

Systems Administrator

Only open to candidates residing in California	Must be Able to Commute to Office in South San Francisco	Position not eligible for sponsorship
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General Description

Are you ready to shape the future of healthcare technology? Health Plan of San Mateo (HPSM) is seeking a dedicated and experienced Systems Administrator I to join our innovative IT team. If you are passionate about ensuring the seamless operation of systems and infrastructure, troubleshooting complex issues, and implementing cutting-edge solutions, we want to hear from you!

Duties & Responsibilities

Essential Functions:

- **Infrastructure Excellence:** Install, configure, and maintain servers, hardware, peripherals, and related infrastructure to the highest standards. Troubleshoot diverse hardware, software, and network challenges with expertise and precision.
- **Proactive Maintenance:** Be the driving force behind system and infrastructure availability. Conduct daily monitoring, integrity checks, and verification of scheduled tasks. Take proactive measures to optimize performance and enhance reliability.
- **Innovation at Work:** Research and recommend innovative, automated solutions for system administration tasks. Transform manual processes into efficient, automated workflows, making our systems more intelligent and responsive.
- **Guardian of Security:** Implement and monitor internal IT security policies, application security, access control, and data safeguards. Conduct regular security monitoring, network scanning, and vulnerability assessments to ensure the integrity of our digital assets.
- **Collaborative Expertise:** Provide technical support to our HelpDesk and end users. Collaborate effectively with IT teams, offering technical guidance and support where needed.
- **Adaptability and Efficiency:** Embrace change and adapt to evolving requirements and priorities. Handle multiple projects simultaneously, meet deadlines, and consistently deliver exceptional results.

Requirements

These are the qualifications typically needed to succeed in this position. However, you don't need to meet every requirement to apply.

Education and experience

- Bachelor's degree in computer science or information systems preferred.
- Minimum of five years of equivalent work experience, with expertise in mixed Operating System environments, including UNIX variants (AIX, Linux) and Windows variants (2008-2019 Server Platform).
- Proficiency in server hardware installation and maintenance (Cisco UCS experience is a plus).

Knowledge of:

- Proficiency in SAN/NAS, iSCSI, NFS, CIFS, and fiber channel storage protocols, VMware products and solutions, backup software (Backup Exec, Veeam, Tivoli Storage Manager), and principles of computerized electronic telephone, voice over IP (VOIP), and voicemail systems.

Ability to:

- Strong communication skills, both verbal and written. Ability to collaborate effectively, provide technical guidance, make informed decisions, and prioritize workload. Experience in automating manual tasks and processes for maximum efficiency.

Skills:

- Active Directory management, networking administration, database application installation and maintenance (SQL Server, DB2), Office 365 management, Mobile Device Management (MDM) systems, VOIP systems (Avaya Communication Manager), and scripting expertise (UNIX and Windows).

Salary and benefits

The starting salary range is \$81,413 - \$107,872, depending on the candidate's work experience.

Excellent benefits package includes:

- HPSM-paid premiums for employee's medical, dental and vision coverage (employee pays 10% of each dependent's premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
- 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

To apply, submit a resume to careers@hpsm.org.

It is HPSM's policy to provide equal employment opportunity for all applicants and employees. HPSM does not unlawfully discriminate based on race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, veteran status, registered domestic partner status, genetic information, gender, gender identity, gender expression, or any other characteristic protected by applicable federal, state, or local law. HPSM also prohibits discrimination based on the perception that an applicant or employee has any of those characteristics or is associated with a person who has or is perceived to have any of those characteristics.