

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

Health Insurance—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

Long Term Disability Insurance—Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

IRC Sec. 125 Plan—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

Retirement—Miscellaneous employees are members of the Public Employees' Retirement System and are covered under the 3% at age 60 formula (Classic Employees) and 2% at age 62 (New Employees) effective 1/01/13 per the California Public Employees' Pension Reform Act of 2013 (PEPRA). Employees are required to contribute 8% of their base salary toward retirement. The City funds the PERS-determined balance. The employee has the option of making the retirement contribution on a pre-tax (tax deferred) basis. (IRC 414h). **Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)**

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been

designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

SELECTION: A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.

HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

NETWORK ADMINISTRATOR

(Not Civil Service, 40 hours/week)

SALARY:

\$3774-3963-4161-4369-4587 biweekly
\$8177-8586-9015-9466-9938 monthly

Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)

FINAL FILING DATE:
Friday, September 13, 2019

Interviews: TBA

Résumés are not accepted in lieu of a City of Daly City application.

To apply online, visit
www.calopps.org

INFORMATION

DEFINITION

Under limited supervision, performs skilled technical work on the City's data and voice networks, including Local Area Network equipment, Windows servers, department-specific client/server applications, PBX software and switching equipment, UPS devices and desktop and mobile PC hardware and peripherals. Performs other duties as needed. This position reports to the Information Services Manager under the Department of Finance and Administrative Services.

EXAMPLES OF DUTIES

Works with the Information Services Manager and Senior Network Administrator in administering the City's data and voice networks, including maintaining, upgrading, and troubleshooting network switches, routers, and servers. Maintains network security and data integrity. Researches, implements, and maintains fixed and mobile access wireless data networks. Administers voice communication systems, including voice recorders and public safety communication links. Configures, maintains, and manages upgrades to client/server software applications. Configures, maintains, and manages upgrades to desktop and portable PC workstations. Researches, recommends, installs and maintains server and network software. Installs, configures, and manages a wide variety of client application software. Performs other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Microsoft Windows server operating systems, including Hyper V and Core, Layer 2 & 3 networking equipment, TCP/IP

protocol suite, firewalls and other network security instruments, 802.11x wireless technologies, Azure, Intune, Office 365, Exchange Online, Active Directory, Group Policy, SQL, Microsoft patching and updates, desktop and mobile PC hardware and peripheral equipment, client/server software applications, file management techniques, back-up & restore strategies – including disk and tape, PC hardware/software troubleshooting and problem resolution, Microsoft Windows operating systems and Office suites, UPS systems, voice communication technology including PBX, public safety, and voice recording/logging systems.

Ability to: Apply current industry-standard technologies toward the administration of public sector data and voice networks; provide broad and narrow analyses of systems and recommend improvements; manage multiple tasks and projects simultaneously; communicate effectively both orally and in writing; Document current status and progression of systems; assist in training of team members and the user community; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: A minimum of four years of full-time, increasingly responsible experience in data and voice network administration.

Education: High school graduation or equivalent. Graduation from college or university with emphasis in computer science, information technology, or related field, and current certification (CCNA or MCSE) desirable.

License: Possession of a valid Class C California Driver's License.

Applicants for this position must submit to a complete background investigation conducted by Daly City Police Department sworn personnel.

City of Daly City Prequalification Questionnaire For: Network Administrator

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015
OR apply online at www.calopps.org

3) Do you possess a minimum of four (4) years of full-time, increasingly responsible experience in data and voice network administration?

Yes
No

Signature:

Date:

1) Do you possess a valid Class C California Driver's License?

Yes
No

2) Have you graduated from high school or possess the equivalent?

Yes
No