

## **NETWORK ANALYST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an advanced technical position responsible for overseeing the installation and development of networked computer systems. In addition to providing set-up and direct assistance to users, the incumbent develops standards, policies and procedures to govern both use and future development of such systems. The work is performed under the general direction of a higher level management employee. The employee may supervise the work of other technical employees.

### **TYPICAL WORK ACTIVITIES:**

1. Develops and documents internet and intranet system requirements and architectural designs, including routers, hubs, bridges, cabling, etc.;
2. Develops and maintains standards and procedures related to networked systems design, installation, system integration, and security implementation;
3. Performs network installations and upgrades, including server and workstation hardware, operating system software, and required cabling;
4. Develops and implements procedures for remote access to internal networks and hardware/software protocols for access to Internet and other external networked systems;
5. Develops and implements network disaster recovery procedures and policies;
6. Performs installation and upgrade of operating system, support, and application software on network servers and workstations;
7. Provides ongoing technical assistance to computer center staff and system users;
8. Provides telephone and on-site assistance to users running software from a network server;
9. Performs routine LAN administration duties, including security/access, printer installation and support, and routine troubleshooting;
10. Establishes and implements procedures to collect and record network hardware and software configurations and performance, documenting and evaluating results, recommending changes and improvements when appropriate;
11. Consults with supervisor on technical matters and in scheduling and prioritizing of software projects;
12. Maintains standard supply list for bidding and ordering of network hardware and software;
13. Maintains technical reference materials and other materials;
14. Provides backup support in other microcomputer areas as needed;
15. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, methods, capabilities, limitations and techniques of stand alone and networked microcomputer systems; thorough knowledge of mainstream LAN related hardware and software; ability to quickly learn and evaluate new LAN related software and hardware; ability to develop and maintain policies and standards across a large system with possibly conflicting demands; ability to communicate, both orally and in writing; ability to establish and maintain effective working relationships; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

**NETWORK ANALYST (Cont'd)**

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with an Associate degree in computer science, data processing, or a closely related field AND two (2) years work experience which primarily consisted of network design, installation and maintenance;
- OR:            (B)     Satisfactory completion of a vendor certified program designed to prepare candidates to fully support industry standard network operating systems AND two (2) years work experience which primarily consisted of network design, installation and maintenance;
- OR:            (C)     Four (4) years of full-time paid experience which primarily consisted of network design, installation and maintenance;
- OR:            (D)     An equivalent combination of training and experience as indicated in (A) and (B) above.

**NOTE:** Successful completion of coursework in computer science, data processing, or a closely related field at a regionally accredited college or university, may be substituted for the required experience for up to one year with thirty credit hours being equivalent to one year of experience.

**SPECIAL REQUIREMENTS:**

1. An appointing authority may require the possession of a New York State Driver License.
2. Candidates must be able to transport and install equipment weighing approximately 45 pounds.

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ADOPTED:   07/30/97           08/11/99