Position Title: OPERATING SYSTEMS ANALYST - FOUNDATION

Recruitment #: #1943

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,470 - $5,819 per month | Non-Exempt

Department: Information Technology Services

Available: December 2, 2015

Special Conditions: Background/ Fingerprint
Valid CA Driver's License or the ability to obtain by the date of hire

Sensitive Position: Yes

Posted: October 9, 2015

Closing Date: October 23, 2015

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Information Technology Services (IT Services) is CSU Bakersfield’s Central IT Organization, providing computing and communication infrastructure and support for the teaching, learning, research, and business activities of the University.

Reporting to the Direction of Infrastructure and Support Services, the Operating Systems Analyst is a member of the Data Center Infrastructure group in IT Services, and is primarily responsible for planning and implementation support of CSUB’s operating system infrastructure. This position is expected to provide technical expertise on systems design, taking into account security and operational requirements in a distributed environment.

DUTIES:
Develop, modify, and implement system interfaces:

- Develop, modify, and implement changes to the interfaces between AD, Open LDAP, and PeopleSoft for system authentication purposes.
- Develop, modify, and implement changes to interfaces between CSUB owned systems and outside systems.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
Develop plans, schedules, and requirements for the installation and maintenance of new and/or revised software:

- Prepare and deploy system patches for a variety of Linux and Windows based systems.
- Document changes for change management purposes.

Install, configure, and tune operating systems software for optimal performance:

- Install Windows server and Linux systems.
- Configure Windows server and Linux systems based on campus security standards.
- Review and change Windows server and Linux systems to ensure optimal performance standard.

Evaluate and recommend hardware and system software procurements:

- Evaluate new hardware and system requests to ensure they will accommodate the needs of the campus.
- Recommend systems that will improve efficiency, security, or reduce costs for the campus.

Plan system capacity and develop expansion plan:

- Review current system capacity and develop expansion plans.
- Recommend changes to the environment as services are impacted.

Develop and implement plans for fully integrated systems, including operating systems (Linux and Windows), database systems and applications:

- Understand the server environment and how systems interact with each other.
- Develop plans to integrate systems and present the plans to the lead and/or director.
- Implement plans as approved.

Other Job Functions:

- Update technical documentation (e.g., system topology diagrams).
- Assist with projects in varying degrees of complexity.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
- Assist with maintaining and implementing systems as it relates to the network infrastructure.

Special Conditions:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

REQUIRED QUALIFICATIONS:

- Two years of technical hands-on experience.
- Demonstrated competency with Windows 2008 or Windows 2012 server.
- Experience with Linux environments.
- Experience supporting Kerberos, Active Directory, and OpenLDAP.
- Experience with Microsoft Office 365 integration, implementation and support.
- Experience designing and maintaining database back-ends. MS SQL competency preferred.
- Experience with working effectively in a shared software environment, including version control, bug tracking, release management, and code review.
- Knowledge of programming and scripting languages such as C++, Python, Ruby, C#, Powershell.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive and interpersonal situations with diverse personalities, and to respond appropriately to conflict and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive, work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Excellent organizational and time management skill with the ability to set own priorities to coordinate multiple assignments and fluctuating and time-sensitive deadlines.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS:
• Experience integrating enterprise architecture with cloud systems
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.