



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SYSTEMS ADMINISTRATOR

Job Number: 21005126

Job Code: 73380V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 02/16/2025

Job Revised:

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$29,339 - Hourly

\$4,767.60 - 37.5 Hr. Monthly Salary

\$5,085.44 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Maintains agency Information Technology (IT) systems, applications, and platforms. Performs system administration duties such as, user account management, troubleshooting, software installation, and assisting with backups and updates; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High School graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience in IT systems administration, IT systems support, or IT systems analysis

Substitute EDUCATION for EXPERIENCE:

Additional education in computer science, IT, or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in IT systems administration, IT systems support, or IT systems analysis will substitute for the required education on a year-for-year basis OR a certification in an IT related field will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under direct supervision, assists in the management and maintenance of systems, applications, and/or IT platforms. Performs user account management: Creating, modifying, user accounts; managing user permissions and access levels. Performs troubleshooting of specific agency or business systems, responding to user- reported issues, diagnosing hardware/software problems, and providing an initial troubleshooting report. Under direct supervision, performs software installation, such as installing, configuring, and updating software applications on servers and workstations as needed. Assists with the deployment of patches, updates, and security fixes to supported systems, typically to non-production environments.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.