

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

8/25/99
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TITLE: NETWORK ANALYST

QUALIFICATIONS

Knowledge of

1. Basic understanding of programming theories.
2. Local Area Network (LAN) and Wide Area Network (WAN) software and hardware configurations and enhancements.
3. Specific programming languages determined by current applications.
4. Data processing systems and procedures and data communications and network protocols.
5. Appropriate diagnostic tools and program documentation.
6. Technical aspects of field of specialty.
7. Interpersonal skills using tact, patience and courtesy.
8. Network operating software and troubleshooting tools currently used by the district.
9. Networking fundamentals.
10. Knowledge of IBM compatible and Macintosh hardware and operating systems currently used by the district.
11. Current trends in computer networking hardware and software.
12. Internet protocols and tools.
13. Wide area networking hardware and programming currently used by the district.
14. E-mail systems.
15. File server hardware.
16. Basic familiarity with Unix.
17. Current releases of office productivity software used by the district.
18. Web page development tools such as FrontPage or NetObjects Fusion as well as basic knowledge of HTML coding.
19. Telco services, such as T1, frame relay, and ISDN.
20. Ethernet topologies and switching technologies.
21. Internet proxy and filter servers.
22. Firewall hardware and software (e.g. Cisco's PIX).
23. Proper English usage, reading, writing, punctuation, and math at a level necessary to perform assigned tasks.
24. Methods, materials, equipment, and tools used in the maintenance of both personal computer, microcomputer systems, and local-area networks (LAN) & wide-area networks (WAN).

Ability to

1. Recommend, design, install, maintain, and administer LAN and WAN computer systems and peripheral.
2. Install and configure a variety of microcomputer and data communications equipment.
3. Learn and understand quickly new technologies affecting WAN and LAN design and maintenance.
4. Develop and deliver training programs.

Ability to (continued)

5. Analyze, troubleshoot and correct complex network protocol and data communications issues.
6. Develop new applications and programs.
7. Learn new computer applications and train others.
8. Plan, recommend, install, and configure computer hardware and software for personal computers and microprocessors, both stand alone and networked.
9. Assist Director in design and implementation of LANs/WANs.
10. Read and interpret technical manuals.
11. Determine priorities and schedule work effectively and efficiently.
12. Work independently and maintain high standards of workmanship.
13. Quick and effective diagnosis of maintenance and repair problems and take appropriate action to resolve same.
14. Perform mathematical calculations using addition, subtraction, multiplication, and division.
15. Prepare accurate estimates of costs and materials needed for assigned projects.
16. Prepare and maintain work records and schedules; complete necessary reports.
17. Test new and existing computer equipment.
18. Recommend appropriate communication hardware/software for LANs/WANs.
19. Diagnose and correct (or facilitate correction) computer communication problems.
20. Recommend appropriate installation of data-communications systems or upgrades to installed systems.
21. Diagnose and determine action to correct data-communication problems.
22. Understand and carry out verbal and written instructions, policies, and procedures in an independent manner.
23. Communicate effectively and tactfully in both oral and written form.
25. Be a productive and active team member.
26. Work successfully with diverse groups of people.
24. Present and maintain a pleasant appearance and demeanor.
27. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
25. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
26. Learn and follow the operations, procedures, policies, and requirements of an assigned program of operational unit.
28. Establish and maintain effective work relationships with those contacted in the performance of required duties.
29. Safety rules and regulations for this position.

Training and Experience (continued)

1. Equivalent to completion of the twelfth (12th) grade, supplemented by courses specializing in computer operation, installation, maintenance, and repair.
2. Any combination of training and experience equivalent to four (4) years of experience in providing technical support to microcomputer users and in the maintenance, operation, and repair of microcomputer systems, networks and software, at least two of which must have included responsibility as the primary technical support for local and wide area networks.
3. Certificate or degree in networking of data systems.
4. Good work history and attendance.

REPORTS TO: Director of Educational Technology and Information Systems or designee

JOB GOAL: To plan, design, install, and maintain the district's wide area network, Internet access and local area networks; plan and install network cabling; analyze local area and wide area network traffic; provide network user support and assistance. This includes providing technical support for software and hardware associated with the networks, ensuring the reliable interface among the district's local area networks, access to mainframe systems and the world wide web/Internet, and planning and maintaining network security.

ESSENTIAL FUNCTIONS

1. Administers the district's wide area network (WAN) and all local area network (LAN) connections, including hardware, software, access to mainframes and the world wide web/Internet, and security issues, for the purpose of maintaining the integrity and operational capability of district systems.
2. Plans and recommends projects for the purpose of installing and maintaining microcomputer hardware, cabling, routers, switches, and appropriate software.
3. Diagnoses, repairs, and tests network equipment (e.g. servers, data communications hardware, lines, modems, etc.) and software problems for the purpose of maintaining integrity and reliability of the network.
4. Analyze network traffic for the purpose of identifying traffic congestion and or defective equipment and taking corrective action.
5. Installs, tests, troubleshoots, and performs adjustments to a variety of network software on workstations and servers.
6. Recommends design and configuration of wide area and local area networks (WAN, LAN) for the purpose of ensuring adequate network resources to meet current and future District technology needs.
7. Plans, supervises, and monitors WAN and LAN backup systems, standards and procedures for the purpose of ensuring availability of data and systems in event of file server failure.
8. Develops training programs for the purpose of maintaining the relevant technical support skills of other computer-related support positions.

ESSENTIAL FUNCTIONS (continued)

9. Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information relating to professional requirements, upgrades, new products and other changes and trends in technology and/or reviewing and making recommendations on incorporating and acquiring advances in hardware, software, and other facets of network technology.
10. Meets with various site and district personnel and committees for the purpose of conferring, recommending, and planning network installations and upgrades.
11. Maintains district's e-mail system for the purpose of ensuring its availability and reliable operation.
12. Installs computer networking, operational and application software.
13. Makes estimates of materials costs; orders parts and supplies as needed.
14. Checks and tests new computer equipment for proper operation before installing.
15. Follows district policies and procedures.
16. Participates in district in-service training as required.
17. Knows and understands the Mission and Core Values of the district.
18. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Pick up and deliver or arrange/coordinate for pick up/delivery of equipment at district facilities.
2. Maintain inventory of installed hardware and software.
3. Maintain records of pending and completed work/service requests, prepares written and oral reports, as required.
4. Recommends standards for use of computer hardware/software.
5. Establishes computer backup procedures and schedules.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.

PHYSICAL ABILITIES (continued)

16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to operate office machines and equipment in a safe and effective manner.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.
20. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
21. Able to operate a variety of powered and manual equipment commonly found in computer equipment diagnoses and repair services in a safe and effective manner.
22. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Director of Educational Technology and Information Systems or designee will complete the evaluation.

Approved by: Board of Education Date: May 8, 1997
Amended by: Board of Education Date: August 25, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**