



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** January 22, 2009

RE: *Approval to change positions of Applications Programmer Analyst I/II, Computer Systems Analyst, Database Administrator and Information Technology Systems Administrator I/II from Bargaining Unit Ineligible (Confidential) to Bargaining Unit Eligible*

PETITION #08-09

That the Southern Nevada District Board of Health *approve change of classification specifications for positions of Applications Programmer Analyst I/II, Computer Systems Analyst, Database Administrator and Information Technology Systems Administrator I/II from Bargaining Unit Ineligible (Confidential) to Bargaining Unit Eligible.*

PETITIONERS:

Edward Larsen, *Information Technology Manager*
Angus MacEachern, *Human Resources Administrator*
Scott Weiss, *Director of Administration*
Lawrence Sands, DO, MPH, *Chief Health Officer*

DISCUSSION:

It was noted during a recent review that classification specifications for the positions of Applications Programmer Analyst I/II, Computer Systems Analyst Database Administrator and IT Systems Administrator I/II were submitted to and approved by the BOH as Bargaining Unit Ineligible (Confidential) job classifications. It is the District's belief that these classifications are not statutory confidential employees under Nevada law and should be included in the bargaining unit.

FUNDING:

No change in funding.

1 Appendix A Bargaining Unit Classifications

2 The District hereby recognizes the Union is the sole and exclusive collective bargaining
3 representative of the District employees assigned to the classifications listed below who are eligible
4 to be represented by the Union, except as limited by Section 1 of Article 1, Recognition and
5 Bargaining Unit Membership.

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7 General Unit

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9 Accountant I
10 Accountant II
11 Accounting Technician I
12 Accounting Technician II
13 Administrative Aide
14 Administrative Analyst
15 Administrative Assistant I
16 Administrative Assistant II
17 Administrative Clerk II (F)
18 Administrative Secretary
19 Advanced Practitioner of Nursing
20 Applications Programmer Analyst I – Confidential Employee
21 Applications Programmer Analyst II – Confidential Employee
22 ~~Bilingual Customer Service Assistant Obsolete~~
23 Biopreparedness Planner I
24 Biopreparedness Planner II – New – Approved by BOH 1/26/06
25 Central Supply Assistant
26 ~~Centralized Case Manager/Coordinator Obsolete~~
27 ~~Certified Nursing Assistant Obsolete~~
28 ~~Client Care Assistant Obsolete~~
29 Clinical Laboratory Scientist/Microbiologist - Revised – Approved by BOH 12/14/06
30 Communications Specialist – New – Approved by BOH 6/28/07
31 Community Health Nurse I – New – Approved by BOH 12/13/07
32 Community Health Nurse II – Case Manager – New – Approved by BOH 12/13/07
33 Community Outreach Coordinator – New – Approved by BOH 5/22/08
34 Community Outreach & Information Specialist - New – Approved by BOH 5/22/08
35 ~~Computer Programmer (F) - Obsolete~~
36 Computer Systems Analyst – Confidential Employee
37 Database Administrator – Confidential Employee
38 Disaster Recovery Specialist
39 Disease Data Collection Specialist/Interviewer
40 Disease Investigation and Intervention Specialist I
41 Disease Investigation and Intervention Specialist II
42 ~~Duplicating Technician Obsolete~~
43 EMS Field Representative
44 EMS Program/Project Coordinator
45 ~~EMS Quality Improvement Coordinator Obsolete~~
46 Environmental Health Assistant (F)
47 Environmental Health Engineer I
48 Environmental Health Engineer II – New – Approved by BOH 9/27/07

