

## CITY OF BURBANK

### OPERATING SYSTEMS ANALYST I

#### DEFINITION

Under general supervision, supports server and/or mainframe operating systems components; configures, analyzes, and maintains complex systems software; and performs related work as required.

#### ESSENTIAL FUNCTIONS

Analyzes and maintains high performance computer operating systems, server, or mainframe OS, peripherals, and system interfaces; monitors system usage; develops and maintains system documentation including operational and problem resolution procedures; configures, tunes, and executes batch/interactive systems in a production environment; collects system utilization statistics; identifies and resolves computer system anomalies and operational problems; provides system support for communications, file transfer, and sharing; performs disaster recovery; ensures systems security; coordinates outages within the data center for routine system maintenance; provides technical support for major project development; generates, installs, configures, maintains, tunes, tests, and implements complex system software components and programs; creates and maintains control language; performs programming tasks, software generations, backups, disaster recovery, performance monitoring, and capacity planning; performs analysis of complex server or mainframe functionality, stability, and connectivity; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards

- Knowledge of - principles, practices, and techniques of computer programming systems design, operating systems, and procedures; communications software; language compiler software; storage management software; security software.
- Ability to - work with business application development/support staff to evaluate customer requirements, configure, and deploy computational resources; follow oral and written directions; perform assigned tasks quickly and accurately; use telephone; write or use keyboard to communicate through written means; establish and maintain effective working relationships with supervisors, fellow employees, and the public.
- Skill in - planning, installing, maintaining, and designing operating systems.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to—graduation from an accredited college or university with an Associate of Arts (AA) degree in Computer Science or a closely related field and two years of experience in operating system administration or a current certification in operating system administration and one year experience in programming.

**Special Conditions & Requirements:** The physical ability to lift computer equipment up to 40 pounds, physically perform sedentary to medium work involving moving from one area to another, sufficient hand/eye coordination to perform repetitive movements such as typing and extensive exposure to video display terminals/computers. To intermittently twist to reach equipment surrounding desk; perform simple and power grasping, pushing, pulling, and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; differentiate various colors of wires and diagrams; bend, kneel, squat, and twist to adjust equipment; stand, walk, bend, stoop, twist, kneel, and lift.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

None.