

The University of Texas at San Antonio

Job Description

Job Title: Network Analyst I
Code: 19385
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- **Function:** Analyze network processing problems for application to network systems. Analyze user requirements, procedures and problems to automate or improve existing network systems and review network system capabilities, traffic flow, and limitations. Report findings to appropriate personnel.
- **Scope:** Responsible for basic network analysis duties.

Duties

- **Typical:**
 1. Train faculty, staff, and students on use of hardware and software related to networking.
 2. Maintain network by troubleshooting and recommending new hardware and software.
 3. Develop and implement website to include designing of web-based network content on-line documentation.
 4. Perform network system installation and support of software, maximizing production and uptime of the network.
 5. Coordinate technical issues with vendors.
 6. Provide customer support and/or problem resolution for reported problems/issues.
 7. Perform other duties as assigned.
- **Periodic:**
 1. Assist in network metric analysis and charting.

Education

| Required | Preferred |
|--|--|
| Associates degree in a related field from an accredited institution. May substitute one year of experience for once year of education. | Bachelor's degree in a related field from an accredited institution. |

Other Requirements

| Required | Preferred |
|---|------------------|
| Ability to analyze problems and design the most efficient utilization of existing techniques. | N/A |
| Criminal Background Check (CBC). | |

Experience

| Required | Preferred |
|--|------------------|
| One year of experience in analysis and/or network systems design, or network support or an equivalent combination of relevant education and/or experience. | N/A |

Equipment

| Required | Preferred |
|--|------------------|
| Knowledge of the capabilities of medium sized network systems. | N/A |

Working Conditions

| Usual | Special |
|--|--|
| Conditions associated with a network systems support and installation. | May require working long periods of time and/or after-hours and/or weekends. |
| | Ability to lift 60 lbs and work in confined spaces. |

Supervision

| Received | Given |
|--|--------------|
| General supervision from immediate supervisor. | None. |

Accuracy

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| Proficiency in all phases of duties performed. |
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Internal Control

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| 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, regulations, policies and procedures are complied with. |
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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.