

# Network Analyst

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|--------------------|-----------------|---------------------|---------|
| Job Title:         | Network Analyst | Company Job Code:   | .....   |
| FLSA Status:       | .....           | Division/Department | .....   |
| EEO Code:          | .....           | Reports to:         | Manager |
| Salary Grade/Band: | .....           | Last Revision Date: | .....   |

## SUMMARY

Responsible for the installation, layout, and maintenance of all network components. Plan, design, analyze, and provide technical support for data communications network or group of networks. Conduct research and evaluation of network technology and recommend purchases of network equipment.

## PRIMARY RESPONSIBILITIES

1. Consult with users and evaluate requirements, recommend designs, provide cost analyses, plan projects, and coordinate tasks for installation of data networks.
2. Analyze and resolve technical problems for established networks.
3. Plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software.
4. Provide network documentation, training, and guidance to computing system clients and programmers.
5. Serve as technical specialist in network problems and emergencies.
6. Troubleshoot and resolve network production problems.
7. Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system.
8. Recommend network solutions for short-, medium-, and long-range network projects.
9. Install, configure and maintain network components.
10. Determine plan layout for new hardware or modifications to existing layout.
11. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services.
12. Establish user profiles, user environments, directories, and security for networks being installed.
13. Work as a team member with other technical staff, such as systems to ensure connectivity and compatibility between systems.
14. Work with vendors to resolve complex network problems.
15. Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
16. Document network problems and resolutions for future reference.
17. Other duties as assigned.

## ADDITIONAL RESPONSIBILITIES

1. Assist personnel of other departments as a computer resource
2. Oversee the installation of hardware and software.
3. Provide on-the-job training to new department staff members.
4. Provide computer orientation to new company staff.

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of company supported network platforms such as Novell and Windows NT. Ability to design and coordinate the installation of data networks. Ability to maintain and troubleshoot computer network hardware, software, and peripherals. Ability to provide a range of systems training and/or support activities for users. Ability to develop and write systems and applications documentation and guides for users. Ability to determine computer problems and to coordinate hardware and/or software solutions. Ability to develop systems solutions for operational problems. Ability to learn and support new network components. Work with users requires interpersonal skills. This is normally acquired through a combination of a Bachelor's Degree and three to five years of network experience.
3. Responsibilities may require evening and weekend work in response to needs of the systems being supported.

#### **WORKING CONDITIONS**

Working conditions are normal for an office environment. Work requires extensive work using a computer. Responsibilities may require evening and weekend work in response to needs of the systems being supported.

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