

CERTIFIED IT ADMINISTRATOR (LAN)Duties and Responsibilities

This class of positions encompasses highly technical and supervisory responsibilities in the management and administration of complex and secure Local Area Networks (LANs), including planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of network operating systems, computer software, hardware and associated devices. These duties are performed at varying levels of difficulty and with varying degrees of latitude for independent initiative and judgment. There are four Assignment Levels within this class of positions, differing according to the complexity and sophistication of the network and the amount of supervision required. The following are typical assignments within this class of positions. All personnel perform related work, including end user support, disaster recovery and Wide Area Network support and, when necessary, perform the duties of related lower titles and Assignment Levels.

Assignment Level IExamples of Typical Assignments

Under supervision, with latitude for independent action and the exercise of independent judgment, is responsible for planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of network operating systems, computer software, hardware and associated devices. May supervise a small unit engaged in this work; may serve as a project leader of small network projects, or may independently perform LAN work of a highly technical nature. In the temporary absence of the supervisor, may perform the duties of that position.

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CERTIFIED IT ADMINISTRATOR (LAN) (continued)Assignment Level IIExamples of Typical Assignments

Under general supervision, with wide latitude for the exercise of independent initiative and judgment, supervises a unit engaged in planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of network operating systems, computer software, hardware and associated devices; or serves as a project leader for complex network projects. In the temporary absence of the supervisor, may perform the duties of that position.

Assignment Level IIIExamples of Typical Assignments

Under general direction, with broad scope for the exercise of independent initiative and judgment, supervises several LAN units or projects responsible for planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of network operating systems, computer software, hardware and associated devices. Supervises unit supervisors, project leaders and their subordinates, instructing, directing and checking their work. In the temporary absence of the supervisor, may perform the duties of that position.

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CERTIFIED IT ADMINISTRATOR (LAN) (continued)Assignment Level IVExamples of Typical Assignments

Under managerial direction, with the broadest scope for the exercise of independent initiative and judgment, holds senior-level technical responsibility for an extremely complex or several large and complex LANs. Routinely serves as in-house expert and authority regarding extremely complex and highly specialized LANs and connectivity issues. Coordinates multiple projects of highly technical complexity. May supervise a unit or units engaged in work related to complex LANs. In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

Professional/vendor certification(s) in local area network administration that is required for the position to be filled [see APPENDIX for list of acceptable certificates]. In addition, all candidates must have the following:

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in local area network planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been as described in "1" above; or

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CERTIFIED IT ADMINISTRATOR (LAN) (continued)

Qualification Requirements (continued)

- 3. A masters degree in computer science or a related field from an accredited college may substitute for one year of experience. However, all candidates must have at least one year of satisfactory (not classroom based) full-time information technology experience as described in "1" above.

Note:

In addition to meeting the minimum Qualification Requirements:

Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

Lines of Promotion

From: None

To: Computer Systems
Manager (M 10050)

APPENDIX

NYC Acceptable Vendor/Professional Certificates, as of March 15, 2006, for Certified IT Administrator (LAN) Title Code No. 13641:

- 1. Citrix Certified Administrator (CCA)
- 2. Citrix Certified Enterprise Administrator (CCEA)
- 3. Citrix Certified Integration Architect (CCIA)

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CERTIFIED IT ADMINISTRATOR (LAN) (continued)APPENDIX (continued)

4. CompTIA Security+
5. EMC² Proven Expert Professional Storage Administrator - Networked Storage - SAN Specialty
6. EMC² Proven Expert Professional Storage Administrator - Networked Storage - Storage Management Specialty
7. EMC² Proven Specialist Professional Storage Administrator - Networked Storage - SAN Specialty
8. EMC² Proven Specialist Professional Storage Administrator - Networked Storage - Storage Management Specialty
9. GIAC Certified Incident Handler (GCIH)
10. GIAC Certified Intrusion Analyst (GCIA)
11. GIAC Certified Security Leadership (GSLC)
12. GIAC Certified Windows Security Administrator (GCWN)
13. GIAC Certified UNIX Security Administrator (GCUX)
14. GIAC Security Expert (GSE)
15. GIAC Systems and Network Auditor (GSNA)
16. HP-UX Certified System Administrator (CSA) Certification
17. HP-UX Certified System Engineer (CSE) Certification
18. IBM Certified Advanced Technical Expert - pSeries and AIX 5L
19. IBM Certified Associate System Administrator - Lotus Notes and Domino 6
20. IBM Certified Lotus Notes R5 System Administration
21. IBM Certified Specialist - pSeries AIX System Administration
22. Linux Professional Institute (LPI) Intermediate Level Administration (LPIC2)
23. Linux Professional Institute (LPI) Senior Level Administration (LPIC3)
24. Microsoft Certified Desktop Support Technician (MCDST)
25. Microsoft Certified Systems Administrator (MCSA) Windows 2000
26. Microsoft Certified Systems Administrator (MCSA) Windows 2000 with Security Specialization

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27. Microsoft Certified Systems Administrator (MCSA) Windows 2000 with Messaging on Windows 2000 Specialization
28. Microsoft Certified Systems Administrator (MCSA) Windows 2003
29. Microsoft Certified Systems Administrator (MCSA) Windows 2003 with Security Specialization
30. Microsoft Certified Systems Administrator (MCSA) Windows 2003 with Messaging on Windows 2003 Specialization
31. Microsoft Certified Systems Engineer (MCSE) Windows 2000
32. Microsoft Certified Systems Engineer (MCSE) Windows 2000 with Security Specialization
33. Microsoft Certified Systems Engineer (MCSE) Windows 2000 with Messaging on Windows 2000 Specialization
34. Microsoft Certified Systems Engineer (MCSE) Windows 2003
35. Microsoft Certified Systems Engineer (MCSE) Windows 2003 with Security Specialization
36. Microsoft Certified Systems Engineer (MCSE) Windows 2003 with Messaging on Windows 2003 Specialization
37. Microsoft Certified Technology Specialist: BizTalk Server 2006
38. Netcool Certified Consultant Accreditation (NCCA)
39. Novell Certified Network Administrator (CNA) 5.0
40. Novell Certified Network Administrator (CNA) 6.0
41. Novell Certified Network Engineer (CNE) 5.0
42. Novell Certified Network Engineer (CNE) 6.0
43. Novell Certified Linux Engineer (CLE)
44. Novell Master Certified Network Engineer (CNE) 5.0
45. Novell Master Certified Network Engineer (CNE) 6.0
46. Remedy Skilled Professional (RSP)
47. Red Hat Certified Engineer (RHCE)

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48. Red Hat Certified Technician (RHCT)
49. Sun Certified Backup and Recovery Engineer (Emphasis on Veritas NETBackup)
50. Sun Certified Backup and Recovery Engineer (Emphasis on Solstice Backup)
51. Sun Certified Data Management Engineer (Emphasis on Veritas Volume Manager)
52. Sun Certified Data Management Engineer (Emphasis on Solstice DiskSuite Software)
53. Sun Certified Storage Architect
54. Sun Certified Security Administrator for Solaris 9 Operating Systems
55. Sun Certified Network Administrator 8.0
56. Sun Certified Network Administrator 9.0
57. Sun Certified Network Administrator for Solaris 10 Operating System
58. Sun Certified System Administrator for Solaris 8 Operating System
59. Sun Certified System Administrator for Solaris 9 Operating System
60. Sun Certified System Administrator for Solaris 10 Operating System