University of Central Florida
Class Specification
Administrative and Professional

Director Systems and Operations

Job Code: 2519
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Report to the university Chief Technology Officer.

Serve as the top technical administrator for enterprise systems and
operations.

Direct the functional areas of servers and workstations, operating systems
software, security system risks and protection, the data operations center,
messaging applications, identity management, and infrastructure systems.

Serve as the university representative for these functional areas.

Confer with administrative and academic administrators to improve and
maintain optimum performance of these functional areas.

Develop and administer policies and procedures for these functional areas.

Ensure all goals and objectives are achieved by both technical and
management staff for these functional areas.

Minimum Qualifications
Bachelor's degree and six years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>ERP Consultant</u>

Job Code: 2506
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Plan and organize the technical integration of University ERP computer systems for the University.

Serve as the University ERP technical consultant to management and technical staff.

Evaluate and improve the functionality of computer programs, data systems, and services for the University.

Serve as technical liaison to the Florida Department of Education and other agencies on behalf of the University.

Research new hardware, software, database, networking, and programming applications to improve computing for the University.

<u>Minimum Qualifications</u>
Bachelor's degree and six years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

IT Infrastructure Manager

Job Code: 2584
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Serve as the lead university architect for the enterprise active directory
servers (domain controllers) and operating systems.

Manage system support technical staff that install, configure, and maintain
enterprise servers and workstations and install and upgrade operating
system software.

Oversee the design and implementation of operating system software,
active directory software, and other server software.

Design and plan software upgrades for all enterprise operating systems.

Work with software vendors to plan the smooth integration of purchased
software into the university computer environment.

Oversee the mapping, migration, and testing of current data to new system
software.

Oversee the system administration of enterprise system server platforms.

Minimum Qualifications
Bachelor's degree and five years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Enterprise Messaging Administrator</u>

Job Code: 2599
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Serve as the top technical administrator for the enterprise messaging system.

Direct enterprise messaging systems analysis and programming for the University.

Responsible for the daily operation of the local area network (LAN) that supports enterprise messaging.

Meet with vendors to evaluate and recommend new software and hardware for enterprise messaging system upgrades.

Instruct, direct, and monitor the work of enterprise messaging technical staff.

Serve as the university representative for enterprise messaging.

Confer with administrative and academic administrators to improve and maintain optimum performance of the enterprise messaging system.

Ensure all goals and objectives are achieve by both technical and management staff for this functional area.

<u>Minimum Qualifications</u>
Bachelor's degree and six years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Computer Operations Manager</u>

Job Code: 2518
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Manage the enterprise data operations center and oversee the data operations staff assigned to all shifts.

Establish and maintain schedules for the utilization of data operations center equipment.

Monitor air temperature and humidity levels in the data operations center.

Notify service and maintenance staff of needed repairs for the data operations center.

Work with other enterprise managers to coordinate activities through the data operations center.

Prepare activity and progress reports for the data operations center.

Work with departments to host their servers in the data operations center.

Work with vendors to evaluate and recommend new equipment for the data operations center.

<u>Minimum Qualifications</u>
Bachelor's degree and five years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Software Systems Engineer Lead</u>

Job Code: 2507
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Perform technical support for the enterprise Oracle products used for
PeopleSoft Portal and Customer Relationship Management (CRM)
applications.

Exercise full technical knowledge of all phases of Oracle product programs
and applications.

Instruct, direct, mentor, and monitor enterprise Oracle technical staff.

Responsible for the daily management of the Oracle technical
environments.

Process schedulers and manage all PeopleSoft production and
development environments.

Tune, troubleshoot, and maintain software patches and upgrades.

Develop and maintain applications and scripts to handle data transfers
between the University and its business partners.

Develop and maintain documentation of all Oracle processes.

<u>Minimum Qualifications</u>
Bachelor's degree and three years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

Software Systems Engineer Senior

Job Code: 2513
Collective Bargaining Status: Out-of-Unit
Effective Date: 06/20/08

Description
Perform technical support for the enterprise Oracle products used for PeopleSoft Portal and Customer Relationship Management (CRM) applications.

Develop new or modify existing code to support PeopleSoft applications.

Install, tune, troubleshoot, and maintain PeopleSoft application and web server software and patches.

Coordinate PeopleSoft system security including project moves and changes.

Evaluate and test new software tools to support PeopleSoft system.

Develop and maintain documentation of all Oracle processes.

Provide technical guidance to assistant and intermediate software systems engineers.

Minimum Qualifications
Bachelor's degree and two years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Enterprise Messaging Applications Systems Administrator Lead</u>

Job Code: 2510
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Consult with university users and departments to analyze and define enterprise system requirements.

Exercise full technical knowledge of all phases of enterprise messaging applications.

Oversee the planning, scheduling, and testing of the installation of enterprise messaging software and patches.

Prepare specifications for messaging applications programs.

Analyze, verify, and resolve enterprise messaging system logic problems.

Maintain the integrity of hardware and software for the enterprise messaging system.

Provide technical assistance to support the LAN and servers used to support the enterprise messaging system.

Evaluate new products to determine their impact on current enterprise messaging system configurations.

Prepare proposals and cost analyses for new messaging system products.

<u>Minimum Qualifications</u>
  Bachelor's degree and three years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Systems Administrator Senior</u>

Job Code: 2517
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Assist the lead architects in performing daily operations to maintain the enterprise active directory servers (domain controllers) and operating systems.

Perform system administration on enterprise system server platforms.

Analyze the current use of operating systems and develop documentation or procedures to ensure proper use for the university.

Work with software vendors to smoothly integrate purchased software into the computer environment.

Map, migrate, and test current data to new system software and identify and resolve data migration problems.

Install software patches.

<u>Minimum Qualifications</u>
Bachelor's degree and two years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

Systems Administrator

Job Code: 2516
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Install, configure, and maintain enterprise servers and workstations.

Install and upgrade operating system software.

Monitor the operating system to detect deviations from optimum
performance.

Take necessary technical corrective action to readjust operating system to
optimum performance.

Minimum Qualifications
Bachelor's degree and one year of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Systems Administrator Assistant</u>

Job Code: 2515
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Under direct technical guidance, assist higher-level systems administrators
in maintaining and configuring enterprise servers and monitoring, installing,
and upgrading operating system software.

<u>Minimum Qualifications</u>
Bachelor's degree.