49 Environmental Health Specialist I
 50 Environmental Health Specialist II
 51 Environmental Health Training Officer
 52 Epidemiologist
 53 ~~Epidemiologist I - Obsolete~~
 54 ~~Epidemiologist II - Obsolete~~
 55 **Geographic Information Systems Technician I – New – Approved by BOH 3/23/06**
 56 **Geographic Information Systems Technician II – New – Approved by BOH 3/23/06**
 57 Grant Analyst
 58 **Grant Research & Development Specialist – Revised Title – Approved by BOH**
 59 **2/22/07**
 60 ~~Graphic Artist - Obsolete~~
 61 Health Educator I
 62 Health Educator II
 63 Health Records Assistant
 64 Health Records Clerk (F)
 65 Health Records Lead Assistant
 66 HVAC Technician
 67 ~~Immunization Project Specialist - Obsolete~~
 68 ~~IT Security Specialist – Obsolete~~
 69 **Information Technology Project Coordinator – New – Approved by BOH 8/28/08**
 70 Information Technology Systems Administrator I – Confidential Employee
 71 Information Technology Systems Administrator II – Confidential Employee
 72 Janitor
 73 Laboratory Assistant
 74 Laboratory Technologist I
 75 Laboratory Technologist II
 76 Landscape Maintenance Technician
 77 ~~Librarian/Grant Writer - Obsolete~~
 78 Licensed Practical Nurse
 79 Maintenance Specialist
 80 Maintenance Technician
 81 Maintenance Worker
 82 **Network Administrator Specialist – New – Approved by BOH 1/24/08**
 83 ~~Nurse Case Manager- Obsolete~~
 84 Nursing Development & Community Outreach Educator
 85 ~~Nursing Trainer- Obsolete~~
 86 ~~Physician's Assistant- Obsolete~~
 87 ~~Prevention Activities Coordinator- Obsolete~~
 88 Program / Project Coordinator
 89 Program Systems Specialist I
 90 Program Systems Specialist II
 91 **Project Specialist – New – Approved by BOH 1/26/05**
 92 **Public Health Preparedness Nurse - New – Approved by BOH 3/27/08**
 93 **Public Health Preparedness Training Coordinator Officer – Revised – Approved by BOH**
 94 **1/25/08**
 95 ~~Public Information Specialist - Obsolete~~
 96 **Publication Specialist – New – Approved by BOH 2/23/06**
 97 **Purchasing Agent – New – Approved by BOH 7/26/07**

- 98 **Regional Trauma Coordinator – Revised Title – Approved by BOH 1/26/06**
- 99 Security Aide
- 100 **Security Specialist – New - Approved by BOH 1/26/06**
- 101 **Senior Accountant - New - Approved by BOH 4/27/06**
- 102 Senior Accounting Technician
- 103 Senior Administrative Assistant
- 104 Senior Administrative Clerk (F)
- 105 **Senior Biopreparedness Planner - New - Approved by BOH 1/26/06**
- 106 Senior Disease Investigator and Intervention Specialist
- 107 Senior Environmental Health Specialist
- 108 Senior Epidemiologist
- 109 Senior Health Educator
- 110 Senior Health Records Assistant
- 111 Senior Janitor
- 112 Senior Public Health Nurse
- 113 ~~Senior Security Aide- Obsolete~~
- 114 ~~Social Worker- Obsolete~~
- 115 ~~Social Work Technician- Obsolete~~
- 116 ~~Storeroom / Mail Clerk- Obsolete~~
- 117 **Support Specialist – Revised Title – Approved by BOH 6/22/06**
- 118 Surveillance Biostatistician I
- 119 Surveillance Biostatistician II
- 120 Vital Records Clerk (F)
- 121 ~~Volunteer Coordinator~~
- 122 Web Content Specialist
- 123 ~~WIC Program Coordinator~~
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- 126 **Supervisory Unit**
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- 128 **Chief Laboratory Technologist – Not listed in previous contract**
- 129 **Communicable Diseases Coordinator Supervisor – Correct Title**
- 130 Environmental Health Engineer-Supervisor
- 131 Environmental Health Supervisor
- 132 **Epidemiologist Epidemiology Supervisor - Correct title**
- 133 ~~Grant Administrative Supervisor- Obsolete~~
- 134 Health Education Supervisor
- 135 Health Records Supervisor
- 136 Public Health Nurse Supervisor
- 137 **Public Health Preparedness Supervisor - New – Approved by BOH 1/24/08**
- 138 **Vector Entomologist/Supervisor- New – Approved by BOH 5/24/07**

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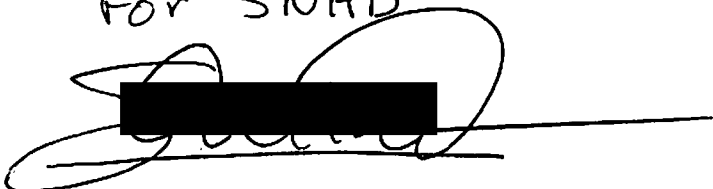
List of Supervisors Not In Bargaining Unit

- Accounting Supervisor - New – Approved by BOH 7/26/07
- Human Resources Supervisor - New – Approved by BOH 3/23/06
- Information Systems Supervisor - New – Approved by BOH 6/22/06
- Information Technology Supervisor – New – Approved by BOH 8/28/08

List of Bargaining Unit Ineligible Classifications

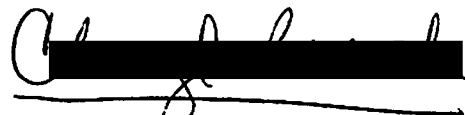
- Assistant Health Officer
- Associate Attorney
- Attorney
- Chronic Disease Prevention & Health Promotion Manager
- Community Health Nurse Manager
- Director of Administration
- Director of Clinics and Nursing Services
- Director of Community Health Services
- Director of Environmental Health Services
- Environmental Health Engineer/Manager
- Environmental Health Manager
- Epidemiology Manager
- Executive Assistant
- Facilities Services Manager
- Financial Services Manager
- Health Records Manager
- Human Resources Administrator
- Human Resources Analyst
- Human Resources Specialist
- Information Technology Manager
- Laboratory Manager
- Public Health Preparedness Manager
- Public Information Manager
- Public Information Officer
- Safety Officer
- Senior Human Resources Assistant

For SNHD



10/22/08 4:47 p.m.

For SEIU



10-22-08

4:45 pm

APPLICATIONS PROGRAMMER ANALYST I/II

DEFINITION

To lead, plan, coordinate and provide technical and strategic leadership to support District information technology projects; oversight of testing applications and making modifications as necessary; and coordination of user training. Work includes project management, systems analysis, applications programming; and designing and documenting procedures.

DISTINGUISHING CHARACTERISTICS

Applications Programmer Analyst I - This is the entry level class in training for the Applications Programmer Analyst II. The Applications Programmer Analyst I implements computer applications and program modifications at the direction of higher level staff. As competency improves, incumbents in this class develop greater accountability for project design and completion. This class is distinguished from the Applications Programmer Analyst II by a lower level of independent judgment and team management. Employees will be promoted to Applications Programmer Analyst II after completing a probationary period and meeting the standards for the position.

Applications Programmer Analyst II - Employees in this class typically lead project teams and participate in designing, selecting or developing, testing and implementing computer applications, program modifications and enhancements to meet District requirements for effective and efficiently designed information systems. Incumbents are expected to bring projects to conclusion, including development of operating procedures, instruction and training, and documentation of applications. Work is performed and technical decisions made with some latitude for independent judgment. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from higher level supervisory or management staff.
- May exercise technical and functional supervision over lower level staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Manage projects including maintaining project schedules, managing resources and providing solutions to ensure project activity is in accordance with project plan and standards.
- Coordinate, participate in, and manage the development and delivery of written specifications to capture business process requirements.
- Consult with vendors in the acquisition of new computer software and hardware; perform comparative analysis between competing software packages; recommend software and hardware acquisition.
- Provide in-depth analysis for enhancements to new and existing systems; define programming requirements and develop and revise standards for programming, documentation and quality control.
- Develop and maintain the design of computer systems including screen design, reports and programs; participate in database design; write and test new computer applications.
- Provide leadership and guidance on process, methodology, and direct content review that will support the project team.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.
- Conduct training of users and programming teams.
- Perform related duties and responsibilities as required.
- Develop and maintain the organization's relational database systems; develop database backup and recovery plans; manage the database structure; perform configuration control.

APPLICATIONS PROGRAMMER ANALYST I

QUALIFICATIONS

Knowledge of:

- Principles of Project Management.
- Information technology systems design and structured programming including object oriented programming concepts.
- Data communications security and privacy techniques.
- Relational database design and management including Structured Query Language.
- High level computer programming languages such as Visual Basic, Microsoft SQL Server, ASP, Microsoft .NET, Visual Studio, Java, Access, and GIS Information Systems.
- Mini and large scale computer systems and applications.
- Local Area Networks (LANs) and Wide Area Networks (WANs).

Ability to:

- Identify key issues, develop action plans, maintain project schedules, manage resources, coordinate in-depth analysis, and deliver quality solutions on time and within budget.
- Develop and document logical code for efficient program execution.
- Design, program, install and maintain complex computer systems using different programming languages and operating systems.
- Coordinate software development activities with other district divisions and sections.
- Coordinate physical changes to databases applying knowledge of database management systems, using JDBC/ODBC to call database procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Training and Experience Guidelines

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Computer Science, Management Information Systems, or a closely related field.

Experience:

- Two years of progressive, increasingly responsible, computer applications programming supporting and developing small and large scale computer software applications.

APPLICATIONS PROGRAMMER ANALYST II

In addition to the qualifications for Applications Programmer Analyst I:

Knowledge of:

- Principles of lead supervision and training.
- Principles of business system analysis, including the analysis of procedures, equipment, and methods
- Flowcharting, data modeling, process modeling, form design, documentation and control procedures.
- Organization, policies and operating procedures of the District.
- Database recovery and backup techniques; performance monitoring and tuning.

Ability to:

- Make effective oral presentations to large and small groups.
- Design and conduct training sessions for users.

SOUTHERN NEVADA HEALTH DISTRICT
Applications Programmer Analyst I/II (Continued)

- Reduce abstract ideas to easily understood procedures.
- Analyze complex administrative processes and computer systems, identify problems, develop logical conclusions, and implement effective solutions.
- Manage diverse and multi-functional teams with an understanding of how to resolve staff and team issues.
- Lead, organize and review the work of staff in areas of assigned work.
- Work independently in the absence of supervision.

Training and Experience Guidelines

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Computer Science, Management Information Systems, or a closely related field. Master's Degree in closely related field desirable.

Experience:

- Four years of progressive, increasingly responsible, computer applications programming supporting and developing small and large scale computer software applications. At least two years of qualifying experience must have included managing successful, multi-discipline technology or service oriented projects.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible

FLSA non-exempt

Applications Programmer Analyst I Schedule 22

Applications Programmer Analyst II Schedule 24

Revisions Approved by the Board of Health on 2-24-05

Revisions Approved by the Board of Health on 3-22-07

Revisions Approved by the Board of Health on 3/27/08

Revisions Approved by the Board of Health on 1/22/09

COMPUTER SYSTEMS ANALYST

DEFINITION

To perform complex level application, hardware support work on the Health District's computer systems, provide network and network security support; and to provide project and program leadership to professional and technical staff.

DISTINGUISHING CHARACTERISTICS

Employees in this class typically lead project teams and participate in designing, selecting or developing, testing and implementing computer applications, program modifications and enhancements to meet District requirements for effective and efficiently designed information and network security systems. Incumbents are expected to ring projects to conclusion, including development of operating procedures, instruction and training, and documentation of applications. Work is performed and technical decisions made with some latitude for independent judgment.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from higher level supervisory or management staff.
- May exercise technical and functional supervision over lower level staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Coordinate and participate in the design and development of new MIS communication and network security systems and the maintenance of existing MIS communication and network security systems.
- Coordinate and participate in the installation, configuration, and integration of network hardware, software, communication and connectivity devices in accordance with established procedure and security needs.
- Research and evaluate network hardware and software such as routers, bridges and firewalls, and communication and security protocols.
- Implement, administer and troubleshoot information systems that incorporate Microsoft Exchange 2000 Server.
- Analyze business models including user business needs.
- Formulate test procedures to insure functionality and address problems.
- Create and maintain maps of network topology and resource locations.
- Manage the wide area network using automated management software.
- Document in hard copy and electronic form all system and PC parameters.
- Acquire, assign, and track TCP/IP addresses.
- Evaluate, recommend, and coordinate maintenance support by outside providers.
- Plan for projects and future expansion requirements.
- Research and assist with outside software and hardware vendor selection.
- Confer with potential vendors to formulate cost estimates.
- Communicate the status of all projects to management on a regular basis.
- Verify work of team members for accuracy, time lines and conformance to protocols
- Train and coordinate other support staff.
- Maintain knowledge base by studying increasingly complex systems.

SOUTHERN NEVADA HEALTH DISTRICT
Computer Systems Analyst (Continued)

QUALIFICATIONS

Knowledge of:

- PC operations and associated peripheral equipment; LANs, WANs, Novell network management tools; remote access systems, routers, bridges, cabling, IP and IPX firewalls; UNIX and Windows NT based operating systems.
- Standard office automations tools such as Word, Excel, Visio, GroupWise and Exchange.
- Operating systems and relational database management systems such as Oracle and SQL Server.
- Development languages such as Delphi, Visual Basic, Java and PL/SQL.
- Interdependence of software and hardware operating in a multi-platform, multi-user environment.
- Principles, practices, and techniques in the installation and maintenance of hardware and software.
- Concepts and capabilities of computer operation platforms.
- Network management tools and problem analysis techniques.

Ability to:

- Create deliverables from the following disciplines: Software Development Life Cycle, Quality Assurance/Quality Control, Configuration Management, Project Management and Contract Management.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate strong leadership capabilities.
- Troubleshoot and solve problems for network, computer and software.
- Establish and maintain effective working relationships among team members and outsider suppliers.
- Operate automation and management software.
- Install and maintain PC's, operating systems, servers, routers, and hubs.
- Prepare clear and concise reports to management both orally and in writing.
- Read and comprehend complex technical documents.
- Project future needs and devise plans to meet those needs.

Training and Experience Guidelines

Training:

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Computer Science, Management Information Systems, or a closely related field.

Experience:

- Three years of network engineering which involved the design and maintenance of telecommunication, Web and network access systems.

Preferred:

- Work experience with Cisco network engineering involving the design and maintenance of Cisco Network Equipment, Microsoft Windows 2000, Novell 4x and 5x Systems and Infrastructure Systems such as LANS, WANS, and MANS.

Preferred License or Certificate

Certified Novell Engineer (CNE)

SOUTHERN NEVADA HEALTH DISTRICT
Computer Systems Analyst (*Continued*)

Certified Novell Engineer 5 (CNE 5)
Microsoft Certified Systems Engineer (MCSE)
Cisco Certified Network Professional (CCNP)
Cisco Certified Design Professional (CCDP)
Cisco Certified Internetwork Expert (CCIE)

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible

FLSA non-exempt

Schedule 24

Approved by the Board of Health 10/25/01

Revisions approved by the Board of Health on 2/24/05

Revisions approved by the Board of Health on 3/27/08

Revisions approved by the Board of Health on 1/22/09

DATABASE ADMINISTRATOR

DEFINITION

To perform and coordinate the activities necessary to administer and manage the databases and systems used within and across District divisions and sections.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from higher level supervisory or management staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Manage large organization-wide database activity including developing standards, control procedures, and documentation to ensure database users work in a cooperative and complementary fashion when managing data.
- Define and implement interfaces to ensure that various applications and user-installed or vendor-developed systems interact with the required database systems.
- Test, troubleshoot, refine and document systems.
- Assist in establishing data integrity and security policies and procedures for user accounts, data creation, data manipulation and data storage.
- Develop and maintain the organization's data dictionary; develop database backup and recovery; manage the database structure; perform configuration control.
- Confer with programmer/analyst and customer staff to define functional requirements, perform data modeling and implement final products; resolve errors and interface problems and ensure integrated systems are in accordance with development standards.
- Write program documentation and user procedures and instructions; assist user departments and staff in implementing new or modified database applications; track and evaluate project and systems progress.
- Integrate the database to work with major organization-wide applications such as geographic information systems and document imaging.
- Create tables, views, indices, sequences and other database objects (SQL processing).
- Develop and implement strategic and technical plans for the construction and evolution of the District's database systems.
- Manage the database management system including compiling and analyzing statistics about performance, identifying potential problem areas, incorporating new DBMS features, and modifying the database structure or system as appropriate; recommend hardware and system configuration changes to optimize database and systems performance.
- Design and development of data marts, data stores, and data warehouses for application and reporting needs.
- Develop strategies for database tuning and optimization. Extraction Transformation & Loading (ETL); Business Intelligent Tools (BI); Data Transformation Services (DTS); SQL Server Integration Services (SSIS); Monitoring tools)
- Contribute to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of the work team.
- Perform related duties and responsibilities as required.

Knowledge of:

- Large scale data and database design, implementation and management procedures; computer programming principles, techniques and procedures for administrative and business applications.
- Database recovery and backup techniques; performance monitoring, database optimization and index tuning.
- Management systems such as SQL Server 2000 and SQL Server 2005, Oracle, Structured Query Language; application development languages such as Visual Basic
- Report Writing and query tools such as SQL Report Writer and Crystal Reports 10 or higher.
- Principles of relational database design, entity relationship diagrams, rules of normalization and unified modeling language development and administration.
- Extraction Transformation & Loading (ETL); Business Intelligent Tools (BI) for OLAP/MOLAP/ROLAP using tools such as Microsoft Analysis Services; Business Objects, and Cognos; Data Transformation Services (DTS); SQL Server Integration Services (SSIS); Monitoring tools)
- Data Warehousing, Stored Procedure optimization, SQLServer optimization, and Disk space optimization for performance (RAID and SAN).
- Microsoft Windows 2003 Server, Microsoft Clustering Services, and Storage Area Networks.

Ability to:

- Coordinate physical changes to databases applying knowledge of database management systems, using JDBC/ODBC to call database procedures.
- Install, configure, administer and troubleshoot information systems that incorporate Microsoft Back Office Products including SQL Server 2000 and SQL Server 2005.
- Analyze programs, company IT policies, and operational needs.
- Analyze problems, identify alternative solutions, and implement recommendations in support of District goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

- Three years of professional level experience in complex database definition and installation in a large scale computer system environment. MCDBA and/or MCITP Certification preferred.

Training:

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Computer Science, Management Information Systems, Information Technology, or closely related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain valid Nevada driver's license.

SOUTHERN NEVADA HEALTH DISTRICT
Database Administrator (Continued)

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible (Confidential Employee)

FLSA Exempt

Schedule 26

Approved by the Board of Health on 9/27/01

Revisions approved by the Board of Health on 1/24/08

Revisions approved by the Board of Health on 3/27/08

Revisions approved by the Board of Health on 1/22/09

INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR I/II

DEFINITION

The IT Systems Administrator I/II is responsible for all aspects of systems administration for the District, including servers, applications, and databases. This includes implementation, configuration, coordination, control, maintenance, troubleshooting, security, usage monitoring and the development of specialized system procedures within the District.

DISTINGUISHING CHARACTERISTICS

IT Systems Administrator I- Assignments are based on assigned systems and network administration tasks within the framework of well defined instructions, well accepted techniques and procedures and departmental standards and policies. Work is performed with a limited amount of independence; performance is judged by frequent reviews of work in progress. Supervision of work assigned varies depending on the size, scope and complexity of the task being administered.

IT Systems Administrator II- Employees in this class typically carry out system and network administration functions independently, with a sound understanding of the interactions between hardware, operating system software and network operations and the design and administrative requirements to ensure an efficient, reliable, secure infrastructure. Incumbents are expected to bring projects to conclusion, including development of operating procedures, instruction and training, and required documentation. Work is performed and technical decisions made with some latitude for independent judgment. Positions in this class are flexibly staffed and are normally filled by advancement from the I level where the employee has met the minimum requirements for the II level. When filled from outside applicants must have prior experience.

SUPERVISION RECEIVED AND EXERCISED

IT Systems Administrator I

- Receives general supervision from higher level supervisory or management staff.

IT Systems Administrator II

- Receives general direction from higher level supervisory or management staff.
- May exercise technical and functional supervision over lower level staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Performs basic systems security administration functions, including creating customer profiles and accounts
- Monitors and manages system resources, including CPU usage, disk usage, and response times to maintain operating efficiency
- Writes or modifies basic scripts to resolve performance problems and automate systems administration tasks
- Maintains system documentation and logs
- Performs or assists in troubleshooting and diagnosing production problems; corrects identified problems
- Performs systems administration functions for the District wide e-mail system
- Maintain application security, event investigations and compliance enforcement. Review personnel conduct in relation to data protection
- Administer secure links with public key encryption, anti-virus, user authentication and intrusion detection
- Provide monitoring and primary response and intervention for information technology related security incidents and violations.
- Manage and support secure Virtual Private Networks (VPNs).
- Document LAN network related policies and procedures including security.
- Implement and maintain HIPAA requirements.
- Keep current with new Information Technology Security protocols, applicable laws and regulations.
- Perform other miscellaneous duties as assigned.

SOUTHERN NEVADA HEALTH DISTRICT
IT Systems Administrator I/II (Continued)

QUALIFICATIONS

IT Systems Administrator I

Knowledge of:

- Concepts and administration of computer and network operating systems and applications.
- Practices and methods of systems administration and maintenance
- Network protocols including TCP/IP and bridging
- Data storage and communications
- Principles, practices, and techniques in the installation, maintenance and troubleshooting of server hardware and software.
- Reporting tools, Excel, Crystal Reports, etc.

Ability to:

- Think critically – Use logic and analysis to identify the potential enhancements and flaws in security measures.
- Make decisions and resolve problems – Seek out information and data to evaluate, prioritize and formulate best solution or practice.
- Demonstrate leadership and foster collaborative team approach – interacts well with front line and management providing consultation and expert advice on systems security related topics.
- Analyze, interpret and present research findings into clear, concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships; work independently and demonstrate initiative.

Training and Experience Guidelines

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Computer Science, Management Information Systems, or a closely related field.

Experience:

- One year of increasingly responsible computer applications programming and systems analysis experience
- Demonstrated competency in systems documentation.

IT Systems Administrator II

In addition to the qualifications listed for IT Systems Administrator I

Knowledge of:

- Strong operating system and network knowledge in order to carry out assigned administrative tasks with the need for limited supervision
- Overall system administration responsibility for major platform and operating systems
- Local Area Networks (LANs) and Wide Area Networks (WANs).
- Reporting tools, Excel, Crystal Reports, etc.

Ability to:

- Conduct ongoing security risk assessments including the monitoring, investigation and reporting of security and access violations.
- Install and maintain network servers, operating systems, and other network equipment.
- Demonstrate leadership and foster collaborative team approach – interacts well with front line and management providing consultation and expert advice on systems security related topics.
- Perform system vulnerability assessments and conduct trade-off studies to recommend methods on countering threats to systems
- Review system performance statistics; perform system modifications and fixes

**SOUTHERN NEVADA HEALTH DISTRICT
IT Systems Administrator I/II (Continued)**

- Research, test and evaluate vendor hardware and software products
- Conducts feasibility studies and develop system, time, equipment and cost requirements.

Training and Experience Guidelines

Training:

- Equivalent to a Bachelor's Degree in Management Information Systems, or Computer Science or closely related field.

Experience:

- Two years of increasingly responsible computer applications programming and systems analysis experience.
- A minimum of two years progressive experience in various Information Technology related functions including but not limited to information server standard administration.
- Demonstrated competency in project management.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.

Any of the following certifications are desirable:

- Certifications obtained through the Microsoft Certified Professional Program, Novell Professional certification program, or any other approved information technology certification.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible

FLSA Non-Exempt

IT Systems Administrator I –Schedule 20

IT Systems Administrator II –Schedule 22

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