

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Network Analyst II</b>	<b>Class Code:</b>	<b>36006</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>J</b>
<b>Supplemental/Code:</b>	<b>Administrative/1</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Install, troubleshoot, and coordinate the data network services function responsible for five teleprocessing networks including computer terminals, mini-computers, micro-computers, and wide area communications to ensure 24 hour/day, 7 day/week service to all user departments. The networks provide communications to all local and remote sites from the mainframe system and communications on LAN-based systems through the City's backbone.

**Essential Functions:**

1. Coordinates the support operations for five data networks including responsibilities for critical systems such as Police 9-1-1, Police and Fire Dispatch, Dallas Library systems, Water Utilities systems, Finance, Purchasing, Park and Recreation, and Municipal Courts and Jail systems to ensure continuous operations.
2. Provides training and technical assistance to less experienced analysts and helps coordinate their work activities.
3. Conducts studies, provides recommendations, and administers the timely acquisition of data network equipment including hardware and software applications to ensure meeting the current and future needs of user departments.
4. Troubleshoots and investigates problems between the host computers and terminal operations, microcomputer and LAN/WAN connections, and directs all user requests for service to ensure the most effective operations.
5. Provides input for operations procedures and policies in regard to the networks and network personnel to ensure consistent operation.
6. Assists in preparing the annual operating budget, procuring equipment and service through the bid process, and administering service contracts to ensure cost-effective functioning.
7. Communicates with computer equipment vendors, AT&T and Bell Systems, fiber optic vendors, various City departments, and governmental agencies to ensure a high level of service for all equipment and service requirements.
8. Serves as technical resource for user departments in the addition of computer technology.
9. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Thorough knowledge of digital data communications, communications protocols, network operations, network capacity planning, and system management.

Familiarity with budget preparation and administration and the City's purchasing policies.

Ability to communicate effectively both verbally and in writing.

Ability to provide technical assistance to lower-level analysts and other departments.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

May require lifting computer equipment weighing up to 50 pounds.

May be on call.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

