

**CERTIFIED IT ADMINISTRATOR (WAN)****Duties and Responsibilities**

This class of positions encompasses highly technical and supervisory responsibilities in the management and administration of complex and secure Wide Area Networks (WANs) and Metropolitan Area Networks (MANs), 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 and disaster recovery and, when necessary, perform the duties of related lower titles and Assignment Levels.

**Assignment Level I****Examples 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 WAN and MAN work of a highly technical nature. In the temporary absence of the supervisor, may perform the duties of that position.

## COMPUTER SOFTWARE OCCUPATIONAL GROUP [296]

CERTIFIED IT ADMINISTRATOR (WAN) (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 WAN and MAN 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.

## COMPUTER SOFTWARE OCCUPATIONAL GROUP [296]

CERTIFIED IT ADMINISTRATOR (WAN) (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 WANs and MANs. Routinely serves as in-house expert and authority regarding extremely complex and highly specialized WANs and MANs and connectivity issues. Coordinates multiple projects of highly technical complexity. May supervise a unit or units engaged in work related to complex WANs and MANs. In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

Professional/vendor certification(s) in wide 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 wide 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

## COMPUTER SOFTWARE OCCUPATIONAL GROUP [296]

CERTIFIED IT ADMINISTRATOR (WAN) (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. Brocade Certified Fabric Professional (BCFP) v2.6/3.1/4.1
2. Brocade Certified SAN Designer (BCSD) v2.6 - 4.2
3. Brocade Certified Manager (BCSM) v3.0

## COMPUTER SOFTWARE OCCUPATIONAL GROUP [296]

CERTIFIED IT ADMINISTRATOR (WAN) (continued)APPENDIX (continued)

4. Check Point Certified Managed Security Expert (CCMSE)
5. Check Point Certified Managed Security Expert Plus VSX - CCMSE Plus VSX
6. Check Point Certified Security Expert (CCSE)
7. Check Point Certified Security Expert Plus: Enterprise Integration and Troubleshooting (CCSE Plus)
8. Cisco Certified Design Professional (CCDP)
9. Cisco Certified Internetwork Expert (CCIE) Security
10. Cisco Certified Internetwork Expert (CCIE) Routing & Switching
11. Cisco Certified Internetwork Expert (CCIE) Service Provider
12. Cisco Certified Internetwork Professional (CCIP)
13. Cisco Certified Network Professional (CCNP)
14. Cisco Certified Security Professional (CCSP)
15. CompTIA Security+
16. EMC<sup>2</sup> Proven Expert Professional Storage Administrator - Networked Storage - SAN Specialty
17. EMC<sup>2</sup> Proven Expert Professional Storage Administrator - Networked Storage - Storage Management Specialty
18. EMC<sup>2</sup> Proven Specialist Professional Storage Administrator - Networked Storage - SAN Specialty
19. EMC<sup>2</sup> Proven Specialist Professional Storage Administrator - Networked Storage - Storage Management Specialty
20. Enterasys Certified Internetworking Engineer (ECIE)
21. Enterasys Security Specialist Engineer (ESSE)
22. Enterasys Systems Engineer (ESE)
23. Foundry Networks Certified Network Engineer (FNCNE)
24. Foundry Networks Certified Network Professional (FNCNP)
25. GIAC Certified Intrusion Analyst (GCIA)
26. GIAC Certified ISO-17799 Specialist (G7799)

## COMPUTER SOFTWARE OCCUPATIONAL GROUP [296]

CERTIFIED IT ADMINISTRATOR (WAN) (continued)APPENDIX (continued)

27. GIAC Certified Incident Handler (GCIH)
28. GIAC Certified Firewall Analyst (GCFW)
29. GIAC Certified Forensic Analyst (GCFA)
30. GIAC Certified Security Leadership (GSLC)
31. GIAC Certified UNIX Security Administrator (GCUX)
32. GIAC Certified Windows Security Administrator (GCWN)
33. GIAC IT Security Audit Essentials (GSAE)
34. GIAC Security Essentials Certification (GSEC)
35. GIAC Security Expert (GSE)
36. GIAC Solaris Gold Standard Certificate (GHSC)
37. GIAC Systems and Network Auditor (GSNA)
38. GIAC Windows 2000 Gold Standard Certificate (CGSC-0100)
39. HP-UX Certified System Administrator (CSA) Certification
40. HP-UX Certified System Engineer (CSE) Certification
41. IBM Certified Specialist - p Series AIX System Administration
42. IBM Certified Advanced Technical Expert - pSeries and AIX 5L
43. International Info Systems Security Certification Consortium Inc. - Certified Info Systems Security Professional (CISSP)
44. International Info Systems Security Certification Consortium Inc. - Systems Security Certified Practitioner (SSCP)
45. Information Systems Audit and Control Association (ISACA) - Certified Information Security Manager (CISM)
46. Information Systems Audit and Control Association (ISACA) Certified Information Systems Auditor (CISA)
47. Linux Professional Institute (LPI) Intermediate Level Administration (LPIC2)
48. Linux Professional Institute (LPI) Senior Level Administration (LPIC3)
49. Microsoft Certified Systems Administrator (MCSA) Windows 2000
50. Microsoft Certified Technology Specialist: BizTalk Server 2006

## COMPUTER SOFTWARE OCCUPATIONAL GROUP [296]

CERTIFIED IT ADMINISTRATOR (WAN) (continued)APPENDIX (continued)

51. Netcool Certified Consultant Accreditation (NCCA)
52. Network Associates (NAI) Sniffer Certified Expert (SCE)
53. Network Associates (NAI) Sniffer Certified Master (SCM)
54. Nortel Networks Certified Architect (NNCA)
55. Nortel Networks Certified Design Expert (NNCDE) - Alteon Security
56. Nortel Networks Certified Design Expert (NNCDE) - Contivity Security
57. Nortel Networks Certified Design Expert (NNCDE) - Convergence Succession  
1000/1000M Rls. 3.0
58. Nortel Networks Certified Design Expert (NNCDE) - IP Convergence Meridian  
1 IP Enabled 25.40
59. Nortel Networks Certified Support Expert (NNCSE) - Alteon Security
60. Nortel Networks Certified Support Expert (NNCSE) - Contact Center
61. Nortel Networks Certified Support Expert (NNCSE) - Contivity Security
62. Nortel Networks Certified Support Expert (NNCSE) - IP Convergence CallPilot  
2.0 Unified Messaging Solutions
63. Nortel Networks Certified Support Expert (NNCSE) - IP Convergence Meridian  
1 IP Enabled 25.40
64. Red Hat Certified Engineer (RHCE)
65. Red Hat Certified Technician (RHCT)
66. Remedy Skilled Professional (RSP)
67. Sun Certified Network Administrator 8.0
68. Sun Certified Network Administrator 9.0
69. Sun Certified Network Administrator for Solaris 10 Operating System
70. Sun Certified Security Administrator for Solaris 9 Operating System
71. Sun Certified System Administrator for Solaris 8 Operating System
72. Sun Certified System Administrator for Solaris 9 Operating System
73. Sun Certified System Administrator for Solaris 10 Operating System