ERS SYSTEMS ADMINISTRATOR
Employees' Retirement System

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: This position is responsible for the analysis, design, documentation, training, end-user support, and release of infrastructure business solutions. The ERS systems administrator is also responsible for subsequent maintenance and enhancements of Exchange, SANs, DR, Windows Server and VmWare Environment to support/enhance the ERS Pension System.

ESSENTIAL FUNCTIONS:

40% Primary Architect
- Project lead for infrastructure and systems upgrades/implementations
- Provide and update documentation of network and operating procedures and guidelines
- Provide security assessments and recommendations on existing configurations
- Work with SQL DBA to ensure a secure and robust environment for the ERS pension administration system
- Perform maintenance on servers and desktops
- Maintain Exchange (Email) Environment
- Patch/security updates to physical and virtual servers and Equalogic SAN
- Ensure proper security protocols and guidelines are followed
- Protect the network from vulnerabilities
- Provide Anti-virus maintenance and support for 50+ users

30% Maintenance and Support
- Maintain and support Equalogic Storage Area Network (SANS)
- Maintain and support VmWare virtual environment and clusters
- Monitor and perform replication, backups and recovery
- Monitor, improve and maintain the ERS disaster recovery environments.
- Monitor internetwork software and hardware to facilitate communications between the ERS data locations
- Monitor/Maintain/Upgrade Exchange email environment
- Work with internal/external IT auditors on risk assessments, vulnerabilities, etc

15% Project Management
- Use project management tools and techniques to implement new initiatives
- Report project status
- Work with end users or lower level staff to achieve common goals
- Perform Cost/Benefit analysis of proposed IT projects

15% Reporting
- Provide system analysis/troubleshooting by reviewing logs and working with application team on production issues
- Report progress to SR Management
- Read and create powershell scripts/scripting for automation
- Perform other duties as assigned

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.

ERS Systems Administrator

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business, Computer Science, Management Information Systems or a closely related field from an accredited college or university.
   NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to *staffinginfo@milwaukee.gov* or sent to Box ERS SA, Department of Employee Relations, City of Milwaukee, 200 E. Wells St, Room 706 City Hall, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.

2. Three years of systems analysis and program development experience that includes supporting and architecting Microsoft Exchange Server; and working with VmWare (Virtual Center, clustering, etc.) and Sans support, Active Directory and Windows 2003+ servers.

3. Residency in the City of Milwaukee within six months of appointment and throughout employment.
   NOTE: Equivalent combinations of education and experience may be considered.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS REQUIRED:
- Knowledge of and skill in working with VmWare, Sans support, Active Directory and Windows 2003+ servers
- Familiarity with creating and supporting High Availability environments through the use of sound infrastructure practices and techniques
- Oral communications skills, including the ability to explain technical concepts in an understandable manner
- Written communications skills, including the ability to write clear reports and documentation
- Ability to recognize, analyze and solve complex problems with minimal direct supervision
- Strong interpersonal skills including skill in working cooperatively and effectively with ERS management, staff, support personnel, outside vendors and consultants
- Skill in planning and organizing
- Ability to take initiative, be highly motivated and be self directed
- Possess honesty and integrity

THE CURRENT salary range (21X) is $57,028 to $79,836 with excellent benefits**.**

THE SELECTION PROCESS will be job related and will consist of one or more the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **September 14, 2012.** Receipt of applications may be discontinued any time after this date without prior notice. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission not later than ten calendar days after the rejection notice was mailed. **Unless otherwise required by law, the City of Milwaukee will not provide alternate test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.**