

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NETWORK ANALYST

BASIC FUNCTION:

Under the direction of the Director - Information Technologies, analyze, design, service, and maintain wide and local area networks; assure adherence to security, back-up, disaster recovery plan, software upgrades, and documentation of system as installed.

REPRESENTATIVE DUTIES:

Designs, maintains, installs, and manages local and wide area networks. *E*

Performs routine analysis and capacity planning on District networks. *E*

Analyzes, tests, and installs software vendor upgrades. *E*

Produces and maintains system and user documentation. *E*

Assists in the collection and analysis of information for projected computer applications; assist in the development of computer labs and determine how labs are to be designed. *E*

Analyzes existing programs and recommends and defines improvements. *E*

Defines and maintains back-up, restoration, and disaster recovery procedures. *E*

Resolves technical problems for users and support personnel. *E*

When applicable, assists and provides support to district personnel. *E*

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Capabilities of mainframe, micro-computer and communications hardware utilized by the District.

Information systems procedures and methods

Principles, practices and techniques of computer networking.

Methods and procedures of operations electronic computers and peripheral equipment.

Principles of training and providing work direction.

Technical aspects of field of specialty.

District organization, operations, policies and objectives.

ABILITY TO:

Analyze existing procedures and develop improvements for optimum use by Information Technologies.

Work effectively and independently in designing and implementing local and wide area networks.

Analyze user needs and develop effective systems and programs.

Test, trouble-shoot and repair networking equipment.

Communicate effectively both orally and in writing.

Understand and follow written directions.

Prepare clear, complete, concise reports and records.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years (60 completed semester units) of college that must include 20 semester units in computer science, programming or related subject area. Three years experience in wide area network. Experience with the installation and management of file servers, bridges, routers, intelligent hubs, T-1 multiplexors, and CSU/DSU's.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of computer equipment, seeing to observe computer monitor, and hearing and speaking to exchange information, bending, pushing, lifting, and moving moderately heavy objects.