Human Resources
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# Systems Engineer

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCP409** | **Information Technology** | **Systems Engineer** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$72,093.00 - $111,738.00** | **August 4, 2026** |

The Systems Engineer performs advanced, specialized work of a professional nature, utilizing technical expertise and a deep understanding of complex analytical procedures, programming, and systems processes. Exercises a significant degree of independent authority and judgment. Leads project teams or provides expert guidance in information systems analysis, including defining user requirements, conducting feasibility studies, designing systems, preparing program specifications, and overseeing testing and implementation.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Coordinates with systems, network, and database administrators to implement application or system design specifications and manages integration across multiple platforms and technologies; maintains effective communication with users regarding vendor activities, issues, timelines, and related updates.
- Analyzes and evaluates computer network design, operating systems, and business requirements; consults with departmental personnel to identify areas for strategic network improvements and upgrades. Designs system architecture, network infrastructure, and configuration solutions that meet organizational needs, and develops implementation plans.
- Serves as administrator for large and highly complex databases; researches and identifies database environment requirements and specifications; determines integration needs to ensure interoperability across platforms and technologies.
- Oversees the integrity and security of County networks and all related components—including personnel, physical and virtual servers, domain controllers, desktops, laptops, printers, and other network-connected

devices. Monitors network activity, filter malicious threats, retrieves data for investigations, and maintains security standards. Performs computer forensics as requested by legal, audit, or authorized personnel. Researches current security threats and implements updated security products, procedures, and policies.

- Recommends improvements to hardware and software to support business goals; implements operating system modifications to enhance application performance and resolve resource issues.
- Serves as a technical expert within the assigned area, provides guidance and support to other professional staff, and resolves complex technical problems. Participates in developing strategic plans for systems and application development or enhancement.
- Leads the work of subordinate IT professionals within an assigned unit; directs peers and/or subordinate staff on assigned projects.
- Prepares reports, correspondence, and documentation; participates in committees and task forces; attend meetings, conferences, and training sessions.
- Performs other job-related duties as required or assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

## MINIMUM QUALIFICATIONS

- Bachelor's Degree in Computer Science, Information Systems, or related field.
- Eight (8) years of work experience performing development and analysis in a comparable complex information systems environment.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## SUPPLEMENTAL INFORMATION

### SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

## WORKING CONDITIONS

- Work is typically performed in an indoor office environment but occasionally requires travel to other locations.
- Work environments may include noise, dust and/or unpleasant odors, and may occasionally require work in confined spaces.
- Occasional evenings, holidays, and/or weekend work may be required.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer keyboard, a printer, a photocopy machine, a facsimile machine, and a calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

### Additional Description

This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing.