Department of Consumer Affairs
Position Duty Statement
HR-041 (new 5/04)

Classification Title	**Board/Bureau/Division**
Associate Information Systems Analyst	Medical Board of California
Working Title	**Office/Unit/Section / Geographic Location**
Network Administrator	Information Systems Branch - Sacramento
Position Number	**Effective Date**
629-151-1470-010	

Under the general supervision of the Data Processing Manager II, the incumbent is one of three Network Administrators responsible for the MBC's network infrastructure, local area network (LAN), wide area network (WAN), and the production servers used therein. The incumbent works independently as a primary lead administrator and provides expert technical support.

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

100% LAN/WAN Technical Support (E)

Primary Database Administrator support for Microsoft SQL Server versions 2005 and 2012 servers performing migrations and technical support, upgrades software, troubleshoots, analyzes and determines course of action, and applies security patches; provides technical guidance for programmers in the development of in-house .Net applications. Performs setups and deploys the Board's multi-tier environment for programmers to use for both test environment and for production environment for the Board's .Net web based applications. **(30%)**

Serves Network Administrator independently providing support for Microsoft Windows 2008 and 2012 Servers and software support for production servers connected to the LAN/WAN. **(30%)**

Performs as a team member supporting access to email from the California Email Service, including setting up user accounts, synchronization of email and troubleshooting problems with phone and email system to ensure services are available 24/7. **(10%)**

Performs as a team member providing firewall administration and support for the Board. The incumbent ensures the firewall is maintained allowing MBC employee's and consumer's access, preventing unauthorized access, keeping addresses and ports blocked; researches and resolves security breaches; updates security patches and installs new software updates provided by vendors. **(10%)**

Monitors, maintains and schedules support for the Cisco and Brocade switches necessary for the continued operation and network traffic at headquarters and 12 district offices within California. **(10%)**

Responsible for monitoring the scheduled daily and weekly backup of all the Board's Microsoft Servers and provides team support for all Network Server Backups in order to retrieve any missing or deleted files; interviews employees to determine previous location of missing files; retrieves from Cloud backup vendor ; searches for the file; restores files from the back-up tapes: and loads the file to the network. Performs ongoing operational recovery backup of all servers, across all platforms, and performs periodic testing of restore procedures. **(10%)**

B. Supervision Received

The Associate Information Systems Analyst works under the general supervision direction of the Data Processing Manager II.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent will have direct and daily contact with Management and other employees of the Board. The incumbent will have frequent direct contact with vendors, the Department of Consumer Affairs and other State departments.

F. Actions and Consequences

The Associate Information Systems Analyst is responsible for the successful support of the network operating systems, the applications running on the network, security patches, enhancements and upgrades. If there is a breach of security, files may be compromised, employees and consumers would not have access. Thus, the network is vulnerable to viruses. If the employee does not maintain the Cisco switches the network is not available, shuts down and is not functional.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent must have the ability to lift and move heavy boxes weighing 25 – 30 pounds, equipment weighing up to 150 pounds (with the assistance of a co-worker) and the various other large, heavy and awkward items associated with job responsibilities. Travel may be required to attend Board and Committee meetings held in various locations throughout California. Incumbent is required to travel by commercial carrier or auto whichever method is in the best interest of the State. Travel may be for one or several consecutive days.

H. Other Information

Incumbent is expected to exercise a high level of independence and discretion and must possess good communication skills, use good judgment in decision-making, manage time and resources effectively, and be able to work efficiently and cooperatively with others and be able to work under changing priorities and deadlines.

The analyst routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Title 11, section 703D California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature Date

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Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature Date

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Printed Name

Revised: 10/2014 (DI/TK)
Approved: 12/2014 (JM)