

City of Dallas
Classification Specification

Title:	Network Analyst	Class Code:	36010
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provide WAN, LAN and/or mainframe access over local and remote networks by managing, installing, moving, and repairing mainframe and network terminals and associated equipment.

Essential Functions:

1. Investigates, troubleshoots, and repairs or resolves problems between the host computers and the remote terminal stations including both software and hardware problems to ensure efficient operations.
2. Analyzes network performance and terminal response time, generates network definition changes, and modifies network design as needed to ensure the most optimum performance.
3. Assists in the planning and installation of new system components (both hardware and software) as requested by departments to ensure the most effective equipment configurations and design.
4. Oversees vendor contracts and examines vendor bills to ensure the network operation remains within budget guidelines.
5. Installs, repairs, rebuilds, and maintains hardware for the user department.
6. Serves as an information resource for users of the network.
7. Writes specifications and installs new work stations, servers, peripherals, and upgraded software.
8. Maintains network documentation and records on activity log.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of teleprocessing equipment, procedures and techniques used in communications system management.

Knowledge of twisted-wire pair, coaxial cable, optical fiber, microwave and radio transmission systems.

Knowledge of synchronous and binary synchronous protocols, analog and digital data circuits, modems and data service units.

Knowledge of personal computers and software.

Ability to communicate effectively both verbally and in writing.

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.

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.