# NETWORK ANALYST

## Purpose Statement

Under the direction of an assigned manager and/or supervisor, performs various tasks that support the District network communications, network operating systems, server systems, maintains records of work and documentation of configurations; determines service priorities and develops backup and disaster-recovery procedures for networks.

## Essential Functions

- Installs, programs, secures, troubleshoots, and maintains network equipment.

- Install, troubleshoot, and maintain Local Area Network (LAN) and Wide Area Network (WAN) hardware including switches, routers and gateways.

- Installs network hardware using TCP/IP protocols.

- Installs and configures network operation systems and software.

- Installs and maintains anti-virus and back-up recovery utilities on network servers.

- Administers multi-tier network-based server infrastructure.

- Performs wireless network analysis and configuration tasks.

- Performs changes to keep data networks current.

- Anticipates and troubleshoots issues with computer networks and corrects problems in network appliances.

- Troubleshoots and documents hardware, network software and data communication problems.

- Coordinates problem resolution with appropriate district users, vendors, and contractors.

- Reviews and recommends network adjustments to maintain efficient network operations.

- Researches and evaluates Local Area Network (LAN) and Wide Area Network (WAN) products and alternatives.

- Develop backup and disaster-recovery procedures for networks (wired and wireless) to ensure accessibility and availability.

- Reads, interprets, and applies complex technical publications, manuals and documents.

- Maintains configuration documentation and records of service work

- Prepare and maintain logs of activity related to network management and administration.

- Creation of documentation, manuals and other advanced technical documents.

- Assists in ordering equipment.

## Other Functions

- Performs related duties as assigned.

## Job Requirements: Minimum Qualifications
### Skills, Knowledge and Abilities

SKILLS are required to perform multiple, complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: install, program, secure, troublshoot, and maintain District network.

KNOWLEDGE is required to perform advanced math; review and interpret complex materials; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perfom the functions of the job

include:knowledge of the methods, tools and equipment used in the installation and service of hardware and software; understanidng of web servers, firewalls, wireless networks; advanced understanding of network protocols, hardware and technology including Ethernet/Fast Ethernet/Gigabit Ethernet, Cisco IOS, Mircorsoft Active Directory Services; understanding of physical wiring standards (CAT 5/6A and fiber optics); basic configuration and maintenance of routers,

switches, hubs, and wireless communications; Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) design, and local area network configuration plans to includee wiring and electronics.

ABILITY is required to install and service networks; and use a variety of job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances. In working with others, independent problem solving is required to analyze issues and create action plans. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; responds to emergency situations during and after hours as needed to resolve immediate safety concerns.

## Working Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Resonable accommodations may be made to enable individuals with disabilities to perform essential functions. The usual and customary methods of performing the job's functions require the following physical demands: standing; walking; sitting; using hands to finger, handle or feel objects, tools or controls; reach with hands and arms; bend; stoop; kneel; crouch; climb; talk and hear. The employee must lift and/or move up to 50 pounds. Specific vision abilitites required by this job include close vision and distance vision. The noise level in the work environment is usually moderate.

## Education/Experience

Any combination of equivalent to high school diploma supplemented by one (1) year of college coursework in computer science or related field or three (3) years experience servicing networks with cisco administration and TCP/IP design and operations support.

| **Required Testing** | **Certificates & Licenses** |
|---|---|
| None Specified | Valid California Driver's License |

| **Continuing Educ./Training** | **Clearances** |
|---|---|
| None Specified | Pre-placement Physical Exam; TB Clearance; and |
| | Criminal Justice Fingerprint/Background Clearance. |