



**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

*406 Justice Drive, Lebanon, Ohio 45036*

[www.co.warren.oh.us](http://www.co.warren.oh.us)

[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: SYSTEMS ANALYST I  
DEPARTMENT: TELECOMMUNICATIONS  
PAY RATE: \$19.28 - \$28.34 HOURLY  
PAY RANGE: #18  
SCHEDULED HOURS: 40 HOURS PER WEEK  
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS POSTING IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING APRIL 27, 2021

**VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS FOLLOWS:** CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. MAY 11, 2021  
THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND  
A BACKGROUND CHECK (BCI).

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 2

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**Position Title:** Systems Analyst 1  
**Class Title:**

**Incumbent:**

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**Department:** Telecommunications  
**Reports To:** Infrastructure Systems Manager

**FLSA Status:** Non-exempt  
**Civil Service Status:**

**Pay Range:** #18  
**Probation:** 365 Days  
**Work Hours:** 40 hours

**Employment Status:** Full-time  
**Lunch:** Unpaid

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**JOB RESPONSIBILITIES:**

Under general direction, oversees operational efficiency and effectiveness of assigned computing platforms in Telecommunications areas of responsibility; is responsible for the installation, maintenance, performance tuning, modification, troubleshooting, and related technical support of computers, network systems, database systems, security systems and operating systems programs.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education or its equivalent; training or experience in computer operating systems, network systems, database systems, and hardware diagnostic support which has led to the acquisition of the required knowledge, skills and abilities.

**Must possess:**

- Effective written and verbal skills.
- Detail-oriented with accuracy.
- Strong organizational skills
- Work on ladders at heights not more than 16 feet.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

1. CompTIA A+ Certification
2. CompTIA Network+ Certification
3. CCNA Routing and Switching
4. Microsoft Systems Administrator
5. Valid Ohio driver's license

WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION

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**ESSENTIAL FUNCTIONS:**

1. Analyzes and develops solutions to daily support problems associated with the computer operations, systems and programming functions, database operations, networks and security systems.
2. Under general direction installs scheduled upgrades of operating systems, vendor software and ancillary support systems; provides necessary follow-up including training to facilitate system operation.
3. Ensures confidentiality of program and report data, as required by law.
4. Operates office and radio equipment.
5. Assists in inventory and invoicing of department equipment and services.
6. Demonstrates a regular and predictable attendance.
7. Point of Escalation within the Team.
8. Participates in after-hours upgrades, troubleshooting, and on-call rotations as scheduled.
9. Must be willing to shift work hours as required, subject to being held over for system, application or weather related issues.
10. Tests new hardware and software system performance, compatibility, and feasibility; recommends changes to the supervisor to improve performance of distributed network operating systems and/or assigned databases.
11. Interacts with vendors and Agencies on hardware and software problems and maintenance requirements.
12. Maintains required licenses and certificates.
13. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 3 of 3

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other job related duties as required by supervisor.
2. May be required to travel within the county; to work nights, weekends, and holidays on an on-call basis; lift or move equipment for diagnosis or repair; and work under raised floors to check computer connections and cables.

**KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

Knowledge of: Intermediate knowledge of Microsoft operating systems and suite of products (Outlook, Word, Excel PowerPoint, etc.)

Hands on experience with wired and wireless networking, PC and server virtualization software, virus protection, patch management, backup systems, server topologies, disaster recovery.

Microsoft operating systems, Data Center grade hardware, Virtualization/Consolidation systems, Storage Area Networks, Wireless Protocols, Managed Systems Operations, Development and Desktop Engineering, Radio over IP (RoIP), Voice over IP (VoIP), PC over IP (PCoIP), \*Computer Aided Dispatch systems, \*911 converged systems, \*Audio log recording systems.

Demonstrated ability to manage multiple priorities and follow through on projects to completion, And proactively determines areas requiring additional attention, monitoring or maintenance.

Ability to: analyze procedures/data and develop logical conclusions; perform operational requirement studies in a total systems context; maintain cooperative working relationships with others; and prepare reports and/or documentation as required.

Strong documentation, inter-personal, and communication skills; assisting with all projects and repairs throughout the Data Centers and Disaster Recovery Center.

Be forward thinking to support all teams on to reduce potential risks to upcoming projects

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My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

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(Employee's Signature)

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(Date)

Date Adopted:  
Revised Date: