

The University of Texas at San Antonio

Job Description

Job Title: Enterprise Network Analyst
Code: 17504
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Office of Information Technology – Infrastructure Services
Reports To: Senior Enterprise Network Engineer

Summary

- Function: Under close supervision, responsible for the installation, testing, administration, and documentation of enterprise network hardware, software, shared components and networking protocols.

- Scope:

Duties

- Typical:
 1. Manages, tests, and provides support for network hardware, technologies, and applications. Documents processes, procedures, and proposes improvements.
 2. Installs and supports enterprise-wide network components, technologies and related infrastructure, e.g., Wireless, WAN, LAN, VPN, IP addressing.
 3. Implements security for network protection and client access.
 4. Analyzes network requirements from functional specifications.
 5. Maintains hardware and software documentation standards in enterprise data center environment.
 6. Coordinates required changes to campus network infrastructure.
 7. Schedules and performs installation and upgrades and maintains them in accordance with established Information Technology policies and procedures.
 8. Monitors and tunes the system to achieve optimum performance levels.
 9. Recognizes and troubleshoots problems with network hardware and software.
 10. Ensures data or media recoverability by implementing a schedule of system backups.
 11. Supports media management through internal methods and procedures and through offsite storage and retrieval services.
 12. Conducts routine hardware and software audits of servers to ensure compliance with established standards, policies, and configuration guidelines.

- 13. Develops and maintains a comprehensive operating system hardware and software configuration database or library of all supporting documentation.
 - 14. Assists with special projects as needed.
 - 15. Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
 - 16. Complies with all State and University policies.
- Periodic:
 - 1. Other duties as assigned.

Education

Required	Preferred
Bachelor’s degree from four year college or university within area of assigned responsibility. Technical training and/or experience may be substituted for a degree on a year for year basis.	N/A

Other Requirements

Required	Preferred
<p>While performing the duties of this job, the employee is regularly required to sit and talk or hear.</p> <p>The employee is occasionally required to stand or walk.</p> <p>The employee must occasionally lift and move up to 60 pounds.</p>	N/A

Experience

Required	Preferred
<p>Two years of experience in networking and communications environment.</p> <p>Knowledge of common network hardware and cabling including Ethernet, Routers, Switches, Wireless access points and other associated hardware.</p> <p>An intermediate understanding of IP Networking, Routing, Switching and Network Operating Systems (e.g., IOS, JunOS, including configuration, processes, files and I/O systems; networking services and common</p>	N/A

<p>routing protocols (OSPF, RIP, Static)</p> <p>Ability to implement change control and configuration management, high availability systems, structured design and support methodologies.</p> <p>Ability to perform complex performance analysis of network systems and other related components.</p>	
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Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
<p>While performing the duties of this job, the employee is occasionally exposed to extreme cold and risk of electrical shock.</p> <p>The noise level in the work environment is usually moderate</p>	Occasional travel may be required.

Supervision

Received	Given
Direct supervision from Senior Enterprise Network Engineer.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws,
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regulations, policies, and procedures are complied with.