CSUB JOB ANNOUNCEMENT

Position Title: SENIOR WINDOWS SYSTEMS ADMINISTRATOR (Operating Systems Analyst – Career)

Recruitment #: #2188

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $4,372 - $9,877 per month | Exempt

Department: Information Technology Services

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: September 15, 2017

Closing Date: For priority consideration, application materials must be received by September 29, 2017, however, the position will remain open until filled.

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 Director of ITS Infrastructure Services, the Senior Systems Administrator is primarily responsible for the planning and implementation of CSUB's operating system infrastructure in both the cloud and on premise while being able to mentor others on the team. This position will provide advanced technical expertise on systems design, taking into account security and operational requirements, in a distributed environment. In the Systems Administrator role, the staff member will assist with the transition of the data center from on our premise data center to the cloud. Your expertise and knowledge will ensure that CSUB provides best-in-class services as it relates to the support of our server environment. This position will primarily focus on the support of Microsoft Windows based environments.
DUTIES:
Engineering and Provisioning of Systems and Applications:
- Participates actively and provides support in all business continuity and disaster recovery efforts.
- Applies advanced systems/infrastructure to engineer systems for deployment in the use of projects and operational needs in both cloud and on premise environments.
- Utilize the change management process to ensure that you notify the appropriate people, changes are approved, and that the changes are documented.
- Evaluate new hardware and systems requests to ensure they will accommodate the needs of the campus.
- Recommend hardware/software systems that will improve the efficiency and security of the campus.
- Install new or rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. based on standards and project/operational requirements.
- Review current system capacity and develop expansion plans to ensure that services are not impacted.
- Develop and maintain both installation and configuration procedures.
- Research and recommend innovative solutions that drive operational efficiencies.

Operations and Support:
- Perform daily system monitoring to verify the integrity of all ITS supported systems to ensure that ITS meet all SLAs.
- Ensure that backup operations are operating normally and that backups for system data exist.
- Create, change, and delete user accounts based on requests.
- Provide Tier 3 support by investigating and troubleshooting issues.
- Repair and recover from system failures.
- Coordinate and communicate regarding systems that are not operating normally.
- Analyze diagnostic information for resolution and security purposes.

Systems Maintenance:
- Apply OS and upgrades on a regular basis.
- Upgrade administrative tools and utilities
- Configure / add new services as necessary.
- Upgrade various applications as necessary.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance enhancements and system resource optimizations as required.
- Maintain data center environment and monitoring of equipment.

IT Security:
- Participates in cyber security efforts.
- Assist in incident response efforts.
- Participates in the development and monitoring of IT security policies and procedures.
- Designs and implements Disaster Recovery and Business Continuity Plans consistent with ITS Management and user requirements.

OTHER JOB DUTIES:
- Update technical documentation (e.g., system topology diagrams)
- Assist with projects in varying degrees of complexity across ITS.
- Assist with maintaining and implementing systems as it relates to the network infrastructure.
- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS: A minimum of two (2) years of technical hands-on experience in an enterprise environment, plus a Bachelor's degree or an additional four (4) years of relevant experience.
- Solid experience of managing cloud environments
- Demonstrated advanced competency with Windows server 2008 and newer environments.
- Demonstrated advanced competency with VMware Virtual Infrastructure.
- Experience working with systems in the cloud (e.g., Microsoft Azure, AWS).
- Knowledge of servers and switches.
- Experience with Windows in virtualized environments.
- Experience with Office 365.

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.
• Solid experience with supporting and managing Windows AD.
• Demonstrated experience with information security in an enterprise environment.
• 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 interpersonal situations with diverse personalities, and to respond appropriately to conflicts 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 confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• Five (5) years of technical hands-on experience in an enterprise environment, plus a Bachelor’s degree or an additional four (4) years of relevant experience.
• Experience integrating enterprise architecture with cloud systems.
• Experience with Azure.
• Experience supporting Kerberos, Active Directory, and OpenLDAP.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
• Microsoft Certified Solutions Expert (MCSE) certification.

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.

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.