# CLASS SPECIFICATION

Class Code: 15775
Date Est: 12/2006
Last Rev:
Last Title Chg:
FLSA: Exempt

## BASIS ADMINISTRATOR II

### DEFINITION

Under general supervision, performs the installation, technical administration, tuning, and monitoring of the County's Enterprise Resource Planning (ERP) software and database to ensure the smooth operation of the ERP system landscape; and performs related work as required.

### EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Information Technology, Computer Information Systems, Management Information Systems or closely related field plus three years of full-time experience in Basis system, database and user administration, application server performance, and computer networking; OR a combination of related training and experience.

### LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

### DISTINGUISHING CHARACTERISTICS

This is the journey level in the Basis Administrator class series. Incumbents of this class perform the full range of Basis Administrator duties, including the administration of databases, security, technical infrastructure and performance optimization, and work with greater independence than the Basis Administrator I classification.

### SUPERVISION EXERCISED

May function as a lead worker.

### EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform Basis system and database administration for end user support including load balancing administration, instance administration, performance analysis, system configuration, and starting and stopping a system and its servers; backup, archiving, monitoring, and optimization.

Analyze and troubleshoot complex data, authorization, portal, server, database, or hardware issues in the system environment.

Import transport requests into systems in the transport domain; approve transports that are part of the transport workflow or quality assurance procedures; monitor the transport domain; track imports; and analyze and edit the contents of transport request.

Perform security administration to include administration for user authentication and single sign-on; administration tasks for cryptographic services and transport layer security; and additional system security.

Maintain user master records; assign roles to users; assign profiles to users; display authorizations and profiles; and display or change role data.

Perform portal administration to include user management, content management, and configuration.

Plan and execute back up and restoration activities and strategies to minimize data loss and to restore the system to its correct and consistent state upon recovery of disaster.

Import new software such as Support Packages and add-ons, system upgrades, and modifications adjustments.

Perform pre- and post-upgrade, and post-installation activities.

Manage projects, which implement a release of a system to include determining project scope, assigning tasks, assigning resources to projects, monitoring project progress, and managing projects in Change and Transport System (CTS).

Perform administration of output devices; define spool server landscape for continuous, reliable operation; and monitor to ensure output is correct.

Analyze database and table growth; select appropriate archiving objects; determine storage locations and strategies for archive files; schedule and monitor all data archiving jobs; and set the system settings.

Participate in capacity planning to determine available capacity, capacity requirements, optimal capacity commitment, and selection of appropriate resources to ensure economic use of resources.

Perform client administration to include local and remote client copy, client export and import, client management, and copy transport requests.

Research and recommend to management improvements to technical architecture and landscape strategy, application usage, or process.

Work effectively and professionally with business analysts and end-users.

Develop and maintain processes and procedures to ensure accurate and consistent execution of Basis functions.


## JOB RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge of:
Enterprise resource planning systems, landscape, and configuration.

Practices and procedures of Basis system and database administration.

Networking systems.

Operating systems to include Windows, Solaris, or similar systems.

Computer and system security administration.

PC, server, and network devices.

Performance monitoring/analysis instrumentation.

Systems performance utilities.

Project management techniques.


### Skills:
Basis administration.

Oracle Database administration.

Transport management.

Security and user administration.

Portal administration.

Spool Administration

Disaster recovery planning to include backup and restore activities and strategy.

**Ability to:**
Analyze complex system performance and security issues.

Analyze problems, and research and implement solutions as a series of logical steps.

Work collaboratively across project teams, with cross-functional teams, and vendors.

Work well with customers of varying levels of technical expertise and communicate to various levels of management in high-pressure situations and complex environments.

Communicate effectively both orally and in writing.

Organize work, meet schedules and timelines and assist with projects when required.

Analyze data and make appropriate recommendations.

Adapt to changing business processes, technologies, and environments.

Maintain awareness of current technology, trends and practices of the trade.

Work with autonomy.

Make effective presentations, using a variety of visual aids and communication tools.

**SPECIAL REQUIREMENTS**
*Essential duties require the following physical skills and work environment.*

Ability to lift up to 50 pounds; sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to use data processing and associated equipment. Ability to work in an environment with controlled temperatures. Ability to work off hours when required performing maintenance activities and providing support for mission-critical trouble tickets, as required.

*This class specification is used for classification, recruitment and examination purposes. It is not considered a substitute for work performance standards.*

Approved _____WERCCS Job Evaluation Committee_____     Date _____