<table>
<thead>
<tr>
<th>Job Series Matrix</th>
<th>Job Series: System Administrator</th>
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</tr>
</thead>
</table>

**Job Series Summary:**
Responsible for the installation, maintenance, configuration and integrity of the operating system environment.

<table>
<thead>
<tr>
<th>Job Title: System Administrator 1</th>
<th>Job Title: System Administrator 2</th>
<th>Job Title: System Administrator 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: 4831</td>
<td>Job Code: 4832</td>
<td>Job Code: 4833</td>
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<tr>
<td>Grade: G</td>
<td>Grade: I</td>
<td>Grade: K</td>
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<tr>
<td>Exemption: Non-exempt</td>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
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<tr>
<td>Effective/Revision Date: 04/01/2015</td>
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**Job Purpose**
Under general supervision, install, configure, and maintain integrity of the operating system environment.

Under general direction, develop, install, configure, optimize, and maintain integrity of the operating system environment.

With minimal guidance, design, install, configure, optimize, and maintain integrity of highly complex operating system platforms. Develop long-term strategic and capacity utilization plans.

**Core Duties**
- Install software and utilities for modifications and upgrades of operating systems and workstation environments.
- Resolve incident reports as needed for data/network center support.
- Maintain system security and user accounts.
- Install, configure, and test workstations or servers with supporting hardware, software, and networking components.
- Provide routine consultation and general IT support within the department.
- Ensure data/media recovery by implementing a schedule of system backups and database archive operations.
- Participate in testing, debugging, configuring, and documenting operating systems and software.
- Monitor, tune and troubleshoot the operating system.
- Act as liaison with vendors of software and application products, especially with regard to problem diagnosis and resolution.
- Install, configure, and maintain network devices, cabling, and peripherals as necessary.

- Build, install, configure, analyze, tune, and troubleshoot operating system to achieve optimum performance levels.
- Resolve difficult system problems and provide consultation or training.
- Configure and assist in the design of system and network security.
- Manage hardware, software, and utilities for installation, modification, troubleshooting, maintenance, and upgrades of operating systems and workstation environments.
- Monitor and analyze resource usage to recommend/develop enhancements to system capabilities and performance.
- Compare, evaluate, and implement new technologies, and integrate systems into the computing environment.
- Document systems infrastructure for users, support and consulting personnel, and developers.
- Train personnel who provide support and consulting services to users.
- Act as liaison with various departments across campus.
- Facilitate vendor relationships.

- Design, develop, install, and maintain operating systems, utilities, and applications software on computing systems.
- Resolve system emergencies with significant impact on the integrity of user data and systems.
- Design, configure, implement, and maintain system security strategies, policies, and procedures.
- Establish software/hardware standards and systems policies and procedures.
- Engage in long-term strategic planning with regard to systems development and integration.
- Conceptualize and implement systems within broad technical or structural frameworks.
- Perform capacity planning for system configuration, software services, network services, load distribution, and service interrelationships among computer systems.
- Act as a technical expert or lead for local computer system administration.
- Act as project leader on large-scale computing projects in which strong technical, directional, and personal leadership is necessary; assign and oversee the work of other system administrators as needed.
- Manage vendor relationships and cost effective hardware and software maintenance agreements with vendors.

**Minimum Education and Experience Required**
Bachelor's degree and three years of relevant experience, or a combination of education and relevant experience.

Bachelor's degree and five years of relevant experience, or a combination of education and relevant experience.

Bachelor's degree and eight years of relevant experience, or a combination of education and relevant experience.
### Minimum Knowledge, Skills and Abilities Required

- Experience with one or more operating systems.
- Experience installing various hardware platforms and strong skills with most operating system commands/utilities.
- Familiarity with networked/distributed computing environment concepts.
- Experience with programming or scripting in any applicable language.
- Ability to manage shared resources and perform simple tasks.
- Familiarity with the principles and practice of system configuration management.
- Ability to work well independently and as a team member.
- Ability to explain applications and operating system fundamentals to others.

### Minimum Knowledge, Skills and Abilities Required

- Experience with multiple types of operating systems or expert knowledge in one.
- Experience with managing an integrated computing environment.
- Extensive experience in multiple programming languages for system development.
- Experience with networked environments.
- Experience with network storage solutions.
- Experience with configuring and maintaining routers.
- Demonstrated knowledge of security protocols.
- Ability to manage shared resources and perform moderately complex tasks.
- Ability to work well independently and as a team member.
- Ability to train to others in applications and operating system fundamentals.
- Experience with middleware and infrastructure.

### Minimum Knowledge, Skills and Abilities Required

- Experience with complex multi-system platforms and vendors.
- Experience coordinating multi-system and computing environments in independent computing facilities.
- Experience developing/implementing a business continuation and disaster recovery plan.
- Proven ability to develop appropriate plans to meet computing needs.
- Expert ability to program in multiple programming languages in multiple operating systems.
- Proven ability to lead and work on large/complex system deployment projects in a team environment.
- Advanced knowledge of security trends and best practices.

### Certificates and Licenses Required

<table>
<thead>
<tr>
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<tbody>
<tr>
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### Physical Requirements

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<tbody>
<tr>
<td>Constantly perform desk-based computer tasks, grasp lightly/fine manipulation.</td>
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</tr>
<tr>
<td>Frequently sitting.</td>
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<td>Frequently sitting.</td>
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<tr>
<td>Occasionally stand/walk, twist/bend/stoop/squat, reach/work above shoulders, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.</td>
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<td>Rarely kneel/crawl, climb (ladders, scaffolds, or other), grasp forcefully, use a telephone, writing by hand, lift/carry/push/pull objects that weigh 21&gt;40 pounds.</td>
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### Working Conditions

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<tbody>
<tr>
<td>Exposed to high voltage electricity, noise &gt;80dB TWA, confined spaces, hot temperatures, heavy metals.</td>
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</tr>
<tr>
<td>Extended hours and weekends.</td>
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### Work Standards

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<td>Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.</td>
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<td>Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.</td>
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<tr>
<td>Subject to and expected to comply with all applicable University policies and</td>
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