|  |
| --- |
| **CLASS CODE:** 2053 **PAY GRADE:** 425  |

**CLASS TITLE:** DISTRIBUTED COMPUTER SYSTEMS ADMINISTRATOR - SES

**ALLOCATION FACTOR(S)**

This is technical and administrative data processing work directing the planning, designing, testing and enhancing of a statewide or multi-agency distributed computer systems network for use by end-users including the hardware, software and communication components of distributed systems; or technical and administrative data processing work directing and/or coordinating Distributed Computer Systems Analysts in the planning, designing, testing and enhancing of five (5) or more agency distributed computer systems networks for use by end-users, utilizing unique file servers, and involving hardware, software and communications components of distributed computer systems.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

* Plans, designs, and coordinates a distributed processing system (short and long term) with statewide or area networking in a multi-agency environment.
* Consults with agency administrators and users to conduct information assessments to determine user needs and to define systems requirements.
* Designs and configures a distributed computer systems environment with appropriate hardware, operating systems software, applications software, and communications components to solve business/office problems for a wide area or statewide multi-agency network.
* Conducts research and development in distributed processing and information system technologies to support the planning and enhancement of the statewide distributed computer systems network including hardware, software, and communications resources.
* Administers the designs, codes, tests, and documents computer applications and interfaces applications with existing mainframe applications or data bases.
* Establishes methods and procedures for use of the distributed computer systems including hardware, software, communications, and user training.
* Interfaces with all state agencies distributed systems support groups to ensure the distributed processing plan is consistent with the agency objective, and is compatible with existing applications and security requirements.
* Coordinates and ensures the standard implementation of policies, procedures and systems operations with local computer support personnel.
* Develops hardware configuration plans for distributed processing systems.
* Assesses the effectiveness of hardware, software, and communications performance.
* Ensures equipment is meeting the needs of state agencies as defined in the distributed processing plan and modifies the distributed processing plan as required.
* Evaluates and selects vendor packaged software or custom written packages from agency or external sources when appropriate.
* Coordinates with agency management for the acquisition of and contracting for hardware, software, and services (including maintenance).
* Conducts on-going system audits to evaluate the utility and efficiency of the system's hardware, software, and communications components and the effectiveness of user training programs in meeting management information needs.
* Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

* Knowledge of distributed processing operations, software, procedures, and equipment.
* Knowledge of problem-solving techniques.
* Knowledge of computers and software.
* Knowledge of the principles, practices and techniques of computer programming and/or computer systems analysis.
* Ability to write, code, test and debug computer programs.
* Ability to process information logically and solve problems.
* Ability to develop training programs related to distributed processing operations and procedures.
* Ability to monitor and resolve problems with distributed computer systems components.
* Ability to identify and define user task needs.
* Ability to communicate effectively.
* Ability to establish and maintain effective working relationships with others.
* Ability to plan, organize and coordinate work assignments.
* Ability to supervise people.
* Ability to write technical data processing reports.

**MINIMUM QUALIFICATIONS**

**EFFECTIVE:**

7/1/2001

**HISTORY:**

11/10/1998

11/29/1990