



## CLASS SPECIFICATION

Class Code: 15800  
Date Est: 12/2006  
Last Rev:  
Last Title Chg:  
FLSA: non-exempt

### BASIS ADMINISTRATOR I

#### **DEFINITION**

Under general supervision, supports 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 two years of full-time experience providing technical support for complex infrastructure and operations support environments that included at least one year in-depth experience in the technical support of Basis system, database and user administration, and application server performance; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

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

#### **DISTINGUISHING CHARACTERISTICS**

The Basis Administrator I is the entry level in the class series. It is distinguished from the Basis Administrator II, which is the journey level, by the latter being responsible for the full range of Basis Administration duties including systems analysis and design, and working with greater independence. This is the entry-level class in the Basis Administrator class series that provides for progression to the next level in the series upon meeting the requirements of the job class and recommendation of the appointing authority.

#### **SUPERVISION EXERCISED**

None.

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

Assist in Basis system administration to include monitoring the ERP system and database, monitoring load balance and system performance, and starting and stopping a system and its servers.

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

Release and monitor transports in the Change and Transport System (CTS).

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

Provide support in 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.

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

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

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

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

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

Participate as a project team member to include performing project implementation guide activities, testing system settings, creating and editing status information and project documentation, and transport system settings.

Assist in 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.

Assist in database archiving administration to include scheduling and monitoring all data archiving jobs, and setting the system settings.

Perform administrative duties and assigned tasks including reports, time keeping and documentation.

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

Receive training in Basis system administration.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of information technology utilization.

Basis systems and database management.

Enterprise resource planning systems.

Networking systems.

Operating systems.

Computer and system security administration.

PC, server, and network devices.

Principles and practices of work organization and training.

### **Skills:**

Basis administration.

Database administration.

Transport management.

Security and user administration.

Portal administration.

Spool administration.

**Ability to:**

Evaluate options, develop alternatives, and justify recommendations.

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.

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

Learn and adapt to changing business processes, technologies, and environments.

**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 \_\_\_\_\_