Classification Specification for Unclassified Service

**Title:** Computer Systems Administrator II  
**Pay Scale Group:** 72 C

**Essential Function**

Under general supervision from a designated administrator, responsible for large-scale operating systems and database management systems that typically serve the entire campus or large multi-unit departments; provides support for installing, maintaining, and modifying operating systems, database management systems, utilities, and related software.

**Characteristic Duties**

Ensure operating systems software is properly installed, tested, and tuned to maximize operating efficiency; ensure the availability, integrity, and reliability of assigned systems.

Assist in developing and implementing plans for fully integrated systems, including operating systems, network systems, database systems and applications.

Assist in developing plans, schedules, and requirements for the installation and maintenance of new and/or revised software.

Install, configure, and tune operating systems software for optimal performance.

Assist in system integration with other systems.

Evaluate and recommend hardware and system software procurement.

Assess the impact of new software on existing systems and users and develop modification plans as needed.

Plan and implement upgrades and modifications to systems configuration to improve utilization based on analysis of application and production requirements.

Plan system capacity and develop expansion plans. Allocate and organize data storage.

May write and develop efficient software and code for operating systems.

Serve as a seasoned and proficient professional.

Other duties as assigned.

**Minimum Qualifications**

Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or a relevant degree and two (2) years related experience -OR- a Associate’s degree with four (4) years’ experience ; -OR- six (6) years’ experience. Experience and/or training include advanced level experience working with specific types of hardware and software systems used by the university and demonstrate proficient experience/skills. Experience may include related certifications such as the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE).