

# CLASSIFICATION ADDENDUM

## **Job Title:** Network Analyst

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C42-C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### **Essential Characteristics and Duties Addendum**

The Network Analyst performs analysis, design, configuration, maintenance, installation and support of the computer networks and network components; coordinates and ensures network security; suggests changes in network configurations; performs diagnostic procedures to determine cause of hardware and software failures; reviews proposals for new networks; completes implementation plans. Performs related duties as assigned.

### **Qualifications Addendum**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

- In the field of computer science or related field with emphasis on network coordination, analysis, installation, administration.

#### **Licensing Requirements:**

- Certification as a Novell or LAN Manager may be required.

#### **Knowledge:**

- Windows and Novell local area networks;
- Network protocols and topographies;
- Intranet and internet based applications;
- Personal computers and PC Networks;
- Network installation methods and procedures including hardware and software;
- Software applications;
- System analysis and design techniques.

#### **Skills:** *(Demonstrated skill in performing the following)*

- Troubleshooting and resolving client user concerns and operational problems;
- Performing network installations;
- Scheduling and implementing system changes or upgrades;
- Reviewing existing network configurations and making necessary recommendations;
- Conveying technical and complex information to staff.

#### **Qualification For Grade Progression:**

C42 - Contributing

C43 - Journey

C44 - Advanced/Lead Level

### **Physical Requirements Addendum**

Light to Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### **Addendum History**

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