

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Network Administration	SERIES NO : 6713S
	MAJOR AGENCIES: Secretary of State only	EFFECTIVE DATE: 3-30-97

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 level, employees 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.

CLASS TITLE:
Network Administrator 1

CLASS NUMBER:
67131S

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).

CLASS TITLE:
Network Administrator 3

CLASS NUMBER:
67133S

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.

CLASS TITLE: Network Administrator 1	CLASS NUMBER: 67131S	BARGAINING UNIT: 41
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE 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.

CLASS TITLE: Network Administrator 3	CLASS NUMBER: 67133S	BARGAINING UNIT: 41
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE 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 tot 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 wit 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.