

IT Specialist (Systems Administrator) - 2210

Analysis of Requirements

- Analyze requirements set forth by the customer. Analysis must be thorough and well documented.
- Proactively and after analyzing all options, recommend appropriate systems software as complete or part of a solution.
- Evaluate, select, validate systems software environment as a solution to a set of requirements within established standards.

System Administration Duties

- Evaluate, select, and install operating systems and software components such as compilers, assemblers, utilities. Achieve acceptable availability of systems as per HHS, NIH, and IC standards.
- Monitor and tune the systems environment within established due dates.
- Manage accounts, privileges, and network access on a daily basis.
- Maintain system configuration information within established standards.
- Manage the installation and integration of systems fixes, updates, and enhancements. Achieve a goal of (insert percent) system availability.

Capacity Training

- Collect and analyze performance data on operational systems as per established standards.
- Develop trend predictions based on comprehensive, timely, and accurate data.
- Based on a thorough analysis, recommend changes to the system (hardware, software, new technologies) to ensure system maintains adequate capacity to perform the required functions.

Future Planning

- Proactively evaluate new technologies for applicability to the IC's computer processing requirements.
- Based on a thorough analysis, recommend new technologies, environments, and architectures to improve the IC's processing capabilities.
- Proactively and while coordinating with others, develop plans to react to disasters and ensure continuation of operations.