-109 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 14<sup>th</sup> 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

## **SYSTEMS ADMINISTRATOR**

### **Job Summary:**

The System Administrator will help to both maintain and expand the City of Carson's city-wide network infrastructure. Provide support for all network, servers, and associated hardware. Build and maintain network and server hardware, external and internal network access, resolve issues involving network intrusion, viruses, email, security, connectivity, and server performance. Following and implementing departmental IT processes and standards.

### **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. Have a deep and broad knowledge of computer software, Operating Systems, Servers, and various network infrastructure hardware. Will be responsible for designing, organizing, modifying, and supporting the City's networking infrastructure.
2. Serves as liaison for vendor support for remote access, software issues, patches/updates, server software/hardware requirements, ftp transmissions, security, and other support issues.
3. Provides technical support for the financial ERP systems; provides technical support for MS SQL database, and assists with data transference and decommissioning of legacy financial system, schedules/monitors nightly backup and coordinates offsite backup data storage.
4. Develops, documents, and maintains system standards, installation and configuration procedures.
5. Serves as backup to various business applications and infrastructure staff when needed.
6. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
7. Respond to end user requests on network and system communication failures and conflicts.
8. Evaluating business requirements and making recommendations on network design and hardware purchases to fulfill business needs.
9. Provide systems administration of the computer network, server OS, server hardware, and applications.
10. Strong knowledge of Microsoft Active Directory (Windows 2008-2016), Exchange 2010, Office365, and VMWare 6.5.
11. Installation and configuration of Cisco devices (routers, switches, firewalls etc.).
12. Monitor, Maintain, and administer network infrastructure standards, documentation and fault tolerance.
13. Support and response to service requests for technical assistance
14. Advise and make recommendations to management concerning infrastructure and related LAN/WAN issues.
15. Install, configure, and troubleshoot a wide range of software and hardware.
16. Experience with MSA NAS hardware or various SAN/NAS technologies.
17. Performs any other related duties as assigned by the IT Manager or other designee.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

Bachelor's degree in computer science, management information systems or related field and five (5) years of full-time, paid experience in infrastructure support. A typical way to obtain the knowledge, skills and abilities would be: a Bachelor's Degree in Computer Information Systems, or a related technical field, and five (5) years' experience in the analysis, development and implementation of network infrastructure systems. A 'jack of all trades' in infrastructure network/systems is desirable.

**Knowledge of:**

- Experience with security systems: SIEM, Proxies, Forcepoint, IDS/IPS, Anti-virus (Symantec), Firewalls
- Experience with telecom systems such as Avaya.
- Experience configuring and troubleshooting multiple remote network links
- Experience configuring, troubleshooting, and securing Wireless Aps
- Expertise in documenting logical and physical network designs
- Experience with virtual technologies such as VMWare 6.5, Terminal Services
- Strong experience with Microsoft technologies: Windows Server 2018-2016, SQL, Office365, Exchange 2010.
- Experience with CISCO Routers, Switches, Firewalls (ASA 5500), Websense, LAN/WAN Wireless technology proficiency in telecommunications protocols/technologies including: VOIP, SIP, MPLS, T1, PRI
- Team player with a high level of dedication and commitment to excellence
- Experience with network server hardware such as HP, Dell, MSA 1040-2050.
- Solid understanding of Windows AD server infrastructure and VMWare services: AD, DNS, DHCP, DFSR, FSMO, AD Domain Models, Kerberos, GPOs, VMware Vsphere 6.x Vcenter Operation Manager, Exchange, SQL, etc.
- Proficiency in networking protocols/architectures: TCP/IP, SSL, VLAN, QoS, VPN, etc.
- Excellent written and verbal communication skills are required
- Results oriented, self-motivated with the ability to take ownership of IT projects that are delivered on time and within budget
- Linux or Unix skills not required but big plus
- Ability to perform routine server maintenance or network emergencies during non-business hours, including on-call, evenings, and weekends.

**Skill and Ability to:**

- Analyze, interpret and present research findings to prepare design specifications.
- Must have experience in project planning, implementation and management.
- Must have experience in writing and maintaining system documentation and specifications.
- Ability to provide technical training to coworkers and internal customers
- Must possess sound analytical, organizational, and communications skills.
- Ability to interact effectively with all levels in the organization
- Conceive and develop a variety of solutions to functional problems and transform abstract ideas to easily understood procedures.
- Effectively analyze citywide business systems requirements, and coordinate/integrate technology solutions.
- Understand and use tools for managing system configurations and security
- Integrating and interfacing multi-platforms.
- Utilize industry standard diagnostic and management tools.
- Exercise independent action and judgment within established guidelines.
- Learn and utilize new skills and information to improve job performance and efficiency.

- Understand and carry out complex oral and written instructions.
- Maintain confidentiality.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employees in the Department of Motor Vehicles (DMV) Government Employer Pull possession of a valid driver's license and reflects driving record. Professional hardware and systems used by the City is highly desirable.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend.
- Require the mobility of arms to reach and dexterity of hands to grasp.
- Require the ability to stand for long periods.
- Perform work which involves the occasional lifting, pushing and/or pulling approximately 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work around electrical current and moving machinery.
- 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 to attend meetings.
- May be required to drive city and/or personal vehicle in the scope of duties.
- May be required to work evenings and/or weekends